

***Jamestown School District COVID-19 Safety Plan  
In compliance with the American Rescue Plan Requirements***

**General Measures**

Jamestown School District has conducted and developed a [COVID Risk Assessment and Mitigation Strategies .docx](#) outlining risk considerations how the district will mitigate those risks. (See Appendix A) In addition, the District has developed a Revised COVID-19 Preparedness Plan t( Appendix B) that was adopted by the Governing Board on June 24, 2020 and last revised on January 13, 2021, the COVID-19 Prevention Plan as an addendum to the Injury and Illness Prevention Program ( Appendix C) and has been added to the District Comprehensive Safety Plan which is posted on our school website [Jamestown School District Website](#) as well as located in the District Office. The district's management team will act as the safety committee to regularly monitor our District plans and will document and correct any deficiencies or necessary revisions due to changes in our local Public Health guidance or CDPH guidelines.

The District will investigate any COVID -19 illness and determine if any work-related factors could have contributed to the risk of infection and will update our COVID safety plan as needed to prevent further cases.

Important contact information:

- California Department of Public Health  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- Office of Governor Gavin Newsom, <https://www.gov.ca.gov/>
- Tuolumne County Public Health, [20111 Cedar Rd, Sonora, CA 95370](#), 209-533-7401
- Tuolumne County Office of Education, Cathy Parker [175 Fairview Ln, Sonora, CA 95370](#), 209-536-2000
- California Department of Education, <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

**COVID Protocols and Procedures for an Outbreak**

The Superintendent will be designated as the workplace infection prevention coordinator, along with District office staff to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.

On-site surveillance testing of staff is offered once a week, or by appointment.

Employees are instructed to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19. Symptoms of COVID-19 include fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, diarrhea, or loss of appetite. The daily Health Screening Procedure for Employers will be implemented and records kept confidentially.

The District will use the designated Response Team that has been trained by Public Health and the county nurse, to assist in tracking suspected and confirmed cases among employees.

The District will ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty.

- The [Families First Coronavirus Response Act](#) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.-

The district will contact the Public Health Department for all COVID related outbreaks. Documentation collected will be kept secure and confidential under FERPA and HIPAA rules.

Process for investigation contact tracing and quarantining of close contacts of confirmed cases in the workplace.

The District will cooperate with the Public Health Department (PHD) and will provide information to the on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.

The District will participate in the CalCONNECT School Portal Outbreak Tracking (SPOT)

Close contacts will be instructed to quarantine at home for *10 days* from their last known contact with the employee with COVID-19 unless the individual has been fully vaccinated. *A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.*

### **Notification**

Jamestown School District will maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

The District will notify all employees who were potentially exposed to the individuals with COVID-19 and will provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with [high-risk medical conditions](#) (e.g., immune compromise or pregnancy). All non-vaccinated close contacts of cases will be given instructions on home quarantine and symptom monitoring, as well as where to go for COVID-19 testing.

The District will provide information to any employee who is sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).

For a more detailed description of how the District will respond to COVID-19 in the workplace refer to [CDPH Guidelines for the Workplace](#) .

### **Training**

All employees are required to complete mandatory annual trainings that are applicable to their positions. These are provided digitally through Get Safety Trained. COVID training has been added to this list of mandatory trainings. The District provides all employees with the availability to take these trainings at the beginning of July and they must be completed within six weeks of the beginning of school. The District has mandated that all employees have the COVID training completed before the first day of school. An additional document developed by JPA, [COVID-19 Required Training Information for Employees](#) was distributed to all employees. An Addendum was added to include the latest CalOSHA guidelines in a JPA COVID-19 Prevention Program (CPP) (See Appendix C), Notice of Potential Exposure (Appendix D), and training materials (Appendix E-F). All employees must complete and sign an *Annual Notifications Checklist and Acknowledgment Form* and are kept in the District Office within our safety binder.

Through our JPA, we are additionally providing COVID-19 training modules to students and parents.

### **Reopening Options**

Reopening school options are based on state legislation AB77/SB98 which states that school reopening plans must include in-person and distance learning options based upon the health conditions of the community. If at any time our county is directed by the Public Health Officer to close schools due to an outbreak, then our District must

conduct distance learning for all students. This would remain in effect until advised by Public Health that it is safe to reopen.

The District instructional models are as follows:

o Full Distance Learning

- A structured rigorous online distance learning plan with clear expectations and schedules
- A targeted plan to address learning loss during school closure
- Teaching and learning will have accountability with tracking and monitoring daily, record-keeping weekly, and regular communication with parents and guardians on academic progress
- A social emotional learning component within instruction and tiered mental health support services from our school counselor
- Devices will be made available to all students who need one

o Hybrid plan (part in-person instruction/ part distance learning)

- In order to create cohorts (small classroom groupings) and to prevent mixing of cohorts, the District will implement an A/B schedule in order to keep classes socially distanced and for the better implementation of safety measures
- All five days will have specific scheduled daily instruction with two days a week in person instruction and two days a week at home instruction with distance learning, and one day where all students would be at home on distance learning (*In order to align with the high schools, we have chosen Wednesdays as the all distance learning day*).
- If a certain percentage of parents do choose to keep their child home for distance learning, and that reduces any class size to a small enough group to maintain, as practicable, social distancing guidelines, then those classes will be able to attend all four days of in person instruction and only one day of distance learning on Wednesdays.
- For those students that attend Chinese Camp Science Academy, and those students in special day classes, they are already in small cohorts and can socially distance, therefore, will be able to attend in person four days a week.
- We will work to schedule families with multiple children and siblings in various grade levels on the same days
- Social distancing in classrooms will be as close to six feet distanced as possible, with no less than four feet distanced.

In a hybrid model, where class sizes are within cohorts without mixing, we understand that outside time is important and necessary. The district will utilize designated outside spaces for classroom instruction, weather permitting. Recesses and PE times will be staggered to keep gatherings small and socially distanced. A master schedule and supervision schedule will be developed to maintain safe socially distancing.

The District understands that some families may have a child who is medically fragile, has vulnerable family members, or is uncomfortable in having an in person return to school at this time. An all distance learning option will be available for any student at parent request.

- o Full In-Person Instruction for all students following all health and safety guidelines.

### **Students with Access and Functional Needs**

The District will examine all existing student health plans to identify students who may need additional accommodations. All families that have any concerns or need accommodations for their child are encouraged to contact school administration. The district will cooperate with all families to identify additional preparations

for classroom and non-classroom environments as needed. The District will pay special attention to the following groups who might be at increased risk of becoming infected or having unrecognized illness:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing;
- Individuals who may not be able to communicate symptoms of illness

### **Facility Use Agreements**

At this time there will be no external community organizations facility use on the Jamestown School District campuses, including the Jamestown Family Resource Center, until it is safe to do so as defined by state and local Public Health officials and our District insurance carrier through JPA. This facility use policy will be in effect through June 30, 2021 and reassessed at the following Board meeting in July.

### **Considerations for Reclosing and Reopening/ Partial or Total Closure**

School closures to in-person instruction may be part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the [COVID -19 Reopening Framework for K-12 Schools in California](#).

Jamestown School District will check State and local orders and health department notices daily about transmission in the area or closures and will adjust our operations accordingly.

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, we will refer to the CDPH Framework for K-12 Schools, and implement the following:

- In consultation with the local public health department, the District will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Close off the classroom or office where the positive individual was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and 18 presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local health department

*Draft Review by Jamestown Teacher's Association on July 30, 2020*  
*Draft Review by CSEA on July 30, 2020*  
*Draft Review by Jamestown School District Governing Board on July 31, 2020*  
*Draft Reviewed by School Site Council on August 10, 2020*  
*Approved by Tuolumne County Public Health Department August 12, 2020*  
*Jamestown School District Governing Board Approval August 12, 2020*  
*Revision Board Approved on January 13, 2021*

*Jamestown School Governing Board Revision Approval July 14, 2021*

## **COVID-19 Preparedness Plan for Jamestown School District**

Jamestown School District is committed to providing a safe and healthy workplace for all our employees. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan and all supervisors are responsible for ensuring its implementation. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health guidelines, Cal-OSHA standards related to COVID-19 and Governor Newsom's Executive Orders and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees;
- management and supervision necessary to ensure effective implementation of the plan.

## **Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status upon entering the workplace and for employees to report to their immediate supervisor when they are sick or experiencing symptoms. Health screening occurs by all employees either before or immediately upon entering campus. The daily intake log of the employee's health and whether the employee has been exposed to anyone with a positive diagnosis of COVID will be recorded and kept confidential. If an employee has a fever over 100.4 or greater, they are restricted from entering and remaining at the school facility and will be sent home. If an employee becomes sick during their workday, they will isolate immediately, report to their direct supervisor, and go directly home limiting contact with any person. If an employee becomes symptomatic while at home, they will remain home until symptom free or released by a doctor. In all cases, the employee must notify their supervisor immediately and restrict all contact with any person.

Jamestown School District has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Leave will comply with all labor law, bargaining unit contracts, Family Medical Leave Act (FMLA) and all other policies addressing these situations. The District will follow the current bargaining contracts in regard to employees who have underlying medical conditions or who have household members with underlying health conditions. Jamestown School District has implemented a procedure for informing workers that if they have been exposed to a person with COVID-19 at their workplace, they are required to quarantine for the required amount of time. Employees who have taken leave due to COVID-19, will require a doctor's note attesting that the employee may return to work and is symptom free. The district will follow all regulations in protecting the privacy of workers' health status and health information.

If a staff member, student or visitor becomes sick while on campus, or exhibiting symptoms will be required to wait in an isolation area (There are several available spaces on the JES campus, the nurse's office, room 24, and room 5, and the library will be used at Chinese Camp) until they can be safely transported home by a parent/guardian or an approved contact or to a healthcare facility, as soon as practicable. If symptoms are severe, or the person looks like they need immediate medical care, the school staff will call 9-1-1 and will tell the dispatcher about person's COVID symptoms.

Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and will not be used before cleaning and disinfection. In order to reduce risk of exposure, custodial will wait 24 hours before cleaning and disinfecting, or as long as practicable. Custodians will safely and correctly apply disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students at all times.

Parents/Guardians are strongly encouraged to self-monitor their child(ren) for signs of COVID-19 related symptoms and to self-report to the school district in the event of a suspected COVID-19 illness.

As a reminder people with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to COVID-19. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms. (See [Symptoms of Coronavirus](#) for more information).

#### [Sample Daily Home Screening for Students Form](#)

The district will use the SHARE method to educate and provide information to staff and parents on the importance of vaccinations against influenza.

- **SHARE** the reasons why the influenza vaccine is right for the patient given his or her age, health status, lifestyle, occupation, or other risk factors.
- **HIGHLIGHT** positive experiences with influenza vaccines (personal or in your practice), as appropriate, to reinforce the benefits and strengthen confidence in influenza vaccination.
- **ADDRESS** patient questions and any concerns about the influenza vaccine, including side effects, safety, and vaccine effectiveness in plain and understandable language.
- **REMIN**d patients that influenza vaccines protect them and their loved ones from serious influenza illness and influenza-related complications.
- **EXPLAIN** the potential costs of getting influenza, including serious health effects, time lost (such as missing work or family obligations), and financial costs.

All staff has access to on site COVID testing. Information regarding the availability of vaccinations and vaccine locations within the community has been disseminated to staff and parents.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees, students, and visitors who enter campus will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Staff will model, teach and practice handwashing. For example, for lower grade levels, bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

Hands-free hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and other common area locations on campus, so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Ethyl alcohol-based hand sanitizers will be used, and children under age nine will use hand sanitizer under adult supervision.

## **Respiratory Etiquette: Cover your cough or sneeze**

Employees, students and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and signage and supported by making tissues and trash receptacles available.

Face Coverings will be expected to be worn by all staff and students and in accordance with [CDPH Guidelines](#). Masking for both students and staff is not required in outside spaces, but is mandatory inside where students are present. Information about the Use of Face Coverings will be provided to staff and families, including circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

The District will provide staff and students with face coverings and other necessary PPE, and will ensure that the CDPH guidelines are followed. A face shield with a drape is an acceptable alternative for children and staff.

Exemptions for face coverings:

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering
- A cloth face covering or face shield should be removed for meals, snacks, or when it needs to be replaced.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school

Any student who is excluded from campus due to a non-exemption of wearing a face covering will be provided an all-distance learning educational program.

## **Social Distancing**

Social distancing, maximizing a six-foot distance when possible will be encouraged and implemented while on campus and in workspaces with no less than three feet. Signage, markings and instructions regarding social distancing for employees, students, and visitors will be posted as a reminder. Physical workspaces will be reconfigured as necessary to comply with social distancing guidelines. Face shields and/or face masks will be supplied to those employees that must be in closer contact to complete their assigned duties.

Personal protective equipment will be offered and provided by the district to all employees upon returning to campus for the new school year and will be instructed not to share with any other person. Personal items such as



phones, pens, computer equipment, desks, workstations, or other personal work tools and equipment will not be shared and, if used by more than one person, cleaned and disinfected between users.

Face covering procedures will follow all CDC and Public Health guidelines. Wearing of masks correctly and consistently is for the best protection of all. Be sure that hands are washed or hand sanitizer has been used before putting on a face covering. Do be sure that the face covering covers your nose and mouth, is secure under your chin, and fits snugly against the sides of the face. Be sure to regularly wash all face coverings.

For more detailed information use the following link [CDPH Guidance on Face Coverings](#) . All staff and parents will be provided information on [Proper Use and Washing of Face Coverings](#).

*The following individuals are exempt from wearing a face covering, approved by their medical practitioner:*

- Persons with a medical condition that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Non-staff members or students will have limited access on campus and will be asked and encouraged to remain in vehicles when dropping off or picking up students and will use a call-in system to request to check out a student. An employee will escort the child to the vehicle. Only one visitor at a time will be allowed in the school office or district office and marked areas will be designated along the entrance to identify six feet distancing. All large mass gatherings on campus will not be allowed (e.g. assemblies, Flag Friday, whole multi-grade level recesses, lunch in cafeteria, concerts, Family Fun Nights, sporting events, etc.) until health and safety guidelines permit it.

Staggered arrival and dismissal times will be used to minimize congestion and contact. Separate entrances will be used for grade level clusters, such as K-2 will use Gate 1, grades 3-4 will use Gate 2, grades 6-8 will use the Quad entrance. Hands-free hand sanitizing stations will be set up at each entrance, student directed to go directly to classrooms and temperatures will be taken before entering the classroom.

### **Cleaning, Disinfection and Ventilation**

Regular housekeeping practices will be implemented, including daily routine cleaning and disinfecting of classrooms, common areas, restrooms work surfaces, offices, equipment, tools and machinery. Cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines. A cleaning schedule conducted by custodial staff will be implemented and posted. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. All disinfectant products will be properly stored, locked and out of reach of reach of children.

All shared objects and items within classrooms such as games, toys, art supplies and playground /recess equipment will be limited or suspended. If materials must be shared, they will be properly disinfected after each use.

Outside areas with shared items such as drinking fountains will have suspended use until guidance allows. Jamestown School District has newly installed water bottle filling stations located throughout campus and students will be encouraged to use that option. One water bottle will be distributed to all students for use on campus for in-person learning.

All students using bus transportation will adhere to face covering guidelines. If a student does not have a face covering, disposable masks will be available on each bus and will be provided for the student's use. Students will enter the bus and go directly to the back of the bus and fill the seats from back to front. Once the bus route and passenger lists are established, students will sit in assigned seats, with siblings sitting together. Temperature taking will occur as they exit the bus when arriving at school.



Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Multi passenger vehicles, such as District vans, will adhere to social distancing guidelines and will only be used for mandatory transportation. Disinfecting procedures will be used daily upon entry of the vehicle and exiting of the vehicle.

All disinfectants will be used according to the [EPA Approved list "N"](#) and stored safely and properly out of reach of children.

All staff will use proper ventilation during cleaning and disinfecting. The District encourages introducing fresh outdoor air as much as possible, for example, by opening windows where practicable and using outdoor spaces for eating and instruction when possible. Efforts will be made to air out the indoor space before children arrive and the custodial cleaning schedule will be developed around times when students are not present. If classrooms need to use air conditioning, staff will be instructed to use the setting that brings in outside air. Maintenance will check air filters and filtration systems regularly to ensure optimal air quality.

### **Communications and Training**

This COVID-19 Preparedness Plan was developed in consultation with the site leadership team, management, bargaining units, School Site Council and the Governing Board. The plan will be communicated through an all staff email, included in hiring packets, and will be included in the policies required on the annual notification acknowledgment form for all employees on at the beginning of each school year. A review of the plan and any necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to parents and visitors about: how drop-off and pick-up will be conducted to ensure social distancing and required hygiene practices. Visitors will also be advised not to enter campus, if they are experiencing symptoms or have contracted COVID-19. Signage will be posted at the entrances to campus.

In order to ensure health and safety, all staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge. Staff will be instructed to minimize the use of and congregation of adults in staffrooms, break rooms, and other settings. If it is necessary, then all social distancing and face covering requirements will be in place.

Administration and management will monitor how effective the plan is being implemented by meeting once a month to review.

This COVID-19 Preparedness Plan approval by the Jamestown School District Governing Board on *June 24, 2020* and posted throughout the facility on *July 1, 2020*. The plan has been added to our District Comprehensive Safety Plan and will be updated as necessary.

*Jamestown School District Governing Board Approval June 24, 2020*

*Jamestown School Governing Board Revision Approval July 31, 2020*

*Jamestown School Governing Board Revision Approval August 12, 2020*

*Jamestown School Governing Board Revision Approval January 13, 2021*

*Jamestown School Governing Board Revision Approval July 14, 2021*