

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

**Your Actions
Save Lives**



Date: 3/22/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Victor Treatment Centers/North Valley School

Number of schools: 1

Enrollment 42-65

Superintendent (or equivalent) Name: Kelly Hernandez - Executive Director

Address: _____

Phone Number: 707 523-2334

3164 Condo Ct. Santa Rosa, CA 95403

Email: khernandez@victor.org

Date of proposed reopening:

April 12, 2021

County: Sonoma County

Grade Level (check all that apply)

Current Tier: Red

(please indicate Purple, Red, Orange or Yellow)

☐ TK ☒ 2nd ☒ 5th ☒ 8th ☒ 11th

☐ K ☒ 3rd ☒ 6th ☒ 9th ☒ 12th

☐ 1st ☒ 4th ☒ 7th ☒ 10th

Type of LEA: NPS

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.

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

☒ I, Kelly Hernandez, 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?)

Minimum of 10 (7 students/3 staff) and a Maximum is 23 (18 students/5 staff) per stable group. Each Teacher and IA/IA's will not work with more than 1 stable group of students. Each stable group will stay together for all school activities

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

NVS's stable groups will be half of a class/section of students, previously identified and communicated to families as student Cohort A or B.

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

NVS is not offering electives in the hybrid model- only through distance learning

■ **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.

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

■ **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.

■ **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.

■ 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.

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

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.

Desks will be set up between 4-6 feet apart in alignment with regulations.

■ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the 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:

VTCNVS has been providing surveillance testing to all staff and residential students on a monthly basis and more frequently to some groups of staff/residents as recommended by the public health nurse for our congregate care. Community :

■ 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:

VTCNVS has been providing surveillance testing to all staff and residential students on a monthly basis and more frequently to some groups of staff/residents as recommended by the public health nurse for our congregate care. Community :

☒ **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.

☒ **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.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ 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: VTC/NVS Families, School Districts, NPS Directors

Date: 1/29/21, 2/26/21, 3/19/21

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

Victor Treatment Centers/North Valley School (VTC/NVS) has met with staff in ongoing meetings to

develop and implement all aspects of the Covid Safety Plan for reopening school.

VTC/NVS has issued Covid updates and notices via email and postings on the agency's webpage.

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

☐ **Date of Submission to Local Health Department:** _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

2021COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP/ School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. *Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. **Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.*

1. Stable group structures {site specific}

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

Stable classrooms will vary in size based on the needs of the individual students in each classroom group. The maximum group size will be 23 (18 students/5 staff) and the minimum group size will be 10 (7 students/3 staff). Each classroom stable group will stay together the entire school day. Stable group size is dependent upon the educational and behavioral needs of the students in each classroom group and consistent with the needs identified in student IEP's.

B. For regular classes, how many students and staff will be in each planned stable, group structure:

Currently, stable classroom group size varies from a maximum of 23 (18 students/5 staff) to 10 (7 students/3 staff) based on the educational and behavioral needs of the students in each stable classroom group. In addition, the size of each classroom will determine the number of students/staff which can be in each group. Student desks/workstations will be 4-6 feet from each other. Each stable group will have access to the rest of the campus in sectioned off designated areas or at different schedules to ensure separation/distancing

C. If you have departmentalized classes, how you will organize staff and students in stable groups: N/A

D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups: NVS is not offering in-person electives at this time.

E. Other considerations -After school programs, special education, therapies, carpooling, etc.:

Speech therapists will provide services identified on student IEP's virtually at this time. All other support staff or service providers will engage with stable classroom groups and individual students on an as needed basis to minimize in-person contact with students and classroom staff.

2. Visitors /Volunteers/ Vendors

School/District's plans to handle visitors on campus ****Please consider limiting non-essential visitors of any kind**

A. Essential visitor/ vendor policy - log-in/out list:

Only school employees and essential visitors are allowed on campus at this time. Essential visitors includes: maintenance workers for repairs within the school campus, custodial service employees and other school representatives requiring access to campus for activities which cannot be completed via virtual meeting formats. All essential visitors are required to enter through the main school entrance and complete a wellness check which includes a touchless temperature check.

B. Policy for limiting non-essential visitors:

Non-essential visitors including parents are not permitted on campus at this time. Parents can make appointments with staff by calling the office.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

Students will remain in their vehicles in the drop-off line, until prompted by staff to join their designated stable groups area/ health screening area.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Walking and traffic patterns are identified within the school building to minimize the mixing of stable classroom groups within the school day and upon arrival and departure.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

Daily, staff will go through a health screening questionnaire and also complete a temperature check upon arrival. Students arriving via residential transportation will complete a health screening and temperature check by residential staff prior to arrival. Students arriving via bus, van or other transportation system will go through a health screening questionnaire and have their temperatures checked upon arrival.

D. How school/district plans to encourage a zero-mingling policy before school:

Specific areas will be designated for each stable group to congregate away from other stable groups.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Stable groups will access group areas (playground, outside quad area, gym) at scheduled times to prevent mixing of groups.

Walking and traffic patterns have been designated within the school building and separate bathrooms have been designated for stable groups.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

Parents, bus drivers and transportation providers will remain in their vehicles, and staff will take students to their vehicles within the car/transportation pick-up line.

B. Plan to minimize mixing of cohorts on departure:

Specific areas for stable groups have been designated away from each other. Parents, bus drivers and transportation providers will remain in their vehicles in the pick-up line, for the staff to take students to their vehicles.

C. How school/district plans to encourage a zero-mingling policy after school:

Students will remain in their stable groups, until their means of transportation have arrived. Staff will escort students to their vehicles and parents and transportation providers are directed to wait in their vehicles.

6. Face Coverings/ Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

A. Please provide complete policy for face coverings:

All staff and students are required to wear a clean, undamaged face covering. All masks must be worn properly over the nose and mouth, and where ever required by orders from the California Department of Public Health (CDPH) or local health department.

B. Describe specifications on type of face coverings allowed (ie: no valves, >2ply, no bandanas, etc):

Staff and students are required to wear cloth masks. Non cloth masks, masks with valves, bandanas/gators, and masks less than 2 ply will not be permitted. Disposable masks are available to staff and students for replacement as needed. Parents are asked to send appropriate masks to school with their child daily.

C. Where will extra masks be available if needed?

The school staff room, student/staff check-in cart, and the kitchen supply room will hold a large supply of extra masks available to students and staff. PPE supplies will also be stored in the staff room and kitchen supply room adjacent to the designated isolation room and where daily health screenings are done.

D. Describe plan for refusal to wear face coverings:

All staff and students shall wear a mask while on campus, no exceptions.

7. Health screening/Symptom monitoring/Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff/ student will be handled

A. Details of at-home screening plan:

Residential staff will complete a health screening and temperature checks for all residential students prior to arriving on campus. Community students arriving by bus or other transportation systems will have a health screen check and temperatures checked using a touchless thermometer upon entering campus.

B. Support available for individuals staying home:

Students are required to stay home at any signs or symptoms of COVID or exposure to COVID.

C. Screening criteria/procedure onsite for staff:

Staff completes a daily health screen upon entering campus. Temperature checks are also completed using the touchless thermometer. All staff must pass the health screen check prior to entering the school building.

D. Immediate protocol in case of a sick staff/faculty member:

Staff who exhibit signs of illness are to go home immediately. Students who demonstrate symptoms of illness are taken to the isolation room and parents are notified to pick up their child promptly.

E. Screening criteria/procedure onsite for students:

Residential staff will complete a health screening form and temperature check of all residential students at the residences prior to arriving on campus. Community students arriving by bus or outside transportation systems will be greeted by staff and brought to the screening station. Staff will complete a daily health screening and a temperature check upon entering campus.

F. Immediate protocol in case of a sick student:

Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area (cafeteria-line room). Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child.

G. Symptom monitoring procedures throughout day:

Throughout the school day, staff will self-monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

H. Screening of essential visitors/vendors:

Visitors are required to complete a health screening form and touchless temperature check upon entering the facility.

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:

Victor/North Valley School has implemented surveillance testing of staff on a monthly basis as a minimum standard. We will continue to have monthly testing of employees until the guidelines are adjusted by CDC.

B. Plan to routinely test students by tier:

Victor/North Valley School has contracted with a Lab for monthly testing of residential students. Community students/families will be referred to local free testing sites.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students/ staff in the following areas:

A. Bus/Transport/Carpools:

North Valley School does not have the authority to direct the bus company. The School districts who send their students to our school contract directly with the transportation services. Our residential students will be transported with their residential group of housemates.

B Classrooms:

Classrooms will be set up to have student work areas be a minimum of 4-6 feet apart. Given the instructional and behavioral needs of our students, staff will not be able to maintain 6 feet distance from our students at all times. Staff will wear masks and will attempt to maintain as much physical distance from students in accordance with the safety needs of our students. Staff will maintain 6 feet distance from each other to the maximum extent possible in accordance with the safety needs of our students.

C. Hallways:

Hallways will have signage identifying the walking patterns. As much as practicable staff and students will follow the walking traffic pattern to avoid mixing of stable classroom groups.

D. Student lockers:

N/A North Valley School does not have lockers.

E. Bathrooms:

Each bathroom has an identified stable classroom group that uses the specific bathroom.

F. Locker rooms:

N/A North Valley School does not have a locker room.

G. Gymnasium:

The South-end entrances of the gymnasium will be used for checking in the students upon arrival. Health screenings

and temperature checks for staff and students will be completed there prior to entering the rest of the campus. The gymnasium will also be utilized at break times for one stable group/cohort at a time.

H. Playground/fields:

Playground access will be limited to one stable group/cohort a time and/or sectioned with dividers into areas for each stable group/cohort to remain in their designated areas.

I. Staff break rooms:

All staff break rooms have identified maximum occupancy capacity. North Valley School has outside break areas for staff and encourages staff to take breaks outside (weather permitting) or within their classroom.

J. Other:

K. Plan for specific situations when distancing is >6 ft. is not possible:

Balancing the safety and instructional needs of our students and maintaining 6 feet social distancing will be an ongoing challenge for our program. To ensure the safety of our students and provide appropriate instruction and support, staff will need to be closer than 6 feet from our students some of the time. Whenever possible, staff will maintain distance between the student and the staff. Other measures of handwashing, face coverings, and cleaning protocols are in place to support safety when distancing of less than 6 feet does not meet the needs of the individual students.

10. 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 - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

Frequent handwashing will be incorporated into the students' daily schedules. In addition, there are sanitizer dispensers within each classroom and throughout the facility for quick and easy access.

B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:

All drinking fountains within the campus have been taped off and signage has been added to allow for filling of water bottles, but no drinking from the fountains.

11. Routine Cleaning and Disinfection:

How shared surfaces will be regularly cleaned and disinfected, including plans I schedules for the following areas:

Cleaning, sanitizing, and disinfecting schedules and protocols have been developed based on CDC guidelines. Staff will implement regular cleaning and sanitizing procedures throughout the day. Staff will be trained on how to clean, sanitize and disinfect classroom spaces and instructional materials.

General high-touch surfaces: cleaned daily by staff

Classrooms: cleaned daily by staff and Custodial company staff clean and disinfect the campus nightly

Bathrooms: cleaned daily by staff and Custodial company staff clean and disinfect the campus nightly

Cafeteria: N/A

Playgrounds:

Hallways: Custodial company staff clean and disinfect the campus nightly

Locker rooms: N/A

Gymnasium: Custodial company staff clean and disinfect the campus nightly

Other:

12. Plan for Shared item:

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

Instructional supplies and office supplies will be available for individual staff and students as much as possible. Shared items will be cleaned, sanitized or disinfected between uses as appropriate to the individual item.

B. Toys/play equipment: All will be cleaned, sanitized or disinfected between uses as appropriate to the individual item.

C. Electronics equipment: Electronic equipment will be cleaned as needed when shared.

D. Tools: N/A

E. Other:

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room/area:

An isolation room has been identified and set up with PPE for the school.

B. PPE available for staff providing care in Isolation area:

PPE is stored and available for use when a student needs to be isolated due to signs of illness.

C. Staff trained to provide care in Isolation area:

Staff are trained in the proper use of PPE for use in the isolation area.

D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator: We do not use N95 masks.

E. Protocol for immediate removal and relocation of ill individual:

Parents/guardians are required to pick up students immediately if a student shows symptoms of illness. Emergency contacts will be notified if a parent is unable to pick up a child from school.

F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

The Custodial team is notified when an isolation room has been used for deep cleaning procedures.

G. Instructions to give ill staff/ family of ill child (re: follow-up with PCP, testing guidance):

Parents are provided a letter with testing and re-entry criteria for return to school.

H. Plan for testing symptomatic individuals:

Symptomatic individuals are required to meet health requirements and testing requirements for returning to school. See NVS protocol for the Onset of Symptoms.

14 .Plans for after an Exposure Event (may be site specific)

A. Designated COVID Coordinator(s) and corresponding duties:

Kelly Hernandez, Executive Director is the designated COVID Coordinator and responsible for the oversight of the development and implementation of the VTC/NVS COVID Safety Plan.

Plan for confirmed COVID-19 case reporting:

VTC/NVS has three full-time staff members, Kelly Hernandez, Lindsay Doss, and Joy Passalacqua who are the

primary contacts and liaisons responsible to contact the Sonoma County Public Health Department. They will follow contact tracing procedures such as creation and submission of lists of exposed students and staff to the Public Health Department and make notifications of exposed persons.

If there is a confirmed case of COVID-19 among staff or students, VTC/NVS will follow protocols in accordance with the Health Department and Sonoma County Office of Education and the school's policies:

- **Notify the Sonoma County Public Health Department**
If we learn of a confirmed case/cases involving a student or staff member before being contacted by Public Health, we will contact Public Health via the school hotline number. We will ensure that FERPA protocols are being followed in any communications.
We will notify Sonoma County Public Health Department of any known case of COVID-19 among students or staff within 24 hours from the time staff is first made aware of a new case. We will supply the following information:
 - * Full name, address, telephone number, and date of birth of the individual who tested positive;
 - * Date the individual tested positive, the campus location at which the individual was present on-site within the 2 days preceding symptom onset or the positive test, and the date the individual was last on-site at any of our campuses;
 - * The full name, address, and telephone number of the person making the report.Follow Public Health recommendations for contact tracing and make notifications with advisements for how to quarantine/isolate/test/etc.
- In consultation with Public Health, we will decide whether a class or entire school closure is warranted, using guidance provided by CDPH.
 - * Work with Public Health to conduct contact tracing and notify exposed students/staff.
 - * We will follow Public Health determination as to whether quarantine and testing is necessary based on the length of exposure, number of people exposed, and closeness of contact.
- Notify the school community pursuant to guidelines we have established in our communication plan.
- NVS will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus before reopening.
- NVS will work with Public Health and await notification from them for when it is safe to reopen the classroom or school. NVS will then make the final determination when to reopen based on CDPH guidance.

Plan for "Close Contact" identification:

See NVS Protocols for the Onset of Symptoms.

B. Plan for Exposure testing for staff:

See NVS Protocols for the Onset of Symptoms.

Plan for Exposure Testing for students:

Students who have been in close contact with a person with COVID-19 will be provided with information on how to secure testing at no cost. Testing is recommended on day 8 or later after their most recent exposure and a negative test result is required to return to campus. If a student does not test, then they cannot return to campus until 14 days after the last exposure to the person with COVID-19. Protocols have been developed with template letters to provide information to students on return-to-campus policies. These policies will be modified to reflect the CDC and Public Health requirements that may change due to vaccines and tier requirements.

C. Support for students in Isolation/Quarantine:

Students will have access to distance learning instruction when out of class as required by federal and state law.

D. Return to school criteria for COVID-19 positive individual:

Students who have tested positive for COVID-19 may return to school after 10 days of isolation, with days counted beginning the day after symptom onset or day after positive test if no symptoms, symptom improvement and no fever (100.4) for 24+ hours without the use of fever reducing medications.

E. Return to school criteria for exposed close contacts:

Staff or students who have been in close contact with a person who tested positive for COVID-19 may return to school 10 days after isolation and 14 days of monitoring for symptoms. Testing shall be on day 8 or later and staff

or students may return with a negative test result. If student does not test, then they may return to campus after 14 days after their last contact with the person who has COVID-19.

G. Outbreak response plan:

VTC/NVS will close the school campus as advised by Public Health if we experience an outbreak within the school program. A template letter has been developed to notify parents. Thorough cleaning and disinfecting will be completed and NVS will follow recommendations of the Public Health Department.

VTC/NVS will follow CDC and CDHP requirements and modify the protocols as needed to remain in compliance with current regulations. Procedures will be updated and shared with staff and families as they are revised. All COVID-19 testing results and information provided to us will be retrained in a manner that ensures confidentiality.

15.Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

Provide plan for communications with families and staff after an onsite exposure:

See communication letters within the NVS Protocols for the Onset of Symptoms.

16.Staff training

How staff will be trained on the application and enforcement of the plan

A. Provide plan for training staff on new COVID-19 Safety plan:

All North Valley School staff have received training in the School Site Specific Safety Plan.

B. plan for enforcing COVID-19 Safety plan with staff:

Executive Director/Administration Staff/Teachers will monitor the implementation of the safety plan within the school.

C. Provide plan to remain current on guidelines and best practices:

VTC/NVS continues to receive updates from all pertinent agencies regarding current guidelines and best practices regarding COVID-19.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

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

Parents receive a copy of a North Valley School Family Handbook on COVID Safety which identifies our policies and procedures we have in place to provide a safe and healthy environment for our school community. In addition, parents are notified of safety documents on our website.

B. Provide plan for enforcing COVID-19 Safety plan with students/families:

Person to person contact will be made with a family who is not following the Safety protocols to assist in developing an understanding that protocols are in place to support the health and safety of their child, the other children and staff within our school community.

C. Provide plan for continuing communication/education as guidelines change:

Ongoing communication between school and our educational community will provide information regarding changing guidelines and/or requirements for school programs.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces.

A. Please describe any unique challenges each site may face for maintaining safe environments, in terms

of ventilation/airflow and infrastructure, and how those challenges will be addressed:

North Valley School does not have any windows that open. Our heating and air conditioning system provides ongoing outside air into the facility. Each classroom has a commercial grade air purifier within the classroom that operates during open hours.

19.Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders , continued communication without fear of reprisals, etc.

A. Labor organization(s) and date(s) consulted:

(If no labor organization represents staff at the school, please describe the process for consultation with school staff) School staff have been working on site since August. Weekly meeting are held with leadership (teachers and support staff) to coordinate efforts in maintaining a safe and healthy school environment and community.

B. Parent/Community Organization(s) and date(s) consulted:

Parents and District representatives, who have students placed in our program, have provided feedback through email/phone surveys in February/2021 and March/2021. Ongoing collaboration with district representatives is solicited on and ongoing basis.

C. Other

DATE

Dear Parent/Guardian,

Your child is being excluded from the program due to the following symptoms of illness and in accordance with our current Health and Wellness policy during the COVID-10 pandemic.

- Cough
- Fever (temperature of 100 degrees or higher)
- Chills
- Sore throat
- Congestion or runny nose
- Feeling achy
- Shortness of breath/difficulty breathing
- Nausea or Vomiting
- Headache
- Loss of taste or smell
- Tingling or Numbness
- Persistent pain or pressure in the chest
- New confusion or inability to stay awake
- Blue lips or face

Although the above symptoms can often be present in many different illnesses, they are also potential symptoms of Covid-19.

Please check in with your child's primary care doctor. Please call your provider before going to his or her office. S/he may recommend a test for COVID-19, or s/her may recommend that you quarantine your student before his/her return to school.

Your child will generally be allowed to return to school once either the Symptom-based strategy or Test-based strategy criteria are met:

Symptom-based strategy

- 24 hours with no fever without the use of fever-reducing medications and
- All symptoms have improved and
- 10 days since symptoms first appeared

Test-based strategy

- 24 hours with no fever without the use of fever-reducing medications and
- All symptoms have improved and
- A Negative COVID-19 test

In some instances, a child may have an illness (ear infection, asthma, etc.) which will affect their health screening. A written note from your child's physician may be accepted to return to school.

Please do not hesitate to contact the North Valley School office if you have further questions or concerns. We appreciate your understanding and adherence to our policy as we protect the health and welfare of our students and staff during the COVID-19 pandemic.

Sincerely,

North Valley School Administration

NVS/VTC Scenario 1

DATE

Dear [XXX School/Classroom] Parents /Guardian and Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort [lives with/has been in close contact with] a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. You or your child can still come to school.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,
North Valley School

DATE

Dear parents and staff,

A person at North Valley School has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19. COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started or, if they do not have symptoms, 10 days after the day they were tested. It can take up to two weeks after an exposure to develop COVID-19. People who are exposed to COVID-19 should stay quarantined and not attend work or school for 10 days after the last time they were exposed. The last exposure date was (DATE). For more information on what it means to be quarantined. Visit www.socoemergency.org.

If you or anyone in your household is currently showing symptoms of COVID-19: Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you need assistance obtaining a COVID-19 test please call (707) 565-4566 or email phnurse@sonoma-county.org and Sonoma County Public Health can assist you. We strongly recommend that you or your child be tested for COVID-19 8 days after the exposure (DATE). Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early or not at all increases the risk that a person may finish their quarantine, but be contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen our classroom there will be minimal risk to students and staff. Exposed staff and students may return to campus (DATE) with a negative test result. Staff and students who do not test may return to campus 14 day after their last contact with the person who has COVID-19. Sonoma County Public Health can assist you in setting up testing if needed. Please call (707) 565-4566 or phnurse@sonoma-county.org to request an appointment. Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,
North Valley School

[DATE]

Dear [XXX school/classroom] Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

North Valley School Administration

[DATE]

Dear [Staff Member Name],

Thank you for the information and we hope that your [friend or family member] is OK. For the time being, until [s/he] receives test results, please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. [Free Testing for Essential Workers](#) (including school staff) is available, if you would like to be tested.

If your [friend or family member] tests positive for COVID-19 please contact your supervisor right away. Protocols are in place that will guide next steps.

Please let us know if you have any questions. Most importantly, please know how much we appreciate your bringing this forward. It truly shows your care and concern for you North Valley colleagues.

Sincerely,

North Valley School Administration