

School Plan for Safe Reopening

School Information

| School Name | School Administrator | Plan Date | Closure Date | Planned Reopening Date |
|-----------------------------------|----------------------|----------------|----------------|-------------------------------------|
| Howell Mountain Elementary School | Dr. Janet Tufts | August 3, 2020 | March 13, 2020 | November 4, 2020 Updated 11/2/21 |

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Howell Mountain Elementary School's plan for safe reopening and covers the following main categories:

| Main Categories |
|---------------------------------------------------------------------------------------------|
| Local Conditions to Guide Reopening Decisions |
| Plan to Address Positive COVID-19 Cases or Community Surges |
| Injury and Illness Prevention Plan |
| Campus Access |
| Protective Equipment |
| Physical Distancing |
| Cleaning/Disinfecting |
| Employee Issues |
| Communication with Students, Parents, Employees, Public Health Officials, and the Community |

Table of Contents

| | |
|-------------------------------------------------------------------|----|
| School Plan for Safe Reopening..... | 1 |
| School Information | 1 |
| Introduction..... | 1 |
| Table of Contents | 2 |
| Local Conditions to Guide Reopening Decisions..... | 3 |
| Plan to Address Positive COVID-19 Cases or Community Surges | 6 |
| Injury and Illness Prevention Program (IIPP) | 8 |
| Campus Access | 9 |
| Hygiene..... | 13 |
| Protective Equipment..... | 15 |
| Physical Distancing | 17 |
| Cleaning and Disinfecting | 20 |
| Employee Issues | 23 |
| Communication | 25 |

Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

| Condition Met | Condition Assessed |
|---------------|--------------------------------------------------------------------------------------------|
| Yes | The state has lifted or relaxed the stay-home order to allow schools to physically reopen. |

Over the past year and a half, our District explored the guidelines from many agencies, including the California Department of Education, American Academy of Pediatrics, California Department of Public Health, and Napa County Public Health. We have been in constant communications with the County superintendents, legislators, and public health representatives from throughout the State. It is by everyone's sedulous and conscientious efforts we present our Reopening Plan designed so students may be able to stay in-person for the 2021-2022, School Year. On August 19, 2020, HMESD published The Howell Mountain ESD Reopening Plan. This plan has since been modified to support newly released state guidelines, which will be reflected in this Safe Return to In-Person Instruction Plan.

The district used the guiding principals from the original Howell Mountain ESD Reopening plan (August 8, 2020), along with the Stronger Together Guidebook for the Safe Reopening of California Public schools (June 2020), COVID Industry Guidance: Schools and School-Based Programs (June 5, 2020), Napa County Office of Education, Considerations for Reopening Schools During the COVID-19 Pandemic (August 10, 2020), the Blue Print for a Safer Economy (August 28, 2020), and the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-21 School Year (January 14, 2021), COVID-19 Guidance for Schools (Updated 8/17/2021) and the State of California-Health and Human Agency, California Department of Public Health Guidelines (updated August 2, 2021) as references in building this COVID-19 Safety Plan.

The HMESD opened its doors for in-person instruction on November 4, 2020 and is currently in-person during the 2021-22 school year.

Flexibility or Lifting of County Stay-Home Order

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------|
| Yes | The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen. |

The State of California—Health and Human Services Agency, California Department of Public Health permits schools to offer in-person instruction as long as certain safety criteria continue to be met. This guidance, in its entirety is published on our school district website: www.hmesd.org, under the COVID-19 section.

Local Public Health Clearance

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Local public health officials have made determinations, including, but not limited to, the following: <ol style="list-style-type: none"> i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals. |

Monthly testing is scheduled to be provided by Adventist Health. The county continues to be in the Red Tier and currently, there is sufficient capacity in local hospitals.

Equipment Availability

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ol style="list-style-type: none"> i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance). |

The district has prepared for reopening by purchasing sufficient protective equipment. Our plan is to continue to stockpile protective equipment by purchasing supplies through our school vendor. Each staff member is equipped with no-touch thermal scan thermometers for symptom screenings, masks and hand-sanitizer.

Cleaning Supply Availability

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ol style="list-style-type: none"> i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance. ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels. |

The school is equipped with school-appropriate cleaning supplies so that all staff may continuously disinfect the school site in accordance with CDPH guidance. All restrooms have no-touch faucets installed. Each student has a personal supply of hand sanitizer. Each classroom has tissues, trash cans and access to no touch paper towels.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials. |

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.

HMESD implements modified quarantine recommendations for unvaccinated and vaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

Response to Positive Tests

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"> i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. iii. Additional close contacts at school outside of a classroom should also isolate at home. iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue. |

HMESD has met the conditions of this section. HMESD follows the guidance from the California Department of Public Health.

- HMESD will report and notify, as indicated the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case.
- If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from the symptom onset date, or if asymptomatic, 7 days from the date the specimen was collected for a positive test.
- HMESD will send a notice, developed in collaboration with the LHD, to parents and staff to inform them that the case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people.
- HMESD will arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time.
- HMESD will implement online/ distance learning for student cases if they are well enough to participate

Please Note:

Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------|
| Yes | Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents. |

The IIPP will be a working document and shall be made available on our district website: hmesd.org:

In the coming months, school district and COE staff will follow the specific safety protocols recommended or required by Napa County Public Health, which may include daily health screenings. Stable Cohorts Napa County Public Health and the CDC recommend stable cohorts of students and staff that minimally interact with other groups of students. This structure helps to mitigate the spread of germs, enables health providers to trace contacts in the event of an infection, and identify the need for potential closures. Site administrators and teachers will need to coordinate scheduled activities to ensure that cohorts are not mixed. Contact Tracing and Responsiveness Napa County Public Health may need to test, trace, track and respond to students, staff and family members who may exhibit symptoms of and/or test positive for COVID-19. Swift responsiveness to potential exposures of cohort members is critical to our ability to support on-going classroom-based instruction.

Physical Distancing: There are no physical distancing requirements; however, HMESD will continue to physically distance students in common areas where masks are not practicable, such as, the cafeteria when students are eating.

Staff Personal Protective Equipment (PPE)

Staff are required to wear face coverings and may choose to wear additional PPE including face shields and gloves, especially when cleaning and disinfecting. Hand washing stations or hand sanitizer should be made readily available to staff at all times.

Face Coverings

Napa County Public Health and the CDC require that teachers and students in grades TK-8 wear face coverings indoors, while on campus. Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings.

Scheduled Handwashing

Public Health recommends scheduled handwashing or hand sanitizer application upon arrival, before and after meals or snack time, before and after going to the restroom, and regular intervals throughout the day.

Isolating Students with Symptoms

Designate a space where students or staff presenting with symptoms will stay while waiting to go home.

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

| Condition Met | Condition Assessed |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude. |

Each staff, student and guest participates in a self-health questionnaire and has their temperature taken prior to entering the campus. Ask the employee to confirm that their temperature is less than 100.4 F (38.0 C) and confirm that they are not experiencing coughing or shortness of breath. Administrators are to make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue. Any person who has been exposed to anyone who exhibits any symptoms on the health questionnaire is evaluated for COVID-19. When deemed appropriate, those who exhibit COVID-19 symptoms participate in a 7 day quarantine.

Only volunteers who are fully vaccinated and who are testing on a weekly basis will be allowed on campus. All persons who enter the campus shall have their temperatures taken and shall be screened for COVID-19 symptoms. Persons exhibiting symptoms will be denied access to the campus.

Monitoring Staff

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures. |

In order to prevent the spread of infection, students, teachers and other employees who have signs/symptoms of COVID-19 are advised to stay home until they are symptom free and/or until they have a negative test for COVID-19. Decisions about testing and returning to school, including those who have had an exposure to COVID-19, will be guided by Public Health recommendations. • Upon initial reopening, students will be screened with a questionnaire for symptoms. • Once school has reopened, parents and caregivers will be empowered to do a daily screening for symptoms of COVID-19 using screening protocols against a provided checklist before arriving at school. In addition, daily temperature readings will be taken throughout the day. • Symptomatic students and employees who report to school will be asked to return home.

Students Entering Campuses

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus. |

Parents will be required to sign a health screening survey that guarantees that they will monitor their child to ensure that their child is COVID-19 symptom free prior to the child gaining access to the campus. School staff will watch for signs and symptoms of COVID-19 so that appropriate action can be taken if anyone develops symptoms during the day.

- Virtual learning/ or independent study packets will be available for children who are required to stay home because they are sick or in isolation due to COVID-19 infection or exposure and for students whose families prefer to keep their children home during the pandemic.

Parents will also sign an agreement to be available to pick their child up from school within 20 minutes should their child develop COVID-19 symptoms throughout the day. Should a child develop such symptoms, they will be isolated at school until the parent/guardian picks them up. IA recommendation to have the child COVID-19 tested shall also be issued. Children who are sent home ill, will be required to quarantine at home for a minimum of 7 days, or shall be symptom free for 24 hours. HMESD will provide antigen testing and PCR testing for all staff and students.

Staff shall take the temperature of students several times throughout the day.

Staff Entering Campuses

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation. |

Screening is often done to prevent symptomatic individuals from entering a school or workplace. Staff shall perform a self-health questionnaire on a daily basis. Staff shall also take their temperature with a non-touch thermometer or using a questionnaire for symptoms or exposure. Staff may not attend school if they have a temperature of 100.4 degrees or higher. Staff will sanitize hands as they enter the worksite. Hand sanitizer and no touch thermometers will be available in the front of the school. Procedures have been developed for all staff to who are symptomatic to stay at home. Staff shall be symptom free for at least 24 hours with a negative COVID test prior to returning to school.

Staff shall routinely sanitize their workstations.

Outside Visitors and Groups

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none"> i. Limit access to campus for parents and other visitors. ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders. |

The HMESD campus shall remain closed for all parents and other visitors, who do not meet the new vaccination criteria. In the event a person must enter campus, they will participate in a health questionnaire and have their temperature taken. Each area that was accessed shall be thoroughly disinfected.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none">Providing opportunities for students and staff to meet handwashing frequency guidance.Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers. |

- Students will be taught how to clean their hands properly (with age-appropriate lessons) and to try to avoid touching their face, eyes, nose and mouth. Lessons and reminders with students will be non-judgemental and positive.
- Students and staff will be taught about respiratory etiquette; students and staff who have any symptoms of illness will stay home. All will be reminded to sneeze or cough into their elbow/ sleeve.
- There will be age-appropriate signage placed throughout the school to remind students to wash or sanitize hands. All students will have access to hand sanitizer and/or sinks with soap throughout the day and will have frequent reminders to wash or

sanitize their hands.

- A regular schedule for routine hand hygiene will be in place for younger students with scheduled hand hygiene breaks. The preferred method for these hand hygiene breaks may be the use of hand sanitizer unless sinks are readily available in or

nearby the classroom. Hand sanitizer will be available at the entry point for each classroom.

- Liquid soap and hand sanitizer will be replenished and paper towels available for drying.
- Restrooms will be equipped with no touch faucets.

Training of Proper Handwashing Techniques and PPE/EPG Use

| Condition Met | Condition Assessed |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none">Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.CDC guidance on proper PPE use. |

Staff and students will be properly trained on handwashing. Signage will be posted at each washing station and common area.

Training for Face and Nose Covering

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Teach staff and students to: i. Use tissue to wipe the nose and cough and sneeze inside the tissue. ii. Not touch the face or face covering. |

- The current State guidelines require the use of face coverings while in-doors. Face coverings for Tk-8 students will be expected to be worn. students will use face coverings provided from home. If parents are unable to provide a face covering, the school staff can assist in obtaining one. Individual exceptions may be made for students with conditions where wearing a face covering is not advised. Employees may use face coverings provided from home or use a face covering or clear face shield provided by HMESD, if available. Young students will be taught the reason for and proper use of a face covering. Students will learn about appropriate procedures for putting on, taking off, and storing the face covering (i.e. during meal times, snack times). Each school will maintain a supply of nonmedical masks in the event that a student or staff member needs a replacement during the day.

In addition:

All staff will be trained and provided with educational materials that they may present to families in the following areas

- Proper use, removal, and washing of face coverings
- Physical distancing guidelines and their importance
- COVID-19 symptom identification
- How COVID-19 is spread
- Enhanced sanitation practices
- The importance of staff and students not coming to work if they have symptoms

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | According to CDC guidance: <ul style="list-style-type: none">i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment. |

HMESD will provide trainings each trimester on the proper use, removal and washing of face coverings.

Staff Protective Equipment

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none">i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.ii. Provide masks if the employee does not have a clean face covering.iii. Provide other protective equipment, as appropriate for work assignments.<ul style="list-style-type: none">1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.2. For front office and food service employees, provide face coverings and disposable gloves.3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:<ul style="list-style-type: none">A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals. |

All staff is required to wear face coverings at all times, unless they are eating or drinking in their designated space. When practicable, staff shall remain 3 feet apart at these designated times and shall not be in the same place as a colleague for more than 15 minutes. All staff shall have access to PPE, including gloves, face coverings, sanitation gel, sanitation wipes, thermometers, eye protection and face shields. Staff will be provided with partitions to protect their working space as well.

Student Protective Equipment

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none">1. While waiting to enter the school campus.2. While on school grounds (except when eating or drinking).3. While leaving school.4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p> |

All students shall wear cloth face coverings. Face coverings shall be provided for students if they are needed. Students shall wear their face coverings at all times during their school day. Students may remove their face covering during designated eating times, which shall not be longer than 15 minutes in duration.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.) |

Physical Distancing is not longer a mandated criteria.

- Classroom furniture is to be arranged to spread student seating as much as possible. When weather permits, classes may be conducted outside to promote both physical distancing and fresh air ventilation. Acrylic partitions will be utilized in classrooms where students are not required to wear face coverings.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

| Condition Met | Condition Assessed |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible. |

Due to the size of HMESD, grade level groups are relatively small.

Alternative to Physical Distancing

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. |

HMESD does not provide transportation.

Student Physical Distancing

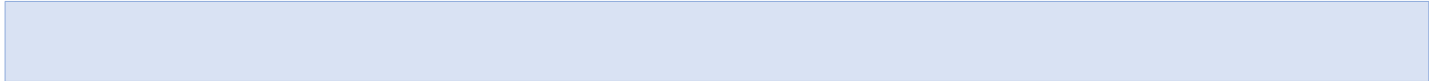
| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>LEAs should plan to:</p> <ul style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus. iv. Buses <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ul style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. 3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading. 4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.) 5. Students and staff should wear face coverings at bus stops and on buses. v. Playgrounds/Outside Spaces/Athletics <ul style="list-style-type: none"> 1. Increase supervision to ensure physical distancing. 2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. vi. Classrooms <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives. 2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact. 3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors). 4. If necessary, broadcast to other classrooms and students distance learning at home. 5. Increase staffing to ensure physical distancing for younger students and students with special needs. 6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. 7. Address physical distancing objectives as students move between classrooms. 8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities. vii. Food Service <ul style="list-style-type: none"> 1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use). |

| | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ol style="list-style-type: none"> 2. Suspend use of share tables and self-service buffets for food and condiments. 3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult. 4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort. 5. If providing meal service in classrooms, plan for cleaning and trash removal. |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All conditions have been met. Physical Distancing requirements have been suspended, and HMESD does not offer transportation.
 After each eating session, the space will be thoroughly disinfected. Students will routinely sanitize or wash their hands after sharing equipment and devices. Students will eat lunch outside when it is weather permitting and will remain at least 3 feet apart.

Staff Physical Distancing

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ol style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ol style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. <ol style="list-style-type: none"> 1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students. 2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces. |



Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------|
| Yes | Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year. |

In order to disinfect high-touch surfaces regularly to minimize the risk of exposure, each classroom and workspace will have access to paper towels and spray bottles of disinfectant. • Older students and teachers will have ready access to wipe down light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces within the classroom. • Younger students will be taught to avoid sharing objects and will focus on hand hygiene with regular breaks. The teacher in the classroom will have ready access to disinfecting spray and paper towels to use, as needed, throughout the day.

Sharing Avoidance

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------|
| Yes | In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids. |

All students will be assigned learning supplies, technology devices and manipulatives that shall not be shared throughout the day.

Items Difficult to Clean and Sanitize

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------|
| Yes | Limit stuffed animals and any other toys that are difficult to clean and sanitize. |

Stuffed animals, lunch pails and backpacks will be prohibited.

Safe Use of Disinfectants

| Condition Met | Condition Assessed |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ol style="list-style-type: none">i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.ii. Disinfecting surfaces between uses, such as:<ol style="list-style-type: none">1. Desks and tables2. Chairs3. Seats on bus4. Keyboards, phones, headsets, copy machinesiii. Disinfecting frequently—at least daily—high-touch surfaces, such as:<ol style="list-style-type: none">1. Door handles2. Handrails3. Drinking fountains4. Sink handles5. Restroom surfaces |

| | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> 6. Toys, games, art supplies, instructional materials 7. Playground equipment iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions. <ul style="list-style-type: none"> 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All conditions have been met and all staff has participated in disinfection training. All desks, tables, keyboards, door handles, handrails, restroom surfaces, and playground equipment is disinfected after each use. Thorough cleaning is completed when students are not present.

Plan for Adequate Outdoor Air Circulation

| Condition Met | Condition Assessed |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13). |

All HVAC systems have been equipped with air purification systems and all filters are MERV13 filters throughout the campus.

Safe Water Systems and Features

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water. |

All drinking fountains have been turned off and students are instructed to bring water bottles that may be filled with a no touch water filling station.

Handling Student Belongings

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Keep each child’s belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned. |

Each student will be provided with a container or cubby to keep all of their personal belongings. Students are highly discouraged to share supplies and personal items. When items are shared, surfaces and hands will be sanitized.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none">i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.ii. Create a plan for future bargaining that may be necessary as additional issues arise. |

HMESD has a healthy working arrangement with the bargaining unit. The bargaining unit has been consulted and has helped to develop this COVID-19 Safety Plan.

Staffing Ratios

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none">i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.ii. Consider rolling staff cohorts to meet needs and avoid overwork. |

HMESD is a small school district. Staff has been cross-trained to offset the workload of staff members.

Staff Training

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none">i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.ii. Physical distancing of staff and students.iii. Symptom screening, including temperature checks.iv. Updates to the Injury and Illness Prevention Program (IIPP).v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none">1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.2. Cough and sneeze etiquette.3. Keeping one's hands away from one's face.4. Frequent handwashing and proper technique.5. Confidentiality around health recording and reporting.vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.vii. Training on trauma-informed practices and suicide prevention. |

All requirements have been met in this area. Staff will continue to be trained throughout the school year as patterns of behavior become familiar and habits become routine. A sense of urgency and responsibility for disinfecting, physical distance, symptom screening, updating the IIPP, and maintaining a focus on trauma-informed practices and suicide prevention will continue to be addressed throughout the school year.

Staff Liaison

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. |

All persons have been informed to notify school administration, without reprisal should there be any COVID-19 concerns.

Reasonable Accommodations

| Condition Met | Condition Assessed |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <ul style="list-style-type: none"> i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties. ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee’s earned leave. |

Individual staff needs will continually be taken into consideration as to protect the health, safety and well-being of each employee. Reasonable accommodations will be considered in the event COVID-19 exposure or a realistic fear of exposure is communicated to administration.

Communication

Stakeholder Engagement

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist. |

All educational partners have been consulted in developing this safety plan.

Communicating COVID-19-related Protocols

| Condition Met | Condition Assessed |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | Communicate to staff, students, and parents about new, COVID-19-related protocols, including: i. Proper use of PPE/EPG. ii. Cleanliness and disinfection. iii. Transmission prevention. iv. Guidelines for families about when to keep students home from school. v. Systems for self-reporting symptoms. vi. Criteria and plan to close schools again for physical attendance of students. |

HMESD policies and procedures to protect employees from COVID-19 hazards:

HMESD shares COVID-19 related benefit information, from HMESD or from federal, state or local government, that may be available to employees impacted by COVID-19. Information on COVID-19 benefits such as paid sick leave and workers' compensation benefits is posted on the Department of Industrial Relations' Coronavirus Resources webpage.

HMESD trains employees on the fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may show no symptoms.

HMESD trains employees on the importance of physical distancing and wearing face coverings.

HMESD trains employees on the fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

HMESD trains employees on the importance of frequent hand washing for at least 20 seconds and use of hand sanitizer when handwashing facilities are not available.

HMESD trains employees on the proper use of face coverings, and the fact that they are not respiratory protection.

HMESD trains employees on the symptoms of COVID-19 and the importance of not coming to work and getting tested if an employee has symptoms.

Communication for Vulnerable Members of the School Community

| Condition Met | Condition Assessed |
|---------------|----------------------------------------------------------------------|
| Yes | Target communication for vulnerable members of the school community. |

Vulnerable members of the school community will be communicated with on a regular basis. Should work accommodations be requested, administration will consult with the employee who is at risk to develop a working plan that addresses individual needs. All persons shall be informed should a positive exposure of COVID-19 be reported.

Communication Plan for Positive COVID-19 Case

| Condition Met | Condition Assessed |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <p>Create a communications plan for if a school has a positive COVID-19 case.</p> <ol style="list-style-type: none"> i. Address the school’s role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. 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. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation. |

Once it has been determined when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms, the COVID-19 Prevention Plan is enacted.

Administration first determines which employees may have been exposed to COVID-19.

Then, employees are notified of any potential exposures within one business day (and notifying any other employer who has potentially exposed employees in the workplace).

Testing is offered to potentially exposed employees at no cost and during working hours.

Administration then investigates the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure.

If the employee is able and available to work, HMESD must continue to provide the employee's pay and benefits. HMESD may require the employee to exhaust paid sick leave benefits before providing exclusion pay, to the extent permitted by law, and may offset payments by the amount an employee receives in other benefit payments. (Please refer to the Labor Commissioner's COVID-19 Guidance and Resources for information on paid sick leave requirements.). These obligations do not apply if an HMS establishes the employee's exposure was not work-related.

If an employee is unable to work because of his or her COVID-19 symptoms, then he or she would not be eligible for exclusion pay and benefits under section 3205(c)(10)(C). The employee, however, may be eligible for Workers' Compensation or State Disability Insurance benefits.

An employee would receive pay for the period the employee is quarantined, which could be up to 14 days (see above for potential impact of EO N-84-20). If an employee is out of work for more than a standard quarantine period based on a single exposure or positive test, but still does not meet the regulation's requirements to return to work, that extended quarantine period may be an indication that the employee is not able and available to work due to illness. . The employee, however, may be eligible for temporary disability or other benefits

HMESD should take any reports seriously and should investigate any evidence of an exposure. It is ultimately HMESD's responsibility to determine if an exposure occurred.

HMESD will investigate the workplace and will identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. All persons on site at any time will be treated as potentially infectious.

Hazards in places where people may congregate, meet, come in contact with each other, even when not working will be identified (entrances, hallways, breakrooms, restrooms)

Hazards in areas that might affect the health and safety of others traveling through the workplace, and entering or exiting the facility will be identified and evaluated.

Employees will be allowed to participate in the identification and evaluation of COVID-19 hazards.

Indoor ventilation systems have been evaluated and enhanced with air purification and Merv 13 filters.

Possible Exposure:

1. The day and time the COVID-19 case was last present and the date of the positive COVID-19 test and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms will be determined.
2. Determine who may have had a COVID-19 exposure. HMESD will evaluate where the COVID-19 case was within the workplace, the activities of the COVID-19 case and all locations at the workplace which may have been visited during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case to all employees who may have had COVID-19 exposure and their authorized representatives. Give notice to independent contractors and other employers present at the workplace during the high risk exposure.

HMESD employees will be encouraged to report COVID-19 symptoms and exposure to the superintendent. There will be no reprisal. HMESD has communicated COVID-19 hazards in the workplace and has provided employees with HMESD policies and procedures to address them.

HMESD provides any procedures we have for accommodating employees with elevated risk factors for COVID-19, which can be found on the CDC's website. Staff with elevated risk factors are provided the option to work remotely. HMESD schedules monthly employee COVID-19 testing on site, during the work day. If there is a COVID-19 exposure, all staff are provided with a Notice of potential exposure to COVID-19. HMESD provides all staff with cleaning and disinfection protocols. HMESD communicates with all staff on how to participate in workplace hazard identification and evaluation per this COVID-19 Prevention Plan.