

# COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated Aug. 7, 2020

School Name:	Steele Canyon High School		
School Address:	12440 Campo Rd., Spring Valley CA, 91978		
School Type:	School District: <input checked="" type="checkbox"/>	Charter School <input checked="" type="checkbox"/>	Private School <input type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:	Steele Canyon High School		

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

## 1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at:  
<https://drive.google.com/drive/folders/1WT0U41ZVZgGCgSx4z6m9b0HTocApqgvt>
  - a. The person responsible to implement and monitor this plan is: CEO/Principal, (619) 660-3512
  - b. The school's COVID-19 Liaison for contact with Public Health Services is: CEO/Principal, (619) 660-3512
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Student-related positive tests: Student-related positive tests: Site LVNs will notify site administration. Employee-related positive tests: Site LVN will notify site administration
    - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
  - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
  - d. The school's COVID-19 Prevention Plan is posted at: [www.schscougars.org](http://www.schscougars.org). This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
    - i. The prevention plan will be sent via email and posted on our website. Individual COVID-19 prevention training will be assigned to each employee's online Learning Library portal so employees can remotely conduct prevention training.
  - e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
    - i. We will conduct a hazard assessment and create an improvement plan if deficiencies are noted. In addition, we will conduct compliance assessments daily.
  - f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
  - g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
  - h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)
2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

The Facilities Department is limiting facility permits, and if permits are granted, permit holders will have to certify they are following their sector-specific guidelines and applicable orders and regulations.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.  
Special Education staff who provide more intensive services will be provided with additional PPE, such as face shields with neck guards, gloves, and disposable gowns. Mandatory COVID-19 staff training will also be provided.
  - b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing;  
Provide students with instructional lessons that teach hand washing and social distancing.
  - c. Individuals who may not be able to communicate symptoms of illness.  
Provide students with instructional lessons that teach hand washing and social distancing and may include daily temperature checks by Site LVNs. Special Ed classroom personnel, during their weekly check in with families/guardians/caregivers, get updates on any changes with their students' health conditions.

Site RN works with site administrators and special ed advocates to review students' health plans and individual education plans in order to identify students who may need additional accommodations.

School site personnel will engage with families on a regular basis to discuss any potential concerns for their students that may need to be accommodated.
5. The schools have reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
  - a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.

- i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
- iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Individual COVID-19 prevention training will be assigned to each employee's online Learning Library portal so employees can remotely conduct prevention training. Students will also be trained on COVID-19 prevention.

General hygiene will be reinforced among students and staff to include washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. Students and staff will be reminded to:

- o Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- o Wash their hands before and after eating, after coughing or sneezing, after being outside, after touching high contact surfaces/items and before and after using the restroom.
- o Wash their hands for 20 seconds with soap and water, rubbing thoroughly after application, and use no-touch air-dryer, paper towels (or single-use cloth towels) to dry hands thoroughly.

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable..

Hand sanitizer will be available in all classrooms and throughout the campus. Ethyl alcohol-based hand sanitizers are preferred. School population will be limited on campus.

Frequently-touched surfaces will be cleaned and disinfected as needed throughout the day, such as door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs. Bathrooms will be cleaned and stocked with soap throughout the day. Hand Sanitizers will be available in all classrooms and common areas for use.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

Hand sanitizer will be available in all classrooms and throughout the campus. Ethyl alcohol-based hand sanitizers are preferred. School population will be limited on campus. Bathrooms are available to wash hands.

Daily routines will be communicated by staff to help students remember to sanitize and wash their hands throughout the day. Announcements will be made throughout the day to help students and staff remember to protect themselves and sanitize their hands and that there are several options to do so on campus.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

Hand sanitizer will be available in all classrooms and throughout the campus. Ethyl alcohol-based hand sanitizers are preferred. School population will be limited on campus. Bathrooms are available to wash hands.

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the 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 school has developed plans to teach and reinforce the use of cloth face coverings, masks, or face shields.

- Student requirements for wearing face coverings will be guided by the current Public Health Order. At this time all students and staff will be required to wear face coverings while on Steele Canyon property unless specific

exemption is made by site administration. Exemptions will be handled on a case-by-case basis and may include a student IEP or a doctor's note medically restricting face coverings.

- Face coverings are most essential when physical distancing is not practicable (for example, on the bus, while waiting to enter or exit campus, while in the classroom).
- Students will be instructed on proper face covering protocol to include coverings should cover the nose, mouth, and chin.
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings but are encouraged to utilize a face shield covering as possible.
- All staff will be required to wear face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will work with site administration to determine the most appropriate safety measures which may include the use of face shields. Clear face shield should be used in place of a washable face covering under the following circumstances:
  - o By employees who are likely to interact with a person who has a hearing impairment
  - o By students who attend school with a student(s) or staff member(s) who has a hearing impairment
  - o When providing or participating in form of therapy that requires the student/client and/or therapist to see the other person's face
  - o By students who cannot medically tolerate a face covering over the nose and mouth (as determined by a physician, school nurse, or IEP team)

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

Employees will be allowed to wear personal face covering provided they comply with guidelines and are professional. Employees will also be issued personal cloth and disposable face coverings. If needed, staff may also be issued disposable gloves, gowns, and face shields.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

Each site will be regularly issued enough cloth and disposable masks for staff. If needed, sites will also be issued enough disposable gloves, gowns, and face shields for staff.

13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Staff and student reminders will be sent out each autumn by the Benefits Department.

### 3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.

- b. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

The school has developed plans to teach and reinforce the use of cloth face coverings, masks, or face shields.

- Student requirements for wearing face coverings will be guided by the current Public Health Order. At this time all students and staff will be required to wear face coverings while on Steele Canyon property unless specific exemption is made by site administration. Exemptions will be handled on a case-by-case basis and may include a student IEP or a doctor’s note medically restricting face coverings.
- Face coverings are most essential when physical distancing is not practicable (for example, on the bus, while waiting to enter or exit campus, while in the classroom).
- Students and staff will be instructed on proper face covering protocol to include coverings should cover the nose, mouth, and chin. Students and staff will also be instructed to not touch the face covering.
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings but are encouraged to utilize a face shield covering as possible.
- All staff will be required to wear face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will work with site administration to determine the most appropriate safety measures which may include the use of face shields. Clear face shields should be used in place of a washable face covering under the following circumstances:
  - o By employees who are likely to interact with a person who has a hearing impairment
  - o By students who attend school with a student(s) or staff member(s) who has a hearing impairment
  - o When providing or participating in form of therapy that requires the student/client and/or therapist to see the other person’s face
  - o By students who cannot medically tolerate a face covering over the nose and mouth (as determined by a physician, school nurse, or IEP team)

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt
**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.	

- a. 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.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. 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. Schools should develop protocols to provide a face covering to students who

inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Steele Canyon will enforce the face covering policy for students and staff.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

The school has developed plans to teach and reinforce the use of cloth face coverings, masks, or face shields.

- Student requirements for wearing face coverings will be guided by the current Public Health Order. At this time all students and staff will be required to wear face coverings while on Steele Canyon property unless specific exemption is made by site administration. Exemptions will be handled on a case-by-case basis and may include a student IEP or a doctor's note medically restricting face coverings.
- Face coverings are most essential when physical distancing is not practicable (for example, on the bus, while waiting to enter or exit campus, while in the classroom).
- Students will be instructed on proper face covering protocol to include coverings should cover the nose, mouth, and chin.
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings but are encouraged to utilize a face shield covering as possible.
- All staff will be required to wear face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will work with site administration to determine the most appropriate safety measures which may include the use of face shields. Clear face shield should be used in place of a washable face covering under the following circumstances:
  - o By employees who are likely to interact with a person who has a hearing impairment
  - o By students who attend school with a student(s) or staff member(s) who has a hearing impairment
  - o When providing or participating in form of therapy that requires the student/client and/or therapist to see the other person's face
  - o By students who cannot medically tolerate a face covering over the nose and mouth (as determined by a physician, school nurse, or IEP team)

Steele Canyon will enforce the face covering policy for students and staff. Food service staff are required to wear disposable gloves when handling or serving food.

#### 4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household

contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.

- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

In general, staff will be trained in COVID-19 prevention which includes social distancing. Staff will also be reminded to socially distance. To the greatest extent possible, training and education will be provided virtually for staff. If an in-person option is provided, physical distancing (6-feet) will be maintained. When training is needed, virtual meetings will be first priority. If in-person meetings are necessary, social distancing, facial coverings, and hand sanitizer will be used.

Space between staff and students will be maximized by:

- a. Classrooms: Student work spaces will be arranged with consideration for maximum physical distancing, such as desks facing the same direction (rather than facing each other). Student work spaces may also be marked with designators so that different desks are being used each period, such that a desk is never used twice in a day. Teacher and other staff desks will be distanced at least six feet away from student desks.
- b. School buses (between the driver and students): Bus drivers and bus attendants will be provided with appropriate protective gear, which could include gloves and masks for bus drivers. Maximum space will be provided between the driver and students.
- c. Other settings: Staff and students will be reminded to socially distance. Markings may be placed on the floor for services that typically have lines. All office appointments including counseling will be by appointment only, whether virtual or in person.
- d. The criteria used to determine if other measures such as the installation of plexiglass or other barriers are necessary: Evaluations of every school have already taken place. If staff believe areas need barriers, they may make a request with the Facilities Department for an evaluation.
- e. Situations in which employees cannot maintain physical distancing with students and the protective measures that will be employed: Staff will have PPE available to them when social distancing is not practical. PPE may include gowns, face shields, gloves, and cloth or disposable masks.

Use of face covering by staff is described in number 16 of this document.

Staff who are at a higher risk will report concern to the HR Dept. The HR Dept. will conduct an interactive process meeting to identify accommodations.

#### Daily Screening for Staff and Students

- Families, students, and staff will be asked to self-screen at home before coming to school or getting on the bus. Self-screening shall include the following, and if true, will be excluded from work/school:
  - A fever greater than 100 F (or use another threshold-based guidance from local public health)
  - Any of the symptoms associated with COVID-19
  - Been directly exposed to someone who has tested positive for COVID-19, until they have completed 14 days in self-isolation without experiencing symptoms
  - For individuals who have tested positive for COVID-19 or had symptoms but were never formally tested, please refer to the CDC's guidance on when it is safe to discontinue isolation, or locally-determined criteria made in consultation with public health officials
- Temperature and symptom checks for students will be taken at all entry points. The gates along the 200 and 300 buildings in the north lot there will be several points of entry to take temperatures for students upon arriving. We will also have an entry point by the PE 900 bldg facing the fields to take

temperatures. The 100 bldg. breezeway will have a temperature check in station as well. For anyone entering via the Student Support Services building there will be a check in station on the first floor. See attached map for locations. Any students with a temperature of over 100F or who answers positive to any symptom questions will be directed to predetermined quarantine location(s). Temperature will be taken again, and symptom screening will be repeated. If positive, parents will be notified and students will be sent home. If negative, students will be able to return to class.

- Temperature and symptoms self-check for staff will be conducted immediately upon arrival to site. If temperature is high, or staff answers positive to symptom questions, they are to notify their supervisor and immediately leave the building.
- Screening will consist of a series of questions to determine if the person experienced any symptoms associated with COVID-19
  - Do you have a new cough, nasal congestion, or runny nose?
  - Are you experiencing shortness of breath or difficulty breathing?
  - Are you having new muscle pain or fatigue?
  - Do you have a headache (that is not normal for you)?
  - Do you have a sore throat?
  - Are you experiencing a new loss of taste or smell?
  - Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
  - Do you have a new rash?
  - Have you been exposed to anyone who has tested positive for COVID-19 in the last 2 weeks or has been experiencing COVID-19 symptoms?

## 5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

All drinking fountains have been disabled. Drinking fountain and bottle filling station use will be suspended. Sites may have one bottle filling station open, but it will be centrally located and disinfected daily. Students should bring their own water bottles. If students do not have water bottles, staff will have water available when requested.

Sites will also refrain from using items needing to be shared. If sharing is necessary, sites will disinfect items between use.

Students will sit at dot labeled desks everyday to ensure they are not cross contaminating and to maintain physical distancing, purchase extra items, shared items will be disinfected in between every separate student use. Certain items may not be available for use at this time (ex. musical instruments).

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces



- e. Tables
- f. Student desks
- g. Chairs

Frequently-touched surfaces will be cleaned and disinfected throughout the day, such as door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs. When choosing cleaning products, Steele Canyon will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. Steele Canyon will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

Steele Canyon will provide training on chemical usage which includes manufacturer’s directions and Cal/OSHA requirements for safe use and as required by the Healthy Schools Act.

Custodial staff with the responsibility of cleaning and disinfecting the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

Frequently touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff.

Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.

Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

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

Frequently touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff.

Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.

Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

Sites will also refrain from using items needing to be shared. If sharing is necessary, sites will disinfect items between use.

Students will sit at dot marked desks to provide physical distancing.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.

- a. To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

Steele Canyon allows only those products on list N with asthma-safer ingredients to be used.

- b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or

quaternary ammonium compounds, which can cause asthma.

Steele Canyon does not permit the use of products with these ingredients.

- c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

School custodians are trained in the safe use of disinfectants. Only trained staff are allowed to use EPA-listed disinfectants.

- d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

Custodial staff are provided with PPE specified as appropriate for the products they use. All disinfectants are kept out of the reach of children and stored securely.

- e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

The use of disinfectants is limited to nightly cleaning and application by trained staff. The only exception is disinfecting frequently touched surfaces. Soap and water will be used when possible.

23. Ensure safe and correct application of disinfectant and keep products away from students.

When choosing cleaning products, Steele Canyon will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. Steele Canyon will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Steele Canyon will provide training on chemical usage which includes manufacturer's directions and Cal/OSHA requirements for safe use and as required by the Healthy Schools Act. Custodial staff with the responsibility of cleaning and disinfecting the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

All disinfectant products will be kept out of reach of children.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

Custodial staff have been trained to maximize fresh air while cleaning and disinfecting. This may include leaving doors open or turning on air handlers to rooms.

25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

School classrooms have air conditioning units with a high-quality filter pursuant to health guidelines and changed at recommended intervals.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Any water systems or features that are temporarily shut down during extended closures will be reopened for use only after compliance with all health guidelines.

## 6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

### 27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

All students will be required to wear a face covering before entry onto the bus and at all times while on the bus. If a student forgets their face covering, one will be provided. If the student refuses to wear a mask, they will not be admitted onto the bus, and parents will be notified.

- a. School bus stops: Students will be reminded to socially distance.
- b. School buses: Buses will be loaded from back to front. Buses will be filled according to current county public health limitations.
- c. During daily symptom and temperature screening of students: Students will be screened at the beginning of each class. Markings will be placed outside of each classroom door to remind students to socially distance.
- d. While students are entering campus and waiting for their first class to begin: Students will be reminded to socially distance.
- e. GUHSD is limiting the amount of students on campus depending on what current health conditions allow.

### 28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets,

such as band and choir practice and performances, are not permitted.

- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

Students will sit in socially-distanced desks and be reminded to socially distance. If engaging in outdoor activities students will be socially distanced.

Steele Canyon is limiting the amount of students on campus at 25%, 50%, and 100%, depending on current health conditions. Each interval is grouped generally by last name alpha so the students from the same household will attend school together.

Steele Canyon will minimize movement of students and teachers or staff as much as practicable. Staff meetings and other large participation events will be suspended. Fewer classes will meet each day, and transitions between classes will be minimized. Staff will be reminded to socially distance for indoor and outdoor activities.

Classroom desks will be marked so that students do not sit in a used desk prior to being cleaned. The amount of students on campus on any given day will be minimized (25%, 50%, or 100%) in order to comply with County Public Health orders. Paper assignments will be minimized so that digital assignments and grading can be done without contact.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

Students will be reminded to socially distance at all times.

Hallways may be marked one-way, depending on site and need.

Restrooms: Students will be reminded to socially distance and student capacity may be limited.

Locker rooms: Students will be reminded to socially distance. Lockers will be issued so that it maximizes social distancing.

While students are exiting the campus: Students will be reminded to socially distance

Lunch will be at the end of the day, and most students will leave afterwards. Students will be reminded to socially distance.

- i. Each site will determine a food distribution system, including the use of every other window and floor stickers. Safety glass will be installed at each point of service, where possible.
- ii. All student lunches are free until August 31. After September 1, a cashless system will be used.
- iii. When possible, lunch boundaries will be designed to maximize physical distancing and may include in-classroom lunches and assigned lunch locations.
- iv. Lunch will be served after Period 5 (Quarters 1 and 3) and after Period 6 (Quarters 2 and 4).
- v. Sites need to help ensure students take meals at the end of the school day. Point of sales will be set up at exit locations to provide more access for students.
- vi. Sites will provide drive-up meal distribution for students not on campus on a given day. Parents may pick up a week's worth of meals for their students who qualify.
- vii. Each day, all carts, equipment, and countertops will be sanitized with a bleach solution.
- viii. Per local health orders, staff will maintain social distancing, handwashing, and sanitation requirements. Gloves must be worn at all times and changed after each task is completed.

30. For sports and extracurricular activities: ([Updated August 3, 2020](#))

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (*see [CDC Guidance on Schools and Cohorting](#)*). *Activities should take place outside to the maximum extent practicable.*
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (*e.g.*, running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

Before- and after-school programs: Students will sit in socially-distanced desks and be reminded to socially distance. If engaging in outdoor activities, students will be socially distanced. Outdoor activities will be encouraged.

Extracurricular and co-curricular programs: Students will sit in socially-distanced desks and be reminded to socially distance. If engaging in outdoor activities students will be socially distanced. Outdoor activities will be encouraged.

For sports and PE, physical distancing of at least 6 feet will be encouraged and enforced. Sports and PE will be done in stable cohort groups and outdoors when practicable. Face coverings, or medically necessary alternative, will be utilized when indoors when allowed. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.

When equipment is shared, it will be disinfected between use by different people when practicable. Hand sanitizer and/or hand washing in bathrooms will be available immediately after the activity if sharing is unavoidable.

Band, choir and other extracurricular musical programs are suspended until guidelines allow.

On-site after-school programs may be allowed if site campus is operational. Specific programs will have to be cleared through public health officials. Off-site programs are allowed but must be cleared through public health officials and CDE. CDE requires a form to be filled out and it is available here:

<https://www.cde.ca.gov/ls/ex/documents/offsiteprg.pdf>

## 7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

31. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

Students maintain separation of their property. Students bring their own equipment or materials to school or are issued them. Items are not shared. If an item is shared it would be disinfected if needed or staff/students would wear gloves.

32. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Students will be issued separate supplies. If sharing is necessary, supplies will be sanitized between different student use and kept within cohort groups.

33. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

Students are issued their own chromebook.

## 8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

34. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention

- i. The employer’s plan and procedures to follow when children or adults become sick at school.
- j. The employer’s plan and procedures to protect workers from COVID-19 illness.

The reopening plan will be available for review by employees and student families. Employees and students will be trained on COVID-19 prevention.

35. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

Social distancing will be used if in-person training is utilized. When training is needed, virtual meetings will be first priority. If in-person meetings are necessary, social distancing, facial coverings, and hand sanitizer will be utilized. If communication needs to take place, it will be in the form of emails, phone calls, or posted on Steele Canyon’s COVID-19 website, which is located at:  
<https://drive.google.com/drive/folders/1WT0U41ZVZgGCgSx4z6m9b0HTocApqgvt>

## 9. Check for Signs and Symptoms

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

36. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

Steele Canyon will follow current health orders for isolation and quarantine.

37. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students’ families are aware of these policies.

Families, students, and staff will be asked to self-screen at home before coming to school or getting on the bus.

Self-screening shall include the following, and if true, will be excluded from work/school:

- A fever greater than 100 F (or use another threshold-based guidance from local public health)
- Any of the symptoms associated with COVID-19
  - Do you have a new cough, nasal congestion, or runny nose?
  - Are you experiencing shortness of breath or difficulty breathing?
  - Are you having new muscle pain or fatigue?
  - Do you have a headache (that is not normal for you)?
  - Do you have a sore throat?
  - Are you experiencing a new loss of taste or smell?
  - Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
  - Do you have a new rash?
  - Have you been exposed to anyone who has tested positive for COVID-19 in the last 2 weeks or has been experiencing COVID-19 symptoms?
- For individuals who have tested positive for COVID-19 or had symptoms but were never formally tested, please refer to the CDC’s guidance on when it is safe to discontinue isolation, or locally-determined criteria made in consultation with public health officials

38. Implement screening and other procedures for all staff and students entering the facility.

Temperature and symptom checks for students will be taken at first available entry point. There will be several entry points for temperature check in upon arriving. 200 & 300 bldgs facing the north lot, PE 900 bldg facing the fields to take temperatures, the 100 bldg. breezeway. For anyone entering via the Student support Services

building there will be a check in station on the first floor. See attached map for locations. Any students with a temperature of over 100F or who answers positive to any symptom questions will be directed to predetermined quarantine location(s). Temperature will be taken again, and symptom screening will be repeated. If positive, parents will be notified and students will be sent home. If negative, students will be able to return to class.

Temperature and symptoms self-check for staff will be conducted immediately upon arrival to site. If temperature is high, or staff answers positive to symptom questions, they are to notify their supervisor and immediately leave the building.

Screening will consist of a series of questions to determine if the person experienced any symptoms associated with COVID-19

- Do you have a new cough, nasal congestion, or runny nose?
- Are you experiencing shortness of breath or difficulty breathing?
- Are you having new muscle pain or fatigue?
- Do you have a headache (that is not normal for you)?
- Do you have a sore throat?
- Are you experiencing a new loss of taste or smell?
- Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
- Do you have a new rash?
- Have you been exposed to anyone who has tested positive for COVID-19 in the last 2 weeks or has been experiencing COVID-19 symptoms?

39. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

Visual wellness checks will be done on students, and parents are encouraged to screen at home.

40. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

This is included in the self-screening and screening questions.

41. Make available and encourage use of hand-washing stations or hand sanitizer.

Bathrooms will be available for handwashing, and students will be encouraged to wash hands frequently. Hand sanitizer will be available in all classrooms and throughout the campus. Ethyl alcohol-based hand sanitizers are preferred. School population will be limited on campus.

42. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

The HR Department is documenting and tracking employees in quarantine, positive cases, and potential close contact exposures. HR notifies site admin and other employees as required.

Site admin and site LVNs will coordinate closure of classes pursuant to current health guidelines and notify parents and staff on site as required.

Site RN is documenting and tracking students in quarantine, positive cases, and potential close contact exposures. Site RN will work with site LVNs to determine date (in compliance with current health order) students are cleared to return to school. Site RN will notify county public health.



“Close contact” is defined as: contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient’s symptoms began, and until the COVID-19 patient is no longer required to be isolated, and where they; (1) were within 6 feet of a COVID-19 patient for more than 15 minutes, or (2) have unprotected contact with the bodily fluids and/or secretions (including, but not limited to, being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID-19 patient.

When three or more cases are identified at the workplace within a span of 14 days, Steele Canyon will provide notice of the exposure to any employees, customers, or any other persons who may have been exposed to COVID-19 at the workplace. Steele Canyon also communicates when one employee has tested positive.

43. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card.

If a student develops a fever while at school, or answers positive to any self-check questions, they will be isolated from other students, provided a face covering if they do not have one, and parent/guardian will be contacted to pick them up. Areas used by any sick person will be cleaned and disinfected at least daily.

44. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

If a student develops a fever while at school, or answers positive to any self-check questions, they will be isolated from other students, provided a face covering if they do not have one, and parent/guardian will be contacted to pick them up. Areas used by any sick person will be cleaned and disinfected at least daily.

45. Policies should not penalize students and families for missing class.

Students will be able to virtually attend class if needed.

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

46. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Classroom 13 will be utilized as an isolation room for students showing COVID symptoms.

47. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

If a student develops a fever while at school, or answers positive to any self-check questions, they will be isolated from other students, provided a face covering if they do not have one, and parent/guardian will be contacted to pick them up. Areas used by any sick person will be cleaned and disinfected at least daily.

If staff develop symptoms or a fever they will be sent home. Each site has one on-site substitute teacher and may have more as needed.

48. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

If a student develops a fever while at school, or answers positive to any self-check questions, they will be isolated from other students, provided a face covering if they do not have one, and parent/guardian will be contacted to pick them up. Areas used by any sick person will be cleaned and disinfected daily.

If staff develop symptoms or a fever they will be sent home. Each site has one on-site substitute teacher and may have more as needed.

49. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

Sites will call 9-1-1 when necessary.

50. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

Student-related positives - Site LVNs will notify site administration Employee-related positives - Site LVN will notify site administration.

Steele Canyon RNs will notify CPH.

51. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Areas that had or are suspected of having a COVID-19 will be isolated and disinfected.

52. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

The HR Department is documenting and tracking employees in quarantine, positive cases, and potential close contact exposures. HR notifies site admin and other employees as required.

Site admin and site LVNs will coordinate closure of classes pursuant to current health guidelines and notify parents and staff on site as required. Site admins/LVNs will also notify Risk Management and Site RN.

Site RN are documenting and tracking students in quarantine, positive cases, and potential close contact exposures. Site RN will work with site LVNs to determine date (in compliance with current health order) students are cleared to return to school. Site RN will notify county public health.

“Close contact” is defined as: contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient’s symptoms began, and until the COVID-19 patient is no longer required to be isolated, and where they; (1) were within 6 feet of a COVID-19 patient for more than 15 minutes, or (2) have unprotected contact with the bodily fluids and/or secretions (including, but not limited to, being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID-19 patient.

When three or more cases are identified at the workplace within a span of 14 days, Steele Canyon will provide notice of the exposure to any employees, customers, or any other persons who may have been exposed to COVID-19 at the workplace. Steele Canyon also communicates when one employee has tested positive.

53. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

Steele Canyon is a 1:1 learning school. All students have been issued chromebooks for virtual learning.

54. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

Steele Canyon is a 1:1 learning school. All students have been issued chromebooks for virtual learning. If in-person learning is being utilized, families will have the option to distance learn.

55. Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

In consultation with state and local public health officials, schools may be required to close.

- If there is one confirmed positive COVID case in a classroom, all students and teachers in that class will be required to quarantine for 14 days. In addition, all students and teachers in the other classes that the COVID-positive patient attended will also be required to quarantine for 14 days.
- If at least 5% of a school’s population (students and staff combined) has tested positive for COVID, the school site will be required to close.
- If at least 25% of the schools in the district are closed within a 14-day period, the district will be required to close.
- Given standard guidance for quarantining at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily for cleaning and disinfecting.
- Additional close contacts at school outside of a classroom may be asked to quarantine at home, based on consultation with COVID tracers.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Plans for school closure will be communicated to parents, teachers, staff, and the community.
- A plan for continuity of education will continually be developed. Considerations will include the following: how to continue nutrition and other services provided in the regular school setting, and how to establish alternate mechanisms for these services to continue.

56. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

Operational protocols will be continually reviewed and changed as necessary to minimize risk of infection.

57. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

Operational protocols will be continually reviewed and changed as necessary to minimize risk of infection. HR will track sick staff and confirmed staff COVID-19 positives. HR will conduct staff tracing to minimize risk of infection.

## 11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.  
Each site has one on-site substitute teacher and may have more as needed.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.  
Staff exhibiting symptoms of COVID-19 will not report to work or will be sent home if they exhibit such symptoms on campus. Students exhibiting symptoms of COVID-19 will not be permitted on campus. Such students will be isolated until they are able to leave campus.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.  
The HR Department will coordinate responding to employee COVID-19 concerns, and Ed Services along with Site RN and Risk Management will coordinate responding to student COVID-19 concerns. All entities will work in conjunction along with the Superintendent's office.
- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.  
Steele Canyon will maintain communication systems and notify appropriate parties as required, while maintaining confidentiality.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.  
Employee COVID-19 surveillance testing will be conducted according to [CDPH guidelines](#). Steele Canyon will test staff periodically, as testing capacity permits and as practicable. Steele Canyon will use every effort to test staff on a schedule that meets or exceeds public health guidelines.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.  
Students have the option of participating in distance learning for 100% of their school day, or they may participate in person. They may choose to switch programs. Staff are provided with opportunities to

telework through interactive meetings with site managers, the HR Department, and union representatives.

## 12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

59. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

The Steele Canyon Administration will monitor for changes.

60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may 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.
- b. Close off the classroom or office where the patient 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.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. 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 presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. 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.
- g. 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.
- h. Maintain regular communications with the local public health department.

In consultation with state and local public health officials, schools may be required to close.

- If there is one confirmed positive COVID case in a classroom, all students and teachers in that class will be required to quarantine for 14 days. In addition, all students and teachers in the other classes that the COVID-positive patient attended will also be required to quarantine for 14 days.
- If at least 5% of a school's population (students and staff combined) has tested positive for COVID, the school site will be required to close.
- If at least 25% of the schools in the district are closed within a 14-day period, the district will be required to close.
- Given standard guidance for quarantining at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily for cleaning and disinfecting.
- Additional close contacts at school outside of a classroom may be asked to quarantine at home, based on consultation with COVID tracers.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be

closed temporarily for cleaning and disinfection.

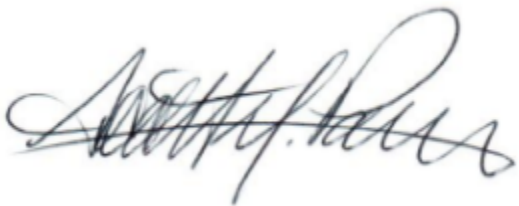
- Plans for school closure will be communicated to parents, teachers, staff, and the community.
- A plan for continuity of education will continually be developed. Considerations will include the following: how to continue nutrition and other services provided in the regular school setting, and how to establish alternate mechanisms for these services to continue.

When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19: Students will be able to learn virtually. All students are issued Chromebooks to use from home.

During a school closure: Students will be able to learn virtually. All students are issued Chromebooks to use from home.

**The following signatures attests that the information provided above is true and correct.**

Signature:

A handwritten signature in cursive script, appearing to read "Scott M. Parr". The signature is written in black ink and is positioned above a horizontal line.

Name: Scott M. Parr

Date: 10/16/2020

CEO/Principal