



BENICIA UNIFIED SCHOOL DISTRICT

COVID-19 Safety Plan (CSP) 2021-22 School Year

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4,
Subchapter 7. General Industry Safety Orders Section
3205, COVID-19 Prevention*

Benicia Unified School District COVID-19 Safety Plan for 2021-22

Benicia Unified School District (hereinafter “District” or “BUSD”)

Board Policy 0450

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

COVID-19 Overview

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

Authority and Responsibility

The Governing Board and the Superintendent has the overall authority to hold all employees responsible for following the provisions of this CSP at all worksites including but not limited to all school sites, district office, and other worksites. In addition, all administrators and supervisors are familiar with this CSP. They are responsible for implementing and maintaining the CSP in their assigned school sites and work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Benicia Unified School District will follow California Department of Public Health (CDPH) guidance regarding COVID-19 protocols during the 2021-22 school year. These guidelines will change when Solano County Public Health (SCPH) and CDPH provide updates.

Identification and Evaluation of COVID-19 Hazards

The District works with Directors, site administrators, employee representatives from both teachers and classified employee associations to identify and evaluate potential COVID-19 hazards. Site administrators constantly monitor and communicate with the Maintenance and Operations Department (MOT) regarding potential COVID-19 hazards at their sites and MOT works on mitigating them. Listed below are the details for identification and evaluation of COVID-19 Hazards in Benicia Unified School District.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, break or eating areas, cool-down areas, and waiting areas. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including

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coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Site Day Custodian

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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Appendix B: COVID-19 Inspections Form

Date:

Name of person conducting the inspection: Site Administrator in collaboration with custodian, Director of MOT for the District Office

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Recommend opening windows			
Administrative			
Physical distancing, as much as possible, in the Cafeteria while eating			
Surface cleaning and disinfectant application			
Hand washing facilities (adequate numbers and supplies)			
Disinfectant applications and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings			
Gloves- for appropriate personnel			
Face shields for staff/students who can't wear masks due to medical reasons			
Respiratory protection (e.g. N95 or KN95 masks)- for appropriate personnel per employee's request			

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COVID-19 Cases- Employee Reports

Methods of Reporting:

1. **To Whom:** covid19@beniciaunified.org and supervisor
2. **How:** via email
3. **Where:** Benicia Unified School District
4. **When:** as soon as the employee becomes aware

Employee Notification

1. Employees who are working in person must notify their supervisor of an exposed, potentially exposed or positive test.
2. Principals or Director contacts COVID-19 team via covid19@beniciaunified.org
 - a. If the principal/department lead knows of a student who tests positive, please email the District Health Department
 - b. If the principal/department lead hears that one of their staff/students is positive or has been exposed, the District Health Department will verify positive cases, notify any close contacts and contract trace per CDPH, Solano Health Department guidelines.
3. District Health Department contacts District Communication Administrator
 - c. District Health Department will contact the employee or student's family
 - d. District Health Department will notify anyone who was in close contact with a positive case
 - e. Maintenance & Operations Department for cleaning the exposed area
4. District Communication Administrator contacts when a positive case of a BUSD employee or student
 - f. Union presidents for BTA and CSEA
 - g. Cabinet
 - i. Site/department lead
 - ii. Site/department lead will communicate w/ appropriate site/department staff using the
 - iii. Site principles will communicate w/ appropriate families if required using the approved letter
 - h. Other District departments if necessary

The exposed employee's identification is confidential information and will only be shared with health services and HR. The employee must report their absence to the frontline absence management system unless the employee is able to work virtually to complete their job responsibilities.

BUSD reports all self reported or known positive COVID cases of staff and students to Solano County Public Health Department communicable disease program. SCPH will assist BUSD with implementation of case investigation and contact tracing as needed. Solano Public Health will provide instructions to the individual regarding isolation and return to school.

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Appendix C: Investigating COVID-19 Cases

Name of person conducting the investigation: Teri Deane [Case notification form](#), [Close contact notification form](#)



COVID-19 School Case Notification Form

The purpose of this form is to gather information from the COVID-19 confirmed case to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student or other personnel has tested positive for COVID-19:

- 1) Send a notification letter to the confirmed case. The notification letter template for a COVID-19 case should not be delayed while awaiting consultation with Solano Public Health.
- 2) Fill out the form below. The questions help you organize the information before contacting Solano Public Health. 3) Call Communicable Diseases Main Line at 707-784-8001 or email schoolcict@solanocounty.com and cc ccoutee@solanocounty.com **immediately** upon learning of the confirmed case.
- 4) Fill out the List of Close Contacts Form for close contacts outside of the cohort only.

Name of Person Testing Positive:	Date of Birth:
Phone Number:	County of Residence:
Person is a: ☐ Staff ☐ Student ☐ Other: _____	
School Name:	School Address:
Student/Teacher Grade:	Does Case Belong in a Cohort?
Role/Position of Staff:	First Day Symptoms Appeared:
COVID-19 Test Date and Location:	Last Day at School:
Person who Completed this Form:	Contact Info (Phone/Email):
Additional Items to Submit: Attach child or teacher's class schedule during infectious period, if available	Notes:

You may be asked to help identify close contacts. When asked to assist in conducting interviews with possible close contacts and explaining that they may have been exposed to COVID 19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA)



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COVID-19 School List of Close Contacts Form

School Office Staff will help the School District Case Investigator collect names of close contacts to confirmed positive cases. Solano Public Health staff will contact the Case Investigator to offer guidance and provide consultation on limiting the spread of the virus.

The purpose of this form is to collect a list of close contacts potentially exposed to the case. This template is a useful tool to help organize information.

Instructions: Complete the information below for every school-related close contact **outside of the cohort**. Close contacts within a cohort do not have to be added in this form. Parent/Guardian name is only needed if the close contact is a student.

Close Contact Definition: A close contact is someone who was within 6 feet of an infectious person for at least 15 minutes total over the course of a 24-hour period, starting from 2 days before onset of symptoms or, for asymptomatic patients, 2 days prior to positive testing date.

Notifying Close Contacts: The notification letter templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with Solano Public Health.

When Completed: Send the template below using secure email to schoolcict@solanocounty.com and ccoutee@solanocounty.com as soon as possible but not later than **2 business days**.

School Name:					Date:	
Person who Completed this Form:					Phone Number:	
Name of Confirmed COVID-19 Case:					Date of Birth:	
Close Contact First and Last Name	Parent/Guardian First and Last Name	Phone Number	Date of Birth	County of Residence	Showing symptoms of COVID-19? (Y/N)	Parents notified of possible Exposure? (Y/N)

Tracking Completion of Hazard Correction

BUSD reports all self reported or known positive COVID cases of staff and students to Solano County Public Health Department communicable disease program. SCPH will assist BUSD with implementation of case investigation and contact tracing as needed. Employees may return to work 10 days from symptoms beginning or if asymptomatic 10 days from initial test. Solano Public Health will provide instructions to the individual regarding isolation procedures. BUSD keeps a log of employees who have been physically at a location.

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Hand hygiene recommendations:

- Teach and reinforce washing hands throughout the day, avoiding touching face, etc. Ensure adequate hygiene supplies.
- 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.

Cleaning:

- Classroom and other learning spaces will be cleaned once a day.
- If a facility has had a positive COVID-19 case within the last 24 hours, clean and apply the disinfectant to the spaces occupied by that person during that time.

Appendix D: BUSD COVID-19 Exposure Room/Area Space Cleaning Report:

How was the Site Day Custodian Notified:

Site Day Custodian Notified	Name	Date	Time
Maintenance & Operations Director			
Site Administrator			
Space Closed for 24 hours			
Action Taken			
Disinfectant applied with electrostatic sprayer			
Applied disinfectant to door handles, light switches, and frequently touched areas			
Personnel Present			

Periodic Inspections

The District monitors facilities and working conditions as it relates to COVID-19 guidelines. Regular decontamination (application of disinfectant in classroom spaces and staff workspaces shall be completed at least once per week. Decontamination shall be done by trained, qualified professionals. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors. Ongoing reminders and communications are provided to the staff regarding hand washing, maintaining physical distance, wearing masks, keeping surfaces clean, etc.

Ventilation:

For indoor spaces, BUSD is optimizing ventilation by following [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

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Masks:

1. Students and adults (even if they are vaccinated) are required to wear mask indoors in Pre K-12 school settings, with exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
2. Masks are optional outdoors for all students and staff in PreK-12 school settings.
3. Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
4. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
5. School will provide a face covering to students and staff who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
6. BUSD schools will follow the same discipline protocols as the 2020-21 school year to enforce the mask requirements.
7. BUSD will offer alternative educational opportunities for students who are excluded from campus for refusing to wear a mask or, as per AB 130, choose to participate in the Independent Study option.

Physical distancing:

In-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

Staying home when sick and getting tested:

Students and staff with symptoms of COVID-19 infection should not return for in person instruction until they have met the following CDPH criteria:

*They have a negative covid test or healthcare provider has confirmed an alternative diagnosis or chronic condition and at least 24 hours have passed since symptom resolution without fever reducing medication.

*Or 10 days have passed since symptom onset-in the case no covid testing was done.

Testing:

1. All employees and students are advised to get tested when they have symptoms. Per Cal/OSHA Regulations, BUSD will provide updated information about COVID-19 testing to all employees.
2. All employees who had a close contact with a positive case at work will be reimbursed for the cost of the test if their insurance does not cover it or the testing is not free for employees.
3. If BUSD recommends an employee to get COVID-19 tested, the District will:
 - i. Pay the employee on a timesheet up to two (2) hours non-student rate for certificated staff and hourly for classified staff if testing is done after work hours.
 - ii. If the employee gets tested during work time then the employee will not be required to use sick up to two (2) hours.
4. Employees will need to provide results and verification of the test showing the date, time, and location of the test performed.

Quarantine:

1. **Staff and Student quarantine – vaccinated and asymptomatic:** Fully vaccinated staff and students who have contact with a positive case do not need to quarantine and get COVID-19 testing if asymptomatic.
2. **Staff and Student quarantine – unvaccinated but masked:** Unvaccinated but masked staff and students who have contact with a masked positive case, exposed staff and students:

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1. continue to attend school during the 10-day quarantine period if they are asymptomatic
 2. continue to mask
 3. get tested twice weekly
 4. quarantine from extracurricular activities, including sports
 5. Staff and students who do not want to get tested twice weekly, need to quarantine for 10 days and will not be allowed to attend school and extracurricular activities.
3. **Staff and Student quarantine – unvaccinated and unmasked:** Unvaccinated and unmasked staff and students who have close contact (within 6 ft of an infected unmasked person for a cumulative 15 minute total over a 24 hr period) with an unmasked positive case, exposed staff and students must quarantine for 10 days, or quarantine for (seven) 7 days with a negative test done after day (five) 5 of exposure and remain asymptomatic. Both PCR or Antigen tests may be used for verification.

Food service:

1. Maximize physical distance as much as possible while eating (especially indoors). School sites should use additional spaces outside of the cafeteria for mealtime to help facilitate distancing.
2. Clean frequently touched surfaces. Surfaces that come in contact with food should be adequately cleaned before and after meals.
3. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

Visitors and Volunteers:

1. Sites should limit non-essential visitors and volunteers. Essential Visitors and outside organizations must wear masks indoors while on school sites. Masks are optional outdoors.
2. Volunteers who will stay in learning places for a longer time need to provide proof of vaccination and must wear masks indoors. Masks are optional outdoors. Schools need to verify and document on [Volunteer Registration Information](#) all volunteers' vaccination information.
1. Schools should not limit access for direct service providers, but can ensure compliance with school visitor policies. Schools need to verify and document all direct service providers' vaccination information. All providers must wear masks indoors and masks are optional outdoors.
2. Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, volunteers, and direct service providers, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

School Wide Events (back to school night, open house, promotion, graduation, sports, concerts, etc.) and Meetings:

1. Masks are required indoors at all school sponsored events on and off campus.
2. Masks are optional outdoors.
3. Back to school night shall be conducted virtually.
4. Staff and parent meetings are expected to be held in-person following the safety guidelines. If needed, virtual meetings are permitted.
5. Protocols for in person gatherings will be assessed quarterly.

COVID-19 Training and Instruction

Consistent with federal, state, and local public health officer guidelines, BUSD will train appropriate staff in COVID training required by CalOsha, Insect and Pest Management (IPM), and other necessary trainings. Either Keenan reports or hard copy rosters will be used for verification of completion of the trainings.