



# Bellevue Union School District

COVID-19 Safety Plan (CSP) revised 9/6/21

## Facial Coverings/Other PPE

**Policy for Face Coverings:** BUSD provides clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors regardless of vaccination status. It is **strongly recommended** that students and staff wear face coverings while outdoors.

The District will follow current state and county guidelines regarding the use of face coverings. Cloth or surgical masks are required by everyone--students and staff while on campus unless medically exempt. Employees and students are encouraged to supply their own masks, however, the District will have disposable face-coverings available if needed for both staff and students.

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. Staff must return to wearing a mask covering once the activity is finished. In the event of a medical exemption, other masking options may be considered by the district for the individual student.

Face-covering may be removed during breaks, at designated times and in designated areas. Face coverings will not be required while students and staff are actively engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Training will be provided for students and staff in the proper use and etiquette of all face coverings. BUSD will continue to monitor and update requirements for face coverings based on guidance from the County Department of Public Health.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room such as his/her classroom or an office with a door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders
- Employees and students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

**Types of face coverings allowed (ie: no valves,  $\geq 2$  ply, no bandanas, no gaiters, etc):** The specific types of face coverings allowed include N95, KN95, cloth masks, and 2 ply surgical masks. Masks with valves, gaiters, and bandanas will not be allowed. 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. Staff must return to wearing a mask covering once the activity is finished. In the event of a medical exemption, other masking options may be considered by the district for the individual student.

**Availability of Extra Masks:** BUSD has acquired many facial coverings including N95, KN95, cloth, and 2 ply disposable masks and maintains a stock on hand. The District has both adult and child sizes of facial covering available. Each site has additional supplies available in each school office. Each classroom will have some child sized disposable masks on hand as well if students need to change masks.

### Plan for refusal to wear face coverings:

If a student refuses to wear a face covering, the following steps will be taken:

- 1) The teacher will remind the student to put the mask on.
- 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask. The teacher will remind the student of the BUSD Agreement .

- 3) The site administrator/office staff will be notified and work with the student.
- 4) The parent/caregiver will be contacted to collect their child.
- 5) Site administrator will work with the student and family about next steps if offenses continue.

[See also BUSD Parent/Student Agreement English Updated 08/08/21.](#)

## **Physical Distancing**

CDPH guidelines indicate that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g. masking) are implemented.

Students will have assigned seating, 3 feet apart during snack and lunch periods.

Staff will maintain 6 foot social distancing when unmasked while actively eating and drinking in the staff room.

## **Ventilation**

Ventilation systems have been checked to be in working order and will be monitored for proper operation. BUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle with MERV-13 filters where applicable. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Air purification systems were purchased and distributed throughout the district in offices, classrooms, and common areas.

## **Healthy Hygiene Practices**

Demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Supervision of students may be utilized to reinforce health and safety protocols. Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

A sink with soap and water is available in every classroom, student bathrooms, the staff break room, and staff bathrooms. Students will be encouraged to rub sanitizer into their hands until completely dry. The District provides unscented, ethyl alcohol based hand sanitizers.

Handwashing and hand sanitation will be taught as a priority.

- Teachers and staff will model hand washing for students.
- Students will have access to hand sanitizer and/or sinks with soap and water.
- Hand sanitizer is available at the entry point of each classroom.
- Two hand sanitizer stations will be located at each ingress point.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom. Frequent reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
- Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
- Students will be encouraged to avoid touching their face, eyes, nose, and mouth.

**Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:** At this time, water fountains are shut off to prevent the spread of COVID-19. Staff and students are encouraged to bring their own water bottle containing water. Additional, disposable water bottles will be available at each site. Water bottles may be refilled in classrooms. BUSD classroom sinks have a “gooseneck” to make filling water bottles convenient. Students will be taught and reinforced on how to refill water bottles in a safe manner by not touching the mouth of the water bottle to the faucet surface.

## **Routine Cleaning and Disinfection**

**General high-touch surfaces:** Disinfecting of high frequency used surfaces and all surfaces are regularly disinfected by our custodial and other staff members with a solution manufactured by Buckeye International, E-23 Disinfectant which has the active ingredients of Quaternary ammonium [EPA](#) Registration Number 47371-129 which is confirmed by EPA as a product that meets criteria for use against SARS-CoV-2, the virus that causes COVID-19. When performing this work it is encouraged to use appropriate PPE. Concentrate dilution dispensers with this cleaning solution are installed in every custodial closet throughout our BUSD Campuses. Spray bottles for each room throughout our BUSD Campuses have been supplied with the intent of every room having this solution readily available to ensure frequent disinfecting of areas/surfaces.

**Classrooms, Bathrooms, & Offices:** At a minimum cleaning and disinfecting will be performed within these spaces once per day by the night custodian. It is recommended that if an additional group is scheduled to make use of the room an additional disinfecting of the room occurs before use.

**Cafeteria:** Tables will be cleaned and disinfected after each use and in between groups of students.

**Playgrounds:** Routine disinfecting will occur once per day. The current guidance does not require disinfecting between groups when hand hygiene is emphasized. Hand hygiene will be emphasized with all groups to ensure good hygiene.

**Hallways:** For sites that have indoor hallways, handles and frequently touched surfaces will be cleaned and disinfected daily.

## **Vaccination & Testing Requirements**

All staff must provide vaccination status and proof of vaccination to the COVID-19 Coordinator. For those employees who do not provide proof of vaccination or are not fully vaccinated must test weekly for COVID-19. Those who access the testing provided by the district will not be required to submit additional proof of testing. Those who utilize testing outside of the District must provide testing results to the COVID-19 Coordinator each Friday by Noon. The District provides on-site testing at a minimum of one time per week per site.

Testing is available to all staff regardless of vaccination status. Staff may access testing provided by the district during work hours and at no cost to the employee.

Testing is available to students when symptomatic, as a response to an on-site exposure or outbreak, or upon request. Those participating in sports must test weekly. Students may utilize the testing provided by the District or seek out resources from the county or their healthcare provider. See county testing [calendar](#) for dates and locations.

## **Visitors/Volunteers/Vendors**

**Essential visitor / vendor policy - log-in/out list:** Anyone entering a BUSD campus (including non-regular essential visitors-i.e. copy machine repair) will be subject to the COVID-19 symptom check protocol using our online screening procedure. The online screening procedure is recorded on a Google Form with date and time for future access if needed for exposure and contact tracing.

**Policy for limiting non-essential visitors:** Nonessential visitors, and community members will be asked not to come to a BUSD site unless a virtual option (e.g. video conferencing) is not available. Attendance at IEPs, attendance

meetings, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, if possible. Bellevue Union School District will ensure that technology is available for students/parents to participate in remote meetings. All masking and safety protocols must be followed for in-person meetings.

**Volunteers:** Volunteers will need to fill out the volunteer packet and submit all requirements including a COVID-19 vaccination card. The number of volunteers onsite will be limited. Volunteers will be required to complete the COVID-19 symptom check protocol.

## Health Screening/Symptom Monitoring/Sick Protocol

**Self-Screen Procedure for Staff & Students:** Students and staff will be expected to self-screen at home prior to coming to school or work. Individuals should stay home and call the office or supervisor if they are symptomatic. They should get tested for COVID-19. All itinerant staff, vendors, visitors and volunteers must complete a health screening questionnaire <http://bit.ly/busdcovid>. If individuals are symptomatic and/or the answer is YES to any of these questions, the person cannot proceed to any BUSD campus and is encouraged to stay home and get tested.

**Support available for individuals staying home:** School site office staff will follow up with families when a student is out sick to determine what support may be necessary. A student or employee who needs to stay home due to illness or isolation/quarantine requirements will not experience repercussions to employment or his/her grade.

**Immediate protocol in case of a sick staff/faculty member:** If a staff member becomes ill with symptoms consistent with COVID-19, they will be sent home and recommended they be tested for COVID-19. The Site administrator will plan for staff coverage. If a staff member is unable to drive due to illness, the emergency contact is unavailable, and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion. Any individuals, students or staff in the work area or classroom where the staff member works will be disinfected. Students and/or staff who are in the impacted area will be moved outside or to another location while the area is being disinfected. The staff member will be recommended for testing. For staff who test positive for COVID-19, yet feel well enough to work from home, may work from home if the position/type of work allows.

**Screening criteria/procedure onsite for students:** Parents will be required to keep symptomatic students or students who have had close contact with a person with COVID-19 at home. In addition, there will be a visual COVID-19 self-checklist assessment posted at each designated point of entry that all persons are required to follow. Anyone, staff or student, who shows symptoms of COVID-19 should not enter a BUSD facility.

**Immediate protocol in case of a sick student:** If a student becomes ill they will be removed from the classroom and taken to the designated isolation area preferably outdoor or the designated Care Room. There are 3 staff per each site who have been FIT tested for N95/KN95 masks. These staff are designated to attend to students in the Care Room or isolation area. Any students exhibiting symptoms will remain in the isolation area until they can be picked up by a responsible adult on their emergency contact for or be transported to a healthcare facility if symptoms are severe. If a student becomes sick, the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion.

Once the sick student has been removed from the classroom, the remaining students and staff will relocate to an outdoor area or the multipurpose room during inclement weather while the impacted classroom is disinfected by custodial staff. Once the room has been aired and disinfected the remainder the students and staff may return to class. [See Flowchart](#).

Students will have the opportunity to make up assignments, tests, etcetera. They may be provided classwork through a digital platform or teacher made packet of assignments.

**Symptom monitoring procedures throughout the day:** Students should self-monitor throughout the day for symptoms of illness. Teachers and other instructional staff will monitor students throughout the school day through observation. If a student reports feeling ill or exhibits signs and/or symptoms of COVID-19, classroom staff will complete a hall pass with a checklist of symptoms for the office staff, school nurse, or other member of the District medical team to review. Staff will screen the student for symptoms consistent with COVID-19. If the student is symptomatic they will be taken to the isolation area.

**Screening of essential visitors/vendors:** Anyone entering a BUSD campus including vendors, visitors, and volunteers will be subject to the COVID-19 symptom check protocol using our online screening procedure. The online screening procedure is recorded on a Google Form with date and time for future access if needed for exposure and contact tracing.

## Handling of a COVID-19/Symptomatic Individual

**Plan/location for Isolation room / area:** There are two designated isolation areas on each campus except for the Early Learning Center. Isolation areas will be located near a bathroom and hand washing station or bathroom with soap and water. The designated areas on each site have more than adequate ventilation as well as an air purifier. Isolation areas may be located in an outside location weather permitting.

**PPE available for staff providing care in the Isolation area:** PPE available in the isolation area includes: N95/KN95 masks, gloves, face shields, additional disposable masks, and disposable gowns. Designated staff who will attend students in the isolation room have been FIT tested for N95 masks.

**Staff trained to provide care in the Isolation area:** The designated staff on each site will be trained by the School Nurse in caring for the sick individual as well as how to protect themselves from contracting COVID-19 while caring for someone who is symptomatic.

**Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** 4 staff members per site will be FIT tested. COVID-19 Coordinator, the School Nurse, and the Nurse Assistant are all trained to FIT test site staff. The training for the FIT testers was completed on 2/16/2021. The ELC will have 3 individuals FIT tested. The District will perform additional FIT testing as changes in personnel may occur.

**Protocol for immediate removal and relocation of an ill individual:** The teacher will have a hall pass to provide the student with a checklist of symptoms and send the student to the office. The office will review the information and have the student wait in the isolation area if required. Site staff will ensure the individual is cared for, and call an emergency contact to pick up the student. If a staff member is sick, the site administrator will arrange for coverage and the employee will be sent home.

**Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** After an individual has been picked up from the isolation area. The area will be ventilated/aired out (if an indoor area) and the custodian will disinfect the isolation area. After the room is disinfected, the room will be aired out again to allow for clearance of any chemicals used in cleaning and disinfecting the space.

**Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Site based contact tracer, School Nurse, or COVID-19 Coordinator will provide follow-up information regarding testing locations/options, recommend they contact their primary care physician, and provide instructions for quarantine. Additional information will also include return criteria.

**Plan for testing symptomatic individuals:** Parents of students who are symptomatic may be tested on a District campus, be referred to their primary care physician and/or County Public Health to schedule a COVID-19 test.

## Case Reporting, Contact Tracing, & Investigation

**Case Reporting:** School site staff will report any positive cases who were onsite to the COVID-19 Coordinator or designee. The site staff will collect all pertinent information and submit the Exposure Reporting Form to the Coordinator or designee. The case will be reviewed and then reported to public health.

**Contact Tracing & Investigation:** Designated contact tracing staff will investigate and determine the close contacts of the positive case and determine next steps based on the guidance provided by the Sonoma County Department of Health Services. This guidance is by scenario and varies depending on factors in each situation. See charts below. These charts were updated in August of 2021. The District will make adjustments in protocol as SCDHS updates guidance. Strategies to support contact tracing include assigned seating at lunch and snack and seating charts available for each classroom.

## Plans for After an Exposure Event

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite.*

**Designated COVID Coordinator(s) and corresponding duties:**

BUSD COVID-19 Coordinator-Tracy Whitaker, M.A., (707) 388-8540, [twhitaker@busd.org](mailto:twhitaker@busd.org)

Duties include but are not limited to:

- Oversee tasks, requirements, and guidance related to COVID-19
- Support campuses when questions arise regarding protocols, procedures, exposures, etc.
- Coordinate training for staff (such as hygiene, contact tracing, FIT testing, etc.)
- Provide routine reminders of expectations and safe health practices
- Maintain a current knowledge and understanding of CDC, CDPH, and LHD guidelines
- Support School Nurse and Employees designated to contact trace on campuses
- Act as the district liaison to the Sonoma County Public Health Department
- Notify staff in the event of an exposure or outbreak, provide guidance, and follow CDC/LHO recommendations
- Update the Superintendent and School Board as needed

**Plan for confirmed COVID-19 case reporting:** The COVID-19 Coordinator or School Nurse will promptly report positive cases to Public Health including name, date of birth, symptoms, date of symptom onset, phone number, address, date of positive test, last days onsite, and which school site. COVID-19 Coordinator and/or School Nurse will work collaboratively to support the student/family, provide information, and determine appropriate next steps if needed.

**Plan for “Close Contact” identification:** One individual per site is designated and trained to act as a contact tracer. Training was provided from the COVID-19 Coordinator regarding district procedures, role of school based contact tracers, and the information required for paperwork needed for SCDHS. The designated individuals are as follows, however this may change as personnel adjustments are needed:

- Bellevue Elementary: Amy Flores
- Kawana Springs Elementary: Erika Corrales
- Meadow View Elementary: Isabel Luna
- Taylor Mountain: TBD
- Early Learning Center: Susie Hirsch
- Additional contact tracing support provided by the School Nurse and Nurse Assistant.

**Plan for Exposure testing for staff:** Staff may be tested onsite or seek out testing through the county or physician. Vaccinated staff are not required to be tested, however it will be available to all staff.

**Plan for Exposure testing for students:** Students determined to be a close contact and placed on modified quarantine must test 2 times a week for 10 days. Students determined to be a close contact and placed on an at-home quarantine should test on day 6 or later. They may return with a negative test. If they receive positive test results SCDHS guidance will apply.

**Support for staff in Isolation:** Staff will be provided guidance on how to quarantine or isolate and the importance of it. Staff who have tested positive for COVID-19 and feel well enough to work may do so remotely. Otherwise, sick leave will be applied.

**Support for students in Isolation/Quarantine:** Students will be provided guidance on how to quarantine or isolate and the importance of it. Students in isolation or quarantine may be provided work packets or access to their online class assignment. Otherwise, they will be out sick. Students will be able to make up assignments, tests, etc.

**Return to school criteria for COVID-19 positive individual:**

COVID-19 cases with COVID-19 symptoms will not return to work/school until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.


A negative COVID-19 test will not be required for an employee or student to return to work or school.

If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be once 10 days have passed from the time the order to isolate was effective.

See Sonoma County Department of Health Services Scenario-based COVID-19 Guidance below as well as the COVID Management at School flowchart.

**Scenario-based COVID-19 Guidance  
for Schools, Childcare, and Youth Programs**

Updated August 2021



| Scenario  | Action   | Communication   |
|---|--|---|
| Child or staff has symptoms of COVID-19   | <b>Send home</b> and recommend testing ASAP<br><b>Cohort remains OPEN</b>  | Reinforce importance of <b>hand hygiene</b> and <b>facial coverings</b>   |
| Someone has a negative PCR result after symptoms of COVID-19                      | <b>To determine when they can return to campus</b> , follow your site's policy for non-COVID illnesses, e.g.:<br><ul style="list-style-type: none"> <li>✓ No fever for 24 hours without use of fever-reducing medication</li> <li>✓ No vomiting or diarrhea for 24 hours</li> <li>✓ Any other criteria determined by the site</li> </ul>   | <b>If symptomatic and received negative antigen result</b> , recommend confirming results by PCR before allowing to return  |
| A symptomatic person declines to get tested                                       | Must provide proof of <b>alternate diagnosis</b> from their healthcare provider (and meet site's illness policy criteria before returning) <b>OR</b> they should complete <b>10 days of isolation</b> (beginning the day after symptom onset) and meet <b>Isolation Release Criteria</b> (below) prior to returning  | <b>Encourage testing to confirm COVID-19 status</b> , so that they may be exempt from future quarantine if exposed during the following 90 days <sup>1</sup>  |
| Child or staff has been confirmed positive for COVID-19, with or without symptoms | <ul style="list-style-type: none"> <li>• Keep home with instructions to <b>isolate for at least 10 days</b>, beginning the day after the first symptoms occurred, or beginning the day following their positive test if they have no symptoms</li> <li>• They may return on Day 11 or later, when they meet the <b>Isolation Release Criteria</b>: <ul style="list-style-type: none"> <li>✓ Symptoms have improved</li> <li>✓ They have been fever-free for at least 24 hours, without using medication (such as Tylenol or Motrin)</li> </ul> </li> <li>• If the COVID-19 case was present on site within the last 24 hours, <b>clean and disinfect</b> spaces occupied by that person</li> <li>❖ Identify any individuals who may have been <b>close contacts</b><sup>2</sup> to the COVID-19 case on site during their infectious period, including students, staff, or visitors</li> <li>❖ Follow the current close contact guidelines (next page) to determine who needs to <b>quarantine</b>, for how long, when they should get <b>tested</b><sup>3</sup>, and <b>when they can return on site</b><sup>4</sup></li> </ul> | <p><b>Report confirmed COVID-19 case to Public Health:</b><br/>Send completed "Case Info Gathering Tool" form to:<br/><a href="mailto:SoCo.Schools@sonoma-county.org">SoCo.Schools@sonoma-county.org</a></p> <p><b>Notify Close Contacts</b> about the exposure, using the "Close Contact Advisory" template. Be sure to include details about when they should get tested, and when they may return on site</p> <p><b>Optional:</b> Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template</p> |

<sup>1</sup> After testing positive for COVID-19, it is not advised for individuals to test again for the following 90 days. It is possible that they may continue to test positive as their bodies shed dead viral fragments, and some tests may pick up on this genetic material.

<sup>2</sup> See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

<sup>3</sup> In certain circumstances, it is strongly advised that close contacts to do an initial test immediately after exposure to prevent further spread within the group, especially if there are 3 or more positive cases identified. If negative, testing should be repeated later in the quarantine period, based on current quarantine guidelines and recommendations. A negative result on an early test does not guarantee that they will not develop COVID-19 later in their quarantine period.

<sup>4</sup> They must have developed no symptoms and test negative on/after the proper day to be released early from quarantine. Close contacts who are tested too soon (or not at all) after an exposure will not be released early from quarantine. They should continue to monitor for symptoms for the full 14 day period. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed before returning on site.

Adapted from San Francisco Department of Public Health

## Quarantine Guidelines for children and staff in schools, childcare, and other youth settings

| Scenario  | Criteria   |
|---|--|
| Child or staff has symptoms of COVID-19 and was tested, but is still waiting for the test result  | Stay home until the person has received their test result and a determination can be made as to how to proceed.<br><br><b>Their cohort can remain OPEN</b>   |
| A fully-vaccinated person (student or staff) was in close contact with a confirmed COVID-19 case  | <b>No quarantine required</b> - may continue returning to school and/or work<br><b>Recommend testing</b> 3-5 days after last exposure, or ASAP if symptoms develop<br><b>Monitor for symptoms</b> for 14 days following last exposure  |
| A Pre-K student or unvaccinated staff member was determined to be a close contact to a confirmed COVID-19 case  | They must <b>quarantine</b> at home for 10-14 days<br><b>If they remain asymptomatic:</b> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 10 if tested negative on/after Day 8</li> <li>• May discontinue quarantine after Day 14 if declined testing</li> </ul> <b>Monitor for symptoms</b> through Day 14 <ul style="list-style-type: none"> <li>➢ Begin Isolation and get tested ASAP if symptoms develop</li> </ul>  |
| <u>Mask on Mask exposure:</u><br><br>K-12 Student (not vaccinated) was a close contact to a COVID-19 case. <u>Both</u> the case and contact were wearing masks during the exposure              | They qualify for <b>Modified Quarantine</b> <ul style="list-style-type: none"> <li>• They <b>must quarantine from extra-curricular activities</b> for 10 days, including sports and other activities in the community</li> <li>• They may <b>continue returning to school for in-person instruction</b> if:               <ul style="list-style-type: none"> <li>○ They remain asymptomatic, monitor for symptoms for 14 days</li> <li>○ They test 2x weekly (PCR or antigen), or ASAP if symptoms develop</li> <li>○ They continue to appropriately mask and use proper hand hygiene</li> </ul> </li> </ul> |
| <u>Unmasked or partially-masked exposure:</u><br><br>K-12 Student (not vaccinated) had close contact with a confirmed COVID-19 case, and either the case or the contact were not wearing a mask | They do <b>NOT</b> qualify for Modified Quarantine<br>They must <b>quarantine at home</b> for 7-10 days<br><br><b>If they remain asymptomatic:</b> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 7, if tested negative on/after Day 5</li> <li>• May discontinue quarantine after Day 10, if declined testing on/after proper day</li> </ul> <b>Monitor for symptoms</b> through Day 14 <ul style="list-style-type: none"> <li>➢ Begin Isolation and get tested ASAP if symptoms develop</li> </ul>  |

Adapted from San Francisco Department of Public Health



## Frequently Asked Questions

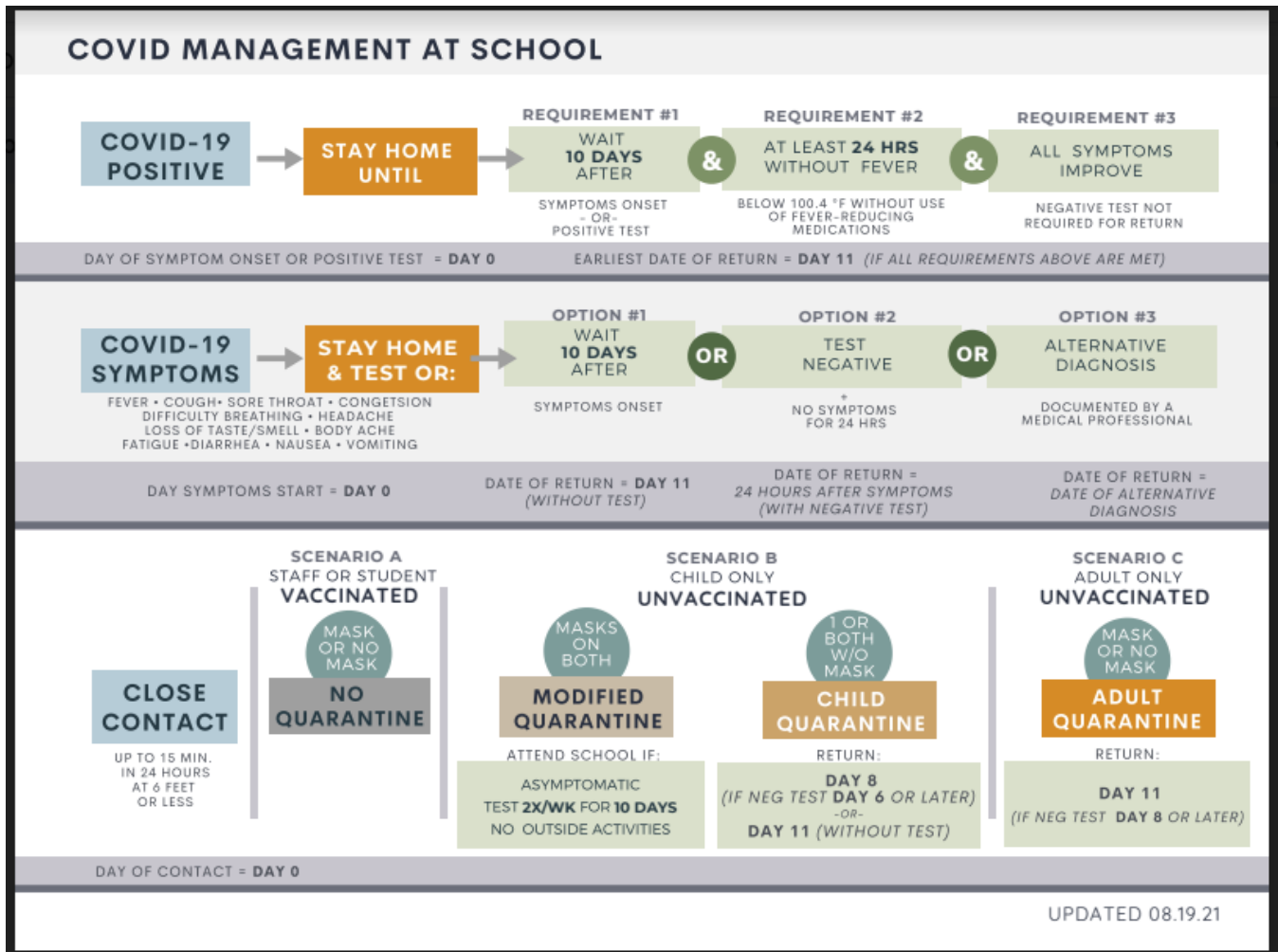
| Scenario   | Recommendation   |
|--|--|
| <p>A student at our school has a sibling who has been exposed to COVID-19 and is in quarantine.</p> <p>Can our student continue coming to school?</p>  | <p>It is best for the exposed sibling to <b>separate</b> from others in the home (separate bedroom and bathroom), in case the sibling becomes infectious during their quarantine. The student who is not quarantining may continue coming to school.</p> <p>If their sibling begins developing symptoms, they should be tested ASAP. If the sibling is confirmed positive, and has been in close contact with your student within 2 days of when their symptoms started, your student should stay home and not return to school until after completing quarantine.</p>   |
| <p>A student at our school has tested positive for COVID-19, and they were in multiple classes during their infectious period. Do all of the students in those classes need to quarantine?</p>   | <p>Only the individuals who were in <b>close contact</b> to the COVID-19 case will be required to quarantine (if not vaccinated). This may not be the entire classroom if strict classroom seating charts have been maintained. The COVID Coordinator should work with the teachers to determine if they can <b>confidently confirm</b> who may have been a close contact. If this cannot be confidently confirmed, it may be best to consider the entire class as close contacts, as a precaution.</p>  |
| <p>An athlete at our school tested positive during routine testing for their sports team. The day they got their result, they went and got re-tested at their primary care provider's office, which has come back negative.</p> <p>Do they still need to continue isolation?</p> | <p><b>Generally, negative results cannot supersede a recent positive result - meaning, yes, they should continue isolation.</b></p> <p>For more details on this topic, please refer to our Testing Algorithm, found on our COVID-19 Testing Fact Sheet.</p> <p>Additionally, it is not recommended for people to re-test after receiving a positive result, for the next 90 days.</p>  |
| <p>An athlete at our school tested positive for COVID-19, and was at practice all week. Does their entire team need to quarantine?</p>   | <p><b>Not necessarily.</b> For both classroom settings as well as sports settings, schools should consider the CDC's definition of a "close contact" when determining who needs to quarantine.</p> <p>Different sports have different levels of risk depending on if they are played indoors and if they are moderate-to-high contact. In high-contact activities, such as a soccer scrimmage or basketball game, the entire team may have had direct contact and therefore are considered exposed. When investigating exposure, schools should consider if players congregated on sidelines, in locker rooms, and before/after practice. Any player(s) who meet the criteria to be considered a close contact should quarantine (modified or at home) unless fully-vaccinated and asymptomatic.</p> |

Adapted from San Francisco Department of Public Health

## Frequently Asked Questions (2)

| Scenario   | Recommendation  |
|--|---|
| <p>A student at our daycare has tested positive for COVID-19, and they were present while infectious. Do all of the kids in their cohort need to quarantine?</p>     | <p>In the daycare setting, proper mitigation measures (masking, distancing, ventilation) and strict classroom seating charts are not always maintained.</p> <p>Because of the nature of the setting, it is not common for the site to be able to <b>confidently confirm</b> who was and was not in close contact to the infectious case, unless the case is an infant who had minimal contact with others during the day. It may be best to quarantine the entire stable group, as a precaution.</p>  |
| <p>A student at our school has a parent who is positive for COVID-19.</p> <p>When can they come back to school?</p>  | <p>If the student has had <b>close contact</b> to their parent during the parent's infectious period, the student must <b>quarantine</b>. Please refer to current guidelines for specific duration and testing recommendations.</p> <p>If they are <b>continually being exposed</b> to the parent in the home (if the parent is providing care for the child, or is in direct or close contact with the child), then the child's quarantine "clock" does not begin until after their <b>final exposure</b> during the parent's infectious period.</p>   |
| <p>A student at our site has sniffles or sneezing (mild symptoms)</p> <p>Do we send them home?</p> <p>Do they need to be tested?</p> <p>When can they come back?</p> | <p>When addressing children onsite with mild symptoms, an informed decision about whether to send the child home should be made on a <b>case-by-case basis</b>.</p> <p>Schools should consider if the child in question has a <b>documented health history of allergies</b>, regularly experiences seasonal allergies and has <b>symptoms that match their typical allergy symptoms</b>, if their symptoms are resolved by taking their usual allergy medications, etc.</p> <p>However, if the child has <b>any other COVID-19 symptoms</b> in addition to the runny nose/allergy symptom, a possible <b>recent exposure</b> to COVID-19, or the runny nose fluid is not clear, then staying home, monitoring, and testing are recommended.</p> <p>If a child is sent home with symptoms (even mild ones), it is recommended they <b>test right away</b> for COVID-19. Those who do not test or receive an alternate diagnosis from a primary care provider will need to complete a minimum 10 day isolation as described in scenarios above.</p> <p><b>Those who test negative</b> after symptom onset can return onsite when they meet the site's non-COVID illness criteria. Please note that other certain infectious diseases (like <b>Norovirus</b>) still need to be reported to Sonoma County Department of Public Health.</p> <p>Please report other infectious diseases to:<br/>PHNurse@sonoma-county.org</p> |

Adapted from San Francisco Department of Public Health



## Outbreak Response Plan

1. BUSD will work closely with SCDHS when an outbreak occurs and follow guidance regarding necessary levels of quarantine/isolation.
2. Notify impacted parents/guardians and school staff if they are considered a close contact via notification letter specific to the situation and phone call.
3. COVID-19 Coordinator or School Nurse will liaise with (SCDHS) regarding the cluster/outbreak investigation by confirming which sites or classes are impacted and include confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
4. Identify absenteeism among those in affected classes and coordinate with the SCDHS to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
5. Coordinate with the SCDHS to share information of cases and contacts with dates present at or absent from school.
6. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
7. Coordinate with the SCDHS on notifications to the school community, including specific notifications classrooms regarding their exclusion status and instructions.
8. Review mitigation measures and determine if any additional measures need to be implemented or if reeducation to staff and students is needed.

## Communication Plans

**Provide plan for communications with families and staff after an onsite exposure:** In the event of an exposure, students and families will be notified through BUSD's Blackboard messaging system, notification letters specific to the level of exposure and/or possible phone call if determined to be a close contact of the case. Employees impacted by the outbreak will be notified with an exposure notification letter. Union representation will be notified via email with specific employee exposure information when required by OSHA guidelines. Specific student test results and family situations will be kept confidential.

[Link to Notification Templates](#)

## Staff Training

**Provide plan for training staff on new COVID-19 Safety plan:** All staff will have an opportunity to review the approved safety plan and participate in an online training module. Information and training will include:

- A. The COVID-19 Safety Plan
- B. COVID-19, how it spreads, and how to protect themselves and students
- C. Hygiene practices, hand washing, hand sanitizing
- D. Proper use of face coverings
- E. COVID-19 symptoms, and the importance of obtaining a COVID-19 test, and not coming to work if the employee has COVID-19 symptoms. Employees have already received this information, but it will be reviewed by the district prior to students returning to campus.
- F. Additionally, all staff will complete a COVID-19 training through Target Solutions online platform. Tracking of the completed training will be done through the district office and the Target Solutions platform.

**Provide plan for enforcing COVID-19 Safety plan with staff:** Staff will be expected to follow all COVID-19 related safety protocols. The district will utilize HR processes and enforce all established collective bargaining discipline agreements and/or progressive discipline if needed.

**Provide a plan to remain current on guidelines and best practices:** COVID-19 Coordinator and Superintendent will monitor CDPH, SCDHS, and CDC websites, press releases, new guidance, attend events/webinars provided by SCDHS/SCOE, and update staff as needed. Staff updates tend to occur through email and the district newsletter. In addition, the COVID-19 Coordinator will send out periodic reminders regarding updates, best practices, health and safety, etc.

## Family Education

**Provide plan for educating families on new COVID-19 Safety plan:**

The COVID-19 Safety Plan will be posted on the school district website in both English & Spanish. Each parent/guardian will receive the BUSD Parent/Student Agreement outlining expectations and the mask policy for review and signature along with a list of symptoms for pre screening at home before school each day.

**Provide plan for enforcing COVID-19 Safety plan with students/families:** If students refused to follow the masking protocols, they will be reminded of the BUSD Parent/Student Agreement. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues to violate the Agreement, the site administrator will work with the student and family on next steps if offences continue. Administration, the student and the parent will meet to discuss this before that happens.

**Provide a plan for continuing communication/education as guidelines change:** Families are updated via the district newsletter, the Blackboard all call system, and notifications sent home with students.

## Consultation

**Labor organization(s) and date(s) consulted:**

*(If no labor organization represents staff at the school, please describe the process for consultation with school staff)*

**For the original CSP board approved on March 9, 2021** the following input from both labor organizations, Bellevue Education Association (BEA) and California School Employees Association, Chapter 501 (CSEA) had been provided in various meetings including; Employee-Employer Relations Committee meetings, The District Strategic Planning Team meetings, COVID-19 MOU and negotiation meetings. In addition, various site level staff meetings have provided input for this plan.

Employee-Employer Relations Committee Meetings

Bellevue Employee Association (BEA):

- October 7, 2020
- November 12, 2020
- December 10, 2020
- January 14, 2021
- February 18, 2021

California School Employees Association (CSEA):

- November 18, 2020
- January 20, 2021
- February 17, 2021

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

COVID-19 meetings and MOU meetings:

BEA:

- July 8, 2020
- July 17, 2020
- August 3, 2020
- August 19, 2020
- October 29, 2020
- December 7, 2020
- January 15, 2021
- February 18, 2021

CSEA:

- July 6, 2020
- July 15, 2020
- August 13, 2020
- September 18, 2020

Site Level Input:

Bellevue Elementary: Staff Input on Reopening; February 11, 2021

Kawana Springs Elementary: PBIS Committee; February 4, 2021, Classified Staff Input; February 12, 2021, Faculty Input; February 17, 2021

Meadow View: Site Leadership, January 20, 2021, Staff meeting, February 17, 2021

Taylor Mountain Elementary: Site Leadership Meeting: January 21, 2021, Staff Meeting, January 27, 2021, Staff Meeting,

February 3, 2021, Staff Meeting, February 17, 2021

Coffee with the Principal, Friday January 8th, 2021

Coffee with the Principal, Friday February 5, 2021

**Parent / Community Organization(s) and date(s) consulted:**

Input from our parents and community have been provided in various meetings including:

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

Monthly Regular and Special Board meetings

Site Level Input:

Bellevue Elementary: Parent Club Meeting; February 12, 2021

Kawana Springs Elementary: ELAC; February February 11, 2021, School Site Council; February 18, 2021

Meadow View: Coffee with the Principal, January 8th, 2021, Coffee with the Principal, February 5, 2021

**Other:**

In addition, input from other other stakeholders (including mentioned above) have been provided in various meetings including:

Educational Sub-Committee, Tuesday, December 08, 2020

Curriculum Collaborative Committee, Wednesday, December 9, 2020

District-wide Teacher Meeting Thursday, January 14, 2021

Regularly scheduled weekly and special scheduled principal meetings and leadership meetings.

Communication through Weekly District Newsletter and established accordion communication process.

**Consultation on recent revisions for the 2021-2022 School Year:**

Revisions to the CSP have been made primarily due to changes in guidance from the California Department of Public Health and Sonoma County Department of Health Services. The District Leadership met with BEA on Tuesday, August 31, 2021 to address concerns around COVID and guidance. There has not yet been an opportunity to meet with CSEA.

A COVID-19 update was presented at a Regular Board meeting on August 17, 2021. A Special Board meeting was held on September 2, 2021 to address concerns and review current guidelines.

This document is subject to change as guidance from CDPH and SCDHS adjust to changing conditions.