



COVID-19 Safety Plan (CSP)

Based on the COVID-19
School Guidance Checklist

January 29, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____
Updated: 03/05/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: _____

Grade Level (check all that apply)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th



This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ _____ will post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Regular class sizes have been reduced as a result of the additional offering of distance learning. Class sizes vary at both the elementary and secondary levels.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Elementary schools are maintained in whole grade level class settings. At the high school level, a block schedule has been implemented to keep stable groups together.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

A limited number of students, a change in the schedule as well as those continuing on distance learning as an additional school instruction option helps lower the student number in each class.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Minimize contact at school between students, staff, families, and the community, especially at the beginning and end of the school day. As much as feasible per school campus, students may have separate entrances and exit areas at each school.
- Students should remain in the same space and in groups as small and consistent as practicable.
- Maximize physical space and minimize movement as much as practicable. Minimize congregate movement throughout the hallways as much as possible. Nonessential visitors, volunteers, and activities involving outside individuals will not be permitted until the County Health Officer deems it safe.
- Groupings of students at assemblies, rallies, and other events will be modified and/or suspended until the County Health Officer deems it safe to return to normal practices.
- Use of shared playground equipment may be limited or closed.
- Outdoor activities requiring minimal contact will be encouraged.
- Limit or suspend the sharing of objects and equipment to the extent practicable and disinfect between uses.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
- Employees are required to wear face coverings when:
 - Interacting in-person with any students or other members of the public, such as parents.
 - Working in any space where food is prepared or packaged for sale or distribution to others.
 - Working in or walking through common areas, such as hallways, stairways, elevators, restrooms, and parking facilities.
 - In any room or enclosed area where other people including students and staff are present.
 - While outdoors in public spaces when maintaining a physical distance of 6 feet from others is not feasible.
- The following are exceptions to the use of face coverings in our workplace:
 - When an employee is alone in a room.

- 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 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.
- We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Safety meetings with all school site and facility administrators to be held regularly
- The Director in charge of the Evaluation of COVID-19 Hazards will update the Superintendent and members of the Cabinet on a weekly basis.

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Supervisors have responsibility for ensuring the safety and well-being of their employees. Employees are encouraged to first contact their supervisors whenever

they observe an unsafe condition or hazard. Employees may also report the unsafe condition or hazard directly to the Director of Facilities Operations and Safety Services.

- Employee screening
- Ripon Unified utilizes a Staff Prevention Protocol sheet outlining COVID-19 symptoms that employees must self-screen for before coming to work each day. As employees enter their worksite, they take a daily temperature check with utilization of non-contact thermometers. All employees are required to wear masks prior to entering district facilities.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Category	Area	Frequency
Workspaces	Classrooms, Offices	Daily at minimum, cleaned at the end of each day
Electronic Equipment	Copier Machine, shared computer, TVs, Telephones, Keyboards	Daily at minimum, cleaned at the end of each day
Classroom Supplies	Manipulatives, various supplies	District provided disinfectant is provided for sanitation between uses if sharing is required
General Used Objects	Handles, Light Switches, Sinks, Restrooms	All touchpoints will be disinfected twice daily and cleaned and disinfected each evening
Buses	Bus Seats, Handles/Railing, Belts, Window Controls	Buses will be disinfected twice daily and cleaned at the end of each route
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each day/use, between groups as deemed appropriate

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we established hand hygiene procedures that include the use of alcohol based sanitizer and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, district provided hand sanitizer will be used.

- Students and staff are encouraged to wash their hands before sharing equipment and also after eating, coughing, sneezing, or using the restroom.
- RUSD continues to teach students appropriate hygiene; including coughing and sneezing inside the elbow or a tissue.
- Students and staff should use district provided hand sanitizer when hand-washing is not practicable.
- Students and staff are told to avoid touching their eyes, nose, and mouth with unwashed hands.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels. All school sites and the district office are equipped with hand washing areas, or portable hand washing stations where necessary. Each classroom and offices are supplied with district provided hand sanitizer.

Alcohol-based hand sanitizer is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand washing stations will be strategically placed to ensure easy access.

Using Alcohol-based Hand Sanitizer (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

☑ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- Human Resources in conjunction with the worksite supervisor will identify any close contacts of the confirmed case and assess the risk of exposure.
- Worksite supervisors will make contact via phone and/or email with all identified close contacts and conduct a formal tracing procedure.
 - Close contacts of the confirmed individual will be instructed to home quarantine for a minimum of 10 days post exposure, per the SJCPHS Home Quarantine Instructions for Close Contacts to COVID-19. If an individual determines they have symptoms or a fever, they will be recommended to contact their primary

- care physician, the Health Services Department, and their supervisor or the HR Department. If an individual is diagnosed with or is likely to have COVID-19 they must continue isolating at home.
- As per Public Health Emergency Quarantine Order Dated December 23, 2020 under the Authority of the California Health and Safety Code Sections 101040, 101085, and 120175, the San Joaquin County Public Health Officer orders:
 - All Household members, intimate partners, caregivers of a person with COVID-19, and individuals who have had close contact to a person with COVID-19 must quarantine themselves. These persons are required to follow all instructions in this Order and the San Joaquin County Public Health Services guidance documents reference in this order. If there is a confirmed COVID-19 case infection, RUSD will notify San Joaquin County Health Services as advised.
 - Worksite supervisors will also notify all non-exposed individuals of the positive case.
 - The “Exposed” and “Not Exposed” letters align with those provided by San Joaquin County Public Health Services.
 - RUSD will send a general notice via email to the specific school community at large, as required by AB 685 within 24 hours of notification of the positive case. This notice will not have detailed information surrounding the confirmed case or any identifiable information of the individual. We understand that it can be disconcerting to not have specific information surrounding the individual; however, it is important that we respect the privacy of our students and staff.

✓ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Social Distancing in classrooms with students seated up to 4-6 feet apart from each other employees, as practicable.

Suspend the use of drinking fountains. Encourage students to bring reusable water bottles to utilize the water bottle filling stations.

Use of shared playground equipment may be limited or closed.

Outdoor activities requiring minimal contact will be encouraged.

Limit or suspend the sharing of objects and equipment to the extent practicable and disinfect between uses.

Minimize contact at school between students, staff, families, and the community, especially at the beginning and end of the school day.

Students and staff should remain in the same space and in groups as small and consistent as practicable.

Maximize physical space and minimize movement as much as possible.

Minimize congregate movement throughout the hallways as much as possible.

Nonessential visitors, volunteers, and activities involving outside individuals will not be permitted until the County Public Health Officer deems it safe.

Groupings of employees and students at assemblies, rallies, and other events will be modified and/or suspended until the County Health Officer deems it safe to return to normal practices.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 6 feet

Minimum 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

We implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Installed plastic or Plexiglas barriers in areas where personnel might come in contact with outside public and or personnel.
- Installed ionizers on HVAC units to disinfect air coming into the classrooms and office spaces.
- All restrooms will be disinfected twice daily and cleaned and disinfected each evening.
- Modified schedules for students at the High School to lower the class sizes
- Adjusted class seating configurations to minimize face to face contact.

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Training and Instruction

- Staff have completed COVID Training at the beginning of the 2020-2021 school year.
- Records of who has completed training is kept by the HR Department.
- Plans have been in place are aligned with our reopening plan which has been in place since August of 2020.
- School site principals will assist in communicating and enforcing the plan at the school facilities.
- Close communication between schools and the district administration should ensure the enforcement of the COVID-19 School Plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic

staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

- RUSD will send a general notice via email to the specific school community at large, as required by AB 685 within 24 hours of notification of the positive case. This notice will not have detailed information surrounding the confirmed case or any identifiable information of the individual. We understand that it can be disconcerting to not have specific information surrounding the individual; however, it is important that we respect the privacy of our students and staff.
- The notification will offer COVID-19 testing at no cost during their working hours.
- This may include self-administering an at-home test kit and dropping off sample at a FedEx drop off location during work hours (in partnership with CVT/SISC and Quest Diagnostics) OR scheduling an appointment to self-administer a test kit at the district office, which will then be shipped to Valencia Lab in partnership with Color, Valencia Lab, and CDPH.
- Testing procedures (how the test is obtained) may change based on availability of tests.
- When required and supported by the state a staff testing cadence would be implemented.

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

- School staff will advise parents/students to seek testing upon consultation with their primary care physician if they are exposed or experiencing symptoms. Information will be provided as to testing options. The student will be required to follow the quarantine/isolation protocols established by the San Joaquin Public Health Department. When required and supported by the state a student testing cadence would be implemented.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

- RUSD will notify SJCPHS of all positive cases, and enter any additional information needed by SJCPHS in the School Portal for Outbreak Tracking (SPOT) system.

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand:

- Communication in regards to worksite exposure will be delivered via email to an employee's work email address.
- Communication in regards to testing will be delivered via email to an employee's work email address.
- Employees may report possible hazards to their immediate supervisor. The supervisor will consult with the Maintenance Department to evaluate and correct (if needed) the hazard.
 - Employees can report symptoms and hazards without fear of reprisal.
- If employees have questions in regards to Safety Protocols, accommodations due to medical or other conditions that put them at increased risk of severe COVID-19 illness, leave available to them due to COVID-19 related absences, where to test (when testing is not required), and/or any other COVID-19 related questions they should contact the Human Resources Department.
 - HR will provide the employee the information needed
 - OR direct them to where they can find this information
 - Employees can view the Staff Protocols and our Reopening Plan on our website at: <https://www.riponusd.net/copy-of-parent-resources>

☒ **Consultation: (For schools not previously open)**

Please confirm consultation with the following groups.

❖ **Our Ripon Unified Schools are open**

☐ Labor Organization

Name of Organization(s) and Date(s)

Consulted:

Name: _____

Date: _____

☐ Parent and Community Organizations

Name of Organization(s) and Date(s)

Consulted:

Name: _____

Date: _____

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

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) San Joaquin County - Dr. Maggie Park. County has certified and approved the CRP on this date: NA. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools Safe](#)

[Schools for All Hub](#)