

Reopening & COVID-19 Mitigation Plan Template



School / District: Mesa Union School District

School / District: VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
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Promote Healthy Hygiene Practices		
Describe your plan to:		
<ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine hand washing and ensure adequate supplies to support healthy hygiene 		
Plan: Mesa Union will disseminate resources about best hygiene practices in a variety of ways including: <ul style="list-style-type: none"> Sharing instructional videos with all stakeholders regarding face coverings, handwashing, and covering coughs. For example: https://www.youtube.com/watch?v=pkclgJ8yN0o&feature=youtu.be Posting hand washing signs throughout the school campus Including information about hygiene practices in the weekly memos (staff, parents/families) including information on the proper use, removal, and washing of cloth face coverings Providing staff-directed lessons on hand washing, coughing, sneezing, avoiding contact with one's face, and face covering procedures in the classroom. 	Person(s) responsible District/School Admin. Staff (Classified/Certificated) Students	Date of Implementation August 2020

<p>Mesa Union will require students to hand wash and/or hand sanitizer frequently throughout the day including:</p> <ul style="list-style-type: none"> ● Upon arrival to the classroom ● Before and after recesses and lunch ● Before and after using the bathroom ● As needed throughout the day <p>To support healthy hygiene, Mesa Union will provide hand sanitizer dispensers for all classrooms, restrooms, and office spaces, including the main and district offices. Mesa Union will provide additional standing hand sanitizing stations for placement outdoors and at entry ways, as needed. Mesa Union will ensure that faucets in staff/students restrooms and classrooms are in working order and have access to paper towel dispensers. Mesa Union will provide face coverings for students, and will provide both face shields and masks for staff members. Face coverings will be required for students, staff, and visitors according to CDPH Guidance School and School-Based Programs.</p>		
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Intensity Cleaning, Disinfecting, and Ventilation

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

Plan:	Person(s) responsible	Date of Implementation
<p>Mesa Union will limit shared supplies and equipment. Each student will sit at their own individual desk, 6 feet apart to maintain social distancing guidelines, facing forward in the classroom. Students will keep their own supplies gathered at their desk (pencils, books, markers, glue, crayons, etc.) and will avoid sharing school supplies with one another. Each student will be assigned their own laptop (grades TK-8) in order to avoid exchanging devices. During recess the playground structures will not be used. Playground equipment will be disinfected between use. Mesa Union has developed and implemented COVID Cleaning Procedures, which will be revisited and kept current on a regular basis. Only cleaning products approved for use against COVID-19 on the Centers for Disease Control (CDC) approved list will be used for cleaning and sanitizing.</p> <p>Staff will be trained by health and safety personnel on the proper and safe usage of disinfectants, and will complete online training modulse on Cleaning and Disinfecting your Workplace (practical guidance from the CDC for cleaning and disinfecting classrooms and areas). Mesa Union will provide disposable gloves appropriate for all cleaning and disinfecting to staff, as well.</p> <p>High touch areas including door handles, sink handles, light switches, and desks will be sanitized at least once a day (beginning of day or end of day) by custodial staff. Custodial staff will clean the restrooms several times a day including after the start of school, between all recess and lunch</p>	<p>District/School Admin. Staff (Classified/Certificated) Facilities/Custodial Staff Students</p>	<p>August 2020</p>

<p>sessions, and at the end of the day. The lunch tables will be sanitized between each lunch session. Sanitizing sprayers will be used to sanitize an entire room as needed, as well as outdoor benches and tables. Sanitizing sprayers will also be used to clean and sanitize buses prior to and after bus routes are completed.</p> <p>To ensure proper ventilation, classroom doors and windows will remain open whenever possible.</p>		
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Implementing Distancing Inside and Outside the Classroom

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. *(Include school / district bell schedules.)**
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*

** Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

Plan:	Person(s) responsible	Date of Implementation
<p>Arrival/Departure of Students:</p> <p>Students drop-off and pick-up will occur outside the school gates and based upon an assigned, staggered schedule. Drop off and pick up will occur on a staggered basis, minutes apart over the course of an hour. Drop off will be between 8-9AM, and pick up will be approximately 1-2:30 PM depending on the blended model implemented. Wednesdays will remain minimum days. Floor markings will be used at exterior points of entry to mark 6 foot distance. Parents will not be allowed on campus during drop off and pick up. TK/Kinder parents may walk their child to the classroom but must stay 6 feet outside of the classroom and will need to exit campus when their child is safely inside the classroom.</p> <p>There will be 7 campus entry points (6 in the front and one on the middle school side); students will need to remain physically distanced while waiting to enter campus. Before entering campus, all students will wash their hands or sanitize. A staff member will take their temperature with a no-touch thermometer. Any student with a temperature over 99.5 will need to wait in a waiting room for pick up.</p> <p>Routes will be created and followed to reduce exposure. Everyone will use walking paths with direction markers around the school to limit the number of people in the same area.</p> <p>Classroom Size/6 foot distancing:</p>	<p>District/School Admin. Staff (Classified/Certificated) Facilities/Custodial Staff Students</p>	<p>August 2020</p>

<p>Mesa Union will offer two models: in-person, classroom-based blended model and a distance learning program. Parents/families will have a choice in determining the best placement for students. Mesa Union is prepared to place 10-12 students per classroom in grades TK-5 and 17-18 students per classroom in middle school grades as part of a blended model in order to satisfy social distancing requirements. The additional 4-5 students in each class will learn virtually through synchronous lessons and distance learning assignments. Student cohorts will be by individual classrooms. Students will eat lunch and have recess only with their class in assigned areas to decrease exposure. Consideration will also be given to aligning schedules so that students can take lunch to go, whenever necessary.</p> <p>Plexiglass partitions have been added to the front office, and visitors can only enter through the front door, one person at a time. Each person entering will be asked to hand sanitize, have their temperature taken, and follow symptom screening questions.</p> <p>Campus access for volunteers will be very limited to scheduled sign-up times in order to avoid overlap in the workroom and classrooms. Students, staff, and volunteers will wear face coverings on campus. Mesa Union has several options for using outdoor spaces for educational purposes:</p> <ol style="list-style-type: none"> 1) Mesa Union has access to bench areas next to the middle school classrooms and next to the MPR. This will allow teachers and specialists to bring a class/group(s) outside for instruction. 2) Teachers/Students will carry chairs to outdoor locations with 6 foot distancing. They will use lapdesks/whiteboards to enable them to work. 3) Mesa Union is purchasing additional shade pop-up canopies to create additional outdoor spaces available. 		
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Limit Sharing

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

<p>Plan: Mesa Union will limit shared supplies and equipment. Each student will sit at their own individual desk, 6 feet apart, facing forward in the classroom. Students keep their own supplies in a pencil box in their desk (pencils, books, markers, glue, crayons, etc.) and will not share school supplies with one another. Students will not share technological devices; each student will be assigned their own laptop or iPad. During recess the playground structures will not be used. Playground equipment will be disinfected between use. Students will not share lunch or snack items at any time.</p>	<p>Person(s) responsible District/School Admin. Staff (Classified/Certificated) Facilities/Custodial Staff/Campus Supervisors/Paraprofessionals Students</p>	<p>Date of Implementation August 2020</p>
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Train all Staff and Educate Families

Describe your plan to:

1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

Plan:	Person(s) responsible	Date of Implementation
<p>Mesa Union employees will be oriented and trained COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of the illness during staff development sessions. Mesa Union staff will also complete SafeSchools online training modules for Coronavirus Awareness (identify symptoms, risk factors and ways to reduces chances of being infected), CDC Guidelines for Using Cloth Face Coverings (best practices for wearing face coverings), and Cleaning and Disinfecting your Workplace (practical guidance from the CDC for cleaning and disinfecting classrooms and areas).</p> <p>Mesa Union staff will be trained on cleaning and disinfecting,use of personal protective equipment (PPE), first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA. These trainings will be provided by health and safety personnel during staff development sessions and by VCPH.</p> <p>Parents/families will be educated on COVID-19 through instructional videos, parent meetings, the Mesa Union Reopening website, flyers, and on-campus posters. Mesa Union will begin communicating re-entry procedures to families as soon as on-site learning is feasible. Parents and students will sign a document acknowledging the expectations with the understanding of consequences for failure to comply. Messaging and videos will be developed for topics including:</p> <ul style="list-style-type: none"> ● Proper use of face coverings ● Proper hand washing methods (Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Use paper 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.) ● Proper handling and securing of personal items ● Understanding of physical distancing expectations 		

Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:

1. Screen all students, staff, and visitors entering school facilities
2. Monitor students and staff throughout the day for signs of illness
3. Support ill students and staff to remain at home without fear of reprisal

<p>Plan:</p> <p>Parents will be instructed to screen students before leaving for school (temperatures must be below 99.5 degrees Fahrenheit) and keep students home if they have any symptoms or if they have had close contact with a person diagnosed with COVID-19. Employees will be located at all school entrances to screen students as they enter campus with visual wellness checks and temperature checks with no-touch thermometers. All students must wash or sanitize hands as they enter campus. Staff will monitor students throughout the day for any additional signs of illness. Students exhibiting symptoms and/or fever greater than 99.5 Fahrenheit will wait in a specified, isolated waiting room until their parent/guardian/adult picks them up. Students who contract or are exposed to COVID-19 and must quarantine/isolate, will move into the virtual program without interruption in their curriculum. Student attendance affected by COVID-19 will not be penalized.</p> <p>No touch thermometers have been secured for all staff in order to conduct their own wellness self-assessment. Staff will be asked to share screening information via Google Form, which could assist in tracking of COVID cases that arise.</p> <p>Staff will be instructed to self-screen before leaving for work (stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19, or have a fever of 99.5 Fahrenheit or greater). All staff must wash or sanitize hands as they enter the worksite.</p> <p>Campus access for volunteers and other visitors will be limited to scheduled sign-up times in order to avoid overlap in the workroom and classrooms. One person or family will be admitted to the office at a time. All visitors will sanitize their hands as they enter the office. They will go through a symptom screening and temperature check with a no-touch thermometer upon entering the campus.</p>	<p>Person(s) responsible</p>	<p>Date of Implementation</p>
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Plan for When a Staff Member, Student, Visitor Becomes Sick

- Describe your plan to:
1. Include health office procedures for ill students
 2. Involve HR for ill staff and visitors
 3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email

<p>Plan:</p>	<p>Person(s) responsible</p> <p>School district VCPH liaison</p>	<p>Date of Implementation</p>
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<p>Students exhibiting COVID-19 symptoms, have a fever of 99.5 Farenheit or greater, or not feeling well, will be located in an isolated space for privacy, evaluation, and waiting for pickup. Students with confirmed COVID-19 will not return to the on-campus program until they have met CDC criteria to discontinue home isolation which would be determined in consultation with VCPH. They may continue their education through the virtual learning program while in isolation.</p> <p>Staff, volunteers, and visitors exhibiting COVID-19 symptoms, have a fever 99.5 Farenheit or greater, or not feeling well, will go or stay home, be recommended for testing and will not return until they have met CDC criteria to discontinue home isolation which would be determined in consultation with VCPH or medical practitioner, whenever necessary.</p>		
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Maintain Healthy Operations - Surveillance and Reporting

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

Plan:	Person(s) responsible	Date of Implementation
<p>If a student or staff member contracts COVID-19, Mesa Union will work in conjunction with Ventura County Public Health (VCPH) to use contact tracing methods to determine if all or part of the school will need to close down and for how long. If a student or staff member is exposed to COVID-19, they will be asked to self-quarantine for 14 calendar days at home. Self-quarantined students will be moved to the distance learning program during that time. Mesa Union will work in conjunction with VCPH to assure all appropriate actions are taken. If the student or staff member eventually contracts COVID-19, Mesa Union will work with VCPH to make a determination of whether or not to close the classroom and/or school and convert to distance learning. Mesa Union will work in conjunction with VCPH to assure all appropriate actions are taken and will use the covidschools@ventura.org email to notify VCPH of any COVID-19 cases.</p> <p>Mesa Union will conduct daily absence verification of symptoms to enter into Q, and report weekly COVID-19 or influenza-like illness (ILI) absenteeism for staff and students utilizing the VCPH surveillance survey. Mesa Union will report absenteeism rates immediately to VCPH if more than 10% of staff and students are out in a single day at any school site.</p> <p>Designated liaisons will work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member. Mesa Union liaisons will be provided with training on contact tracing by VCPH.</p>		

Consideration for Partial or Total Closure

Describe your plan to:

1. Communicate with VCPH prior to any school closure*
2. Communicate school closures with families and staff

3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*
**Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH*

Plan:	Person(s) responsible	Date of Implementation
<p>Mesa Union understands that in most cases, the entire school may not be required to close even if there is a confirmed case in a staff member or student. Closure of a classroom or multiple classrooms may be necessary to prevent disease transmission, but any decision to close a portion of or the entire school will be made in consultation with VCPH.</p> <p>Mesa Union will transition any closed classroom or the entire school to Distance Learning as necessary to support continuity of instruction. The Mesa Union health clerk and VCPH liaisons will play an important role in triaging students and staff to determine if testing is warranted for COVID-19.</p> <ul style="list-style-type: none"> ● Students and staff that present to the school health office with a fever of 99.5 Fahrenheit by the no-touch temporal or forehead method or 99.5 degrees Fahrenheit orally and a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing. ● Parents will be notified to pick up their child and call their primary medical doctor for referral to a site for COVID-19 testing. ● For those students that do not have a usual source of care, Mesas Union will coordinate with the VCPH PHN to arrange for same day testing through the Public Testing Facilities ● While the individual is awaiting test results, they will isolate at home and transition to the Distance Learning program. ● When there is an individual with a confirmed COVID-19 test, Mesa Union will coordinate with VCPH to determine who should be considered as a close contact. ● Staff that are identified as a close contact of a confirmed COVID-19 will be referred for testing and quarantined for 14 days from last exposure. ● Students who remain with the same cohort of individuals, the teacher and students in the classroom with the individual who was confirmed as being positive for COVID-19 will be considered contacts. The students and staff will be referred for testing. ● In the case that a cohort must be quarantined or isolated, students will transition to Distance Learning. 		

Strategic Recovery Planning Team (Optional)

Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.

Plan:	Person(s) responsible	Date of Implementation
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Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on _____(date).

COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:
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This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.