



2021-22 COVID-19 Covid Safety Plan (CSP) and School Guidance Checklist

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 grouping is not a requirement at this time. As of April 2022 Jack London is no longer using assigned seating during the eating portion of the lunch period.
- There are currently no distancing guidelines in place for outside activities or inside activities while masked. Masking while outside is optional. Jack London does not contact trace for lunch or break.

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

- See above

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

- See “A” & “B” above

D. Other considerations – After school programs, special education, counseling, carpooling, etc.:

- Trips are limited at this point. Masks are required while in transit.
- When counseling is offered in 1 to 1 or small groups. Masks are on. Counseling is also offered online via Teletherapy.

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:

- Volunteers must provide proof of vaccination or a recent negative test in order to come onto campus and log in and out at the front office.
- Vendors and Visitors are not considered “workers” and therefore are not required to provide proof of vaccination or recent negative test results. Vendors and Visitors must log in and out at the front office. Example: Parent at 504 or IEP is not required to show proof of vaccination or negative test results.
- POUSD is moving as many Intervention Response Team (IRT), 504 and IEP meetings to zoom as possible.

B. Policy for limiting non-essential visitors:

- i. Non-essential visitors are currently not limited but are required to follow campus mask policy.



- ii. Masks are optional outdoors for all in K-12 school settings.
- iii. Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- iv. Jack London Elementary School provides a face covering to students and or staff who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Classrooms are stocked with masks and they are also available in the school's administrative 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:

- Drop-off procedure is not currently dictated due to changes in CDPH Covid guidelines.

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

- Mixing of students is not currently dictated due to changes in CDPH Covid guidelines

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

- Staff and students are reminded to self check for symptoms and to stay home in the onset of symptoms.
- POUSD offers daily PCR and Antigen testing in the district to include daily testing at each site:
 - i. Monday- Olivet
 - ii. Tuesday- Schaefer
 - iii. Wednesday- Jack London/POCS
 - iv. Thursday- Northwest Prep
 - v. Friday- Jack London/POCS

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

- This policy is currently not enforced. Jack London Elementary School will alter the policy to fit the current CDPH and SCOHS guidelines.



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:

- Jack London Elementary School staff has been asked to create seating charts for easy identification of student contacts in the event of a covid positive student.
- Good ventilation and air circulation in the restrooms will be ensured through open doors and/or increasing air circulation through the school's HVAC system and air purifiers. Air purifiers have been installed in every classroom and workspace.

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:

- [Please see 3.A above.](#)

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

- Jack London Elementary School does not currently enforce a mingling policy after school.

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:

- The District will comply with all public health orders regarding face coverings and provide face coverings to all employees as needed. Each classroom is equipped with masks for students or staff who lose or forget their masks. We keep a replacement supply in the office and teachers may re-supply as needed.
- When face coverings are utilized, ensure face coverings are clean and undamaged.
- Proper use, removal, and washing of face coverings, per [CDC guidelines](#), have been shared with students, their families, and school staff via POUUSD's "[COVID Health Procedures](#)" Webinar located on [POUSD's district website](#).
- The school has a large supply of disposable face masks available for students or staff who may need them.



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

- Those utilizing masks should wear proper fitting masks following CDC [Mask Guidelines](#).
- Masks should have two or more layers of washable, breathable fabric. They should completely cover the nose and mouth, fit snugly against the sides of the face and don't have gaps.
- Face covering means a tightly woven fabric or non-woven material with no visible holes or openings which covers nose and mouth
- Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

C. Where will extra masks be available if needed?

- Front office
- All classrooms

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:

- POUUSD is not currently enforcing an at home screening plan.

B. Support available for individuals staying home:

- Administration will consult with the District RN, as needed, to determine the need for testing, contact tracing, quarantining, and establish return to school clearances.

C. Screening criteria/procedure onsite for students:

- We currently do not have an onsite screening procedure.

D. Immediate protocol in case of a sick student:

- All staff will monitor the health and safety of students by directly communicating with students about their needs.
- Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, parent/guardians will be contacted for an immediate pick-up.
 - The student will be removed from class immediately. The student will be isolated in the Isolation area, nurse's office, continue wearing a face mask, and will be supervised by a designated staff member until the parent/guardian arrives to take the student home, as soon as possible.
 - The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment.



- The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.
- In order to return to school: see section H, subsection a. Refer to the blue column.
- Jack London Elementary School requires the student to obtain a COVID-19 test as well and will advise getting a COVID-19 test immediately and again on day 5 from onset of symptoms if no physician's clearance is obtained.
- All instructional materials are provided for the student. A student can make up any work/tests etc. by communicating with the teacher to arrange for make-up work/tests.

E. Screening of essential visitors/vendors:

- There is no screening of visitors at Jack London Elementary School.

8. Routine Testing

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

A. Plan to routinely test staff by tier:

Jack London employees and families can get free Covid-19 testing 5 days a week at various sites in our district (to include Schaefer Elementary School). See testing sites and times below:

- i. Monday- Olivet
- ii. Tuesday- Schaefer
- iii. Wednesday- Jack London/POCS
- iv. Thursday- Northwest Prep
- v. Friday- Jack London/POCS

Additionally, Jack London Elementary School has complied with the recent [County of Sonoma health order](#). All staff and volunteers will be required to verify their Covid-19 vaccination status. Unvaccinated or partially vaccinated workers will be required to undergo diagnostic screening at least once a week.

9. Physical Distancing (site specific)

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

In alignment with Public Health guidelines, there are currently no distancing guidelines in schools.

- A. Bus/Transport/Carpools: none**
- B. Classrooms: none**
- C. Hallways: none**
- D. Student lockers: none**
- E. Bathrooms: none**



- F. Locker rooms: none**
- G. Gymnasium: none**
- H. Playground / fields: none**
- I. Staff break rooms: none**
- J. Other: none**
- K. Plan for specific situations when distancing is >6 ft is not possible: none**

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/hand washing routines:**
 - Jack London Elementary School encourages employees to wash their hands for at least 20 seconds, each time.
 - Provision or use of hand sanitizers with methyl alcohol is prohibited. To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.
 - All classrooms are equipped with hand sanitizer and wipes.

- B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**
 - Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
 - Students can sanitize hands as they enter and leave class and wash after using the restroom, after eating, after being outside the classroom for break, before leaving to go home, and as needed throughout the day.
 - Each classroom has access to restroom facilities that are equipped with sinks and soap. Ventilation in restrooms will be increased by leaving bathroom doors open and/or use of the HVAC ventilation system.
 - All drinking fountains have been closed since March 2020 but may be turned on soon (approved by County Health). Students and staff have been bringing their own personal water bottles to school. Hand sanitizers are distributed in multiple locations including all classrooms, library, staff rooms, and offices.
 - POUUSD keeps in stock ample supplies of soap, tissue, disposable face masks, hand sanitizer and cleaning and disinfecting products.



11. Routine Cleaning and Disinfection

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

A. General high-touch surfaces:

1. Custodians will ensure that additional cleaning/disinfection measures, such as a focus on high touch places (door handles, countertops, copiers), are taken during the COVID-19 pandemic.
2. The Custodians will ensure that all classrooms/indoor workspaces are cleaned/disinfected routinely, in accordance with the relevant public health guidelines applicable to schools.
3. Student and staff bathrooms, cafeteria, kitchen, and kindergarten classrooms are cleaned and disinfected daily.
4. The principal monitors the custodian cleaning schedule and evaluates the cleanliness of the school site.

B. Classrooms: Kindergarten classrooms are cleaned and disinfected daily. All classrooms are cleaned and disinfected every other day.

1. Use disinfecting cleaner to clean surfaces.
2. Spray diluted Nu-Foamicide to clean non-porous surfaces.
3. Allow to sit for a minimum of 10 minutes, and then wipe up any excess liquid with a clean paper towel.
4. Utilize bi-polar ionization equipment to disinfect the entire classroom once per week.

C. Bathrooms: Cleaned daily and/or more often as needed:

1. Use soap and water to clean surfaces removing any visible dirt or debris.
2. Spray diluted CLEANSER to clean non-porous surfaces.
3. Prepare fresh dilution daily or when the solution becomes visibly soiled.
4. Utilize bi-polar ionization equipment to disinfect.

D. Cafeteria: Jack London Gym is used to serve breakfast before school and lunch at lunch time. Students eat breakfast both inside and outside. Students eat lunch at outside tables only. The kitchen and lunch areas will be sanitized once daily.

E. Offices:

The Office will be sanitized once daily. Employees will be designated to their own operating space.

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:

- The student will be removed from class immediately. The student will be isolated in the isolation area, room A6, or nurse's office, will continue wearing a face mask, and will be supervised by a designated staff member until the parent/guardian arrives to take the student home, as soon as



possible.

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

- POUUSD has a large supply of PPE for staff and students. All students and staff will have access to masks and hand sanitizer as needed. Staff in the isolation area will also have clear plastic guards and gloves provided to them.
- The District will provide personal protective equipment.
- Full PPE (N95, face shield, gown, gloves) would be available for any staff member caring for a symptomatic child in an isolation room.
- The equipment will be held in the administrative office.

C. Staff trained to provide care in Isolation area:

- District Nurses have trained the staff listed in 13 A.
- Students who are showing symptoms will be taken to the nurse's office or Isolation Area.
- Trained staff will check in with those students to see how they are doing.
- Trained staff will call parents to have them come pick up their child.

D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

- POUUSD would have designated staff members N95 fit tested as needed.
- POUUSD District Nurse Tessa Burns, RN tburns@scoe.org (707) 483-7171 and is in charge of setting up fit tests for staff members.

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

- Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, parent/guardians will be contacted for an immediate pick-up.
- The student will be removed from class immediately. The student will be isolated in the nurse's office, the isolation area, will continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home, as soon as possible.
- The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment that may include one of the following: N-95 face mask, face shield, disposable gown to cover clothing, and disposable gloves.
- The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.
- POUUSD schools utilize bi-polar ionization equipment to disinfect to clean and disinfect an area where a COVID-19 outbreaks have occurred.
- POUUSD requires families to consult with the student's physician if a student is experiencing symptoms of COVID-19.
- POUUSD encourages the student to obtain a COVID-19 test as well and will advise getting a COVID-19 test immediately and again on day 8 from onset of symptoms if no physician's clearance is obtained. Isolation of 10 days will be implemented in the case of a positive test.



- Ill staff should immediately leave the building and begin home isolation.

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

- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines.
- The site custodian will promptly disinfect the entire classroom.
- We will provide increased ventilation in the isolation room.
- Thoroughly disinfect after staff/student has left, allowing appropriate amount of time for airing out and clearance of chemicals used, before individuals return to affected space.

G. Instructions to give ill staff / family of ill child (re: follow-up with County Department of Public Health (CDPH) testing guidance):

- Positive or no test: Stay home for at least 5 days after symptoms start (or after positive test if no symptoms). Isolation can end after day 5 IF fever-free with no (or resolving) symptoms AND a test (antigen preferred) on day 5 or later is negative. If no test or a positive test on day 5 or later, or symptoms not resolving, isolate through day 10, continuing until fever-free.
- Negative test or alternate diagnosis (with no previous positive test): May return to in-person instruction if fever-free (no fever for previous 24 hours, without using fever-reducing medication) AND other symptoms improving.

H. Plan for testing symptomatic individuals:

- If an individual starts to show symptoms of being ill, the teacher will call the front office and will send the student to the isolation area where they will have their temperature taken and checked out.
- If the individual exhibits symptoms, they will stay in the Isolation Area while the Office calls home to have someone pick up the student.
- Symptomatic individuals will be sent home. Testing of symptomatic individuals will be done off site. Individuals who test positive will be quarantined and tracing procedures will be followed. See section 14. Symptomatic individuals that test negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition may return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remains open.



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

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

A. Site administration is responsible for implementation at the site-based **COVID Mitigation program**

Site Contacts: Olga Venegas, Principal ovenegas@pousd.org 707-522-3030

B. Plan for confirmed COVID-19 case reporting:

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

- Notify the Sonoma County Department of Health.
- If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, designated individuals (contact tracers) will contact Sonoma County Dept. of Health. We will ensure that FERPA protocols are being followed in any communications.
- We will notify the Sonoma County Health Department of any known case of COVID-19 among students or employees within 24 hours from the time POUUSD staff is first made aware of a new case. We will supply the following information:
 - i. Full name, address, telephone number, and date of birth of the individual who tested positive;
 - ii. Date the individual tested positive, the campus location(s) 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;
 - iii. The full name, address, and telephone number of the person making the report.
- Positive or no test: Stay home for at least 5 days after symptoms start (or after positive test if no symptoms). Isolation can end after day 5 IF fever-free with no (or resolving) symptoms AND a test (antigen preferred) on day 5 or later is negative. If no test or a positive test on day 5 or later, or symptoms not resolving, isolate through day 10, continuing until fever-free.
- Negative test or alternate diagnosis (with no previous positive test): May return to in-person instruction if fever-free (no fever for previous 24 hours, without using fever-reducing medication) AND other symptoms improving.
- Begin **immediate group tracing protocol**:
 - i. 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.
 - ii. Notify the school community pursuant to guidelines we have established in our communication plan:
 - 1. Jack London Elementary will communicate information about quarantine of affected class/es and cohorts to the affected groups.
 - 2. Jack London Elementary will notify the general school community without disclosing personally identifiable information of students or staff.
 - iii. Jack London Elementary School will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus.



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:

- a. Our Covid Safety Plan (CSP) will be posted to our website for our families to view.
- b. The district's COVID Prevention Plan (CPP) is posted on the district website.

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

- a. Administration and staff will reinforce the safety plan through daily interaction with our students and families.
- b. The COVID Safety Procedures Webinar is posted on the district website

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:

- a. Jack London Elementary School classrooms open to the out of doors. All classrooms vent to the outside through the door and windows are screened to provide additional access to outside air. Additionally, Jack London Elementary has purchased air purification units for each classroom/office/workspaces. Our ventilation systems were upgraded with new filters after the fires at the beginning of the 2020-2021 school year.

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)

- a. POUUSD articulates with Piner-Olivet Education Association (POEA) and Piner-Olivet Classified Association (POCA) in order to meet the needs of our unit members.