**WVUSD SITE COVID-19 COMPLIANCE PLAN: REOPENING SCHOOLS PLAN - CASTLE ROCK ELEMENTARY**

*Appendix T1 & T2 as Required by LACDPH Health Officer's Orders*

==Updated 4/6/2021==

*(This Template will be updated regularly and Site COVID Compliance Officer and Nurses will be notified)*

*IF YOU NEED TO REPORT A CASE OF COVID-19, PLEASE CONTACT:*

*Jason Eldridge, Principal: jeldridge@wvusd.org or 909-598-5006 ext. 44360*

*Barbara West, Admin Assistant: barbarawest@WVUSD.org or 909-598-5006 ext. 37100*

*All WVUSD COVID-19 Site Plans for Reopening Schools comply with*

*Appendix T1 (Reopening Protocols for K-12 Schools) &*

*T2 (Protocol for COVID-19 Exposure Management Plan in K-12 Schools)*

*as required by LACDPH Health Officer's Orders*

COVID-19 Case and Contact Line List for the Educational Sector *(this link may need to be cut and pasted into a browser*



*Your Site Plan describes your school's comprehensive approach to preventing and containing the spread of COVID-19 on campus and includes:*

A. Workplace policies and practices to protect staff and students health
B. Measures to ensure physical distancing
C. Measures to ensure infection control
D. Communication with employees, students and families of students, and the public
E. Measures to ensure equitable access to critical services

| School Site | Castle Rock Elementary |
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| Address | 2975 Castle Rock Road, Diamond Bar 91765 |

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| **Maximum Occupancy, per Fire Code** | Total occupant load for classrooms and kinder is 768 people<br>Total occupant load for MPR is 238<br>Total occupant load for Admin is 27<br><br>Existing Portables (21) total is 20,160 s.f.<br>Total occupant load for portables is 1008 people<br><br>Existing portable library: 1,920 s.f.<br>Occupant load is 38 people |
| **Approximate total square footage of space open to faculty and/or students** | Existing Buildings total square footage is 25,191 s.f.<br>Classrooms total: 15,371 s.f.<br>Admin total: 2,700 s.f.<br>MPR: 4760 s.f.<br>Misc. restrooms & storage total: 2,360 s.f. |
| **Estimated Number of All Employees that will be returning to support in-person services for students** | **68** |
| **Estimated number of students that will return by grade level** | **TK: 6**<br>**K:  49**<br>**1:  58**<br>**2:  62**<br>**3:  62**<br>**4:  49**<br>**5:  57**<br><br>*The current Enrollment at Castle Rock is 680 (10/29/20)*<br><br>*For Cohorting the student limit will be 25% - 170 students* |

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| **Site COVID Compliance Officer (Name/Title/Contact Info)** | **Barbara West, Admin Assistant 909-598-5006** |
| **COVID Compliance Task Force Members/Title**<br>**COVID-19 Compliance Team**<br>*Suggested Members* | **Jason Eldridge, Principal Jeldridge@wvusd.org**<br>**Barbara West, Administrative Assistant, barbarawest@wvusd.org**<br>**Melody Lewin, Office Assistant, mlewin@wvusd.org** |

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| ● *Principal/Admin*<br>● *Office Manager/Admin Assistant*<br>● *Nurse*<br>● *Health Clerk*<br>● *Custodian*<br>● *Counselor*<br>● *Lead Teacher* | **Patricia Ponce-Hernandez, Health Clerk, pponce-hernandez@wvusd.org**<br>**Donna Lu, District nurse, dlu@wvusd.org**<br>**Juan Cruz, Custodian, jcruz@wvusd.org**<br>**Patty Ma, School Counselor, pchen@wvusd.org**<br>**Frances Baird, Elementary Learning Specialist, fbaird@wvusd.org** |
| **24-Hour Contact Line for COVID Cases**<br>*Contact phone numbers will be provided to HR. Each Site COVID-Compliance Officer will be provided HR Assistant Sup and Director's Cell Phone* | District<br>Diane Perez, HR Assistant Sup 909-595-1261  ext. 43417<br>Seth Bond, HR Director 909-595-1261  ext. 43416<br>Jason Eldridge, Principal 909-598-5006  ext. 44360 |
| **"Isolation" location** *for separation of staff/students/visitors who have COVID-related symptoms*<br>● *Space separated by divider for testing positive/direct exposure* | 1. Multipurpose Room (stage; Area I); plexiglass dividers, 6 foot separation (students needing health office assistance without COVID symptoms will be assisted in the Area H, health office)<br>2. Multipurpose Room (rear of room; approximately 20 feet back from stage; Area Q); plexiglass dividers, 6 foot separation |
| **Requested # of COVID Campus Monitors and Number of Hours**<br>**(**WVUSD Requirement) | One certificated sub or COVID campus monitor will be provided to help manage the Cohort. We will reevaluate this number when we return to hybrid or in-person instruction. |

**Provide response for each compliance item.**

**Section A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS**
*Address all that apply or write N/A and an explanation in the box to the right of the item.  Indicate if Compliance item is for Cohort, In-person or both.*

| The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus |
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| Compliance Item | Response | Cohort | In-Person |
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| **Decision Pathways for COVID Exposures in School** | *Decision Pathways for COVID Exposures in Schools (LACDPH)*<br>*Decision Pathways is very helpful in determining your step by step procedures should someone test positive or have a "close contact" exposure.* | x | x |

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| | An ill student will be evaluated and placed in the isolation or quarantine area.<br>● Health Clerk or COVID Campus Attendant will determine if the student has COVID symptoms and will contact the parents for pick-up if COVID symptoms exist.<br> ● The COVID Compliance Officer will be notified if not already and then gather tracing information to report to the site principal and district nurse.<br>● Principal will send letters home if a COVID positive case is verified.<br>● Home quarantine and home isolation directions will be provided by the district nurses to the parents (Home Isolation) (Home Quarantine) | | |
| **Protocol for Testing Positive/COVID Symptoms**<br>    1. How will the case be isolated from the school community, if the notification occurs while the case is on campus?<br>    2. What fact sheets or informational materials will be given to the case (or case's adult guardian) to describe the requirements of self-isolation and provide links to sites with further information? | *CASTLE ROCK ELEMENTARY PROTOCOL FOR STUDENT OR STAFF TESTING POSITIVE OR POTENTIAL CONTACT ON CAMPUS*<br><br>*CASTLE ROCK ELEMENTARY PROTOCOL FOR STUDENT OR STAFF TESTING POSITIVE OFF CAMPUS.* | *x* | *x* |
| **Plan/Protocol to initiate Exposure Management Plan** consistent with DPH guidance that outlines procedures for:<br>  ● Isolation of case(s)<br>  ● Identification of person exposed to cases at school<br>  ● Immediate quarantine of exposed employees and/or students<br>  ● Assurance to access for testing for exposed individuals within the school as basis for further control measures<br>  ● Reporting all exposures at site to HR Risk | ***See LACDPH Exposure Management Plan***<br><br>*CASTLE ROCK ELEMENTARY EXPOSURE MANAGEMENT PLAN Flow Chart*<br><br>*CASTLE ROCK ELEMENTARY COVID-19 Screening Flow Chart*<br><br>Assurance to Access for testing:  Staff are being sent to their medical provider. HR, District Nurses and the Site COVID Site Compliance Officer will maintain an up-to-date list of testing sites for those that do not access District-provided insurance. See COVID-19 Testing Sites | *x* | *x* |

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| Management and DPH | All exposures at site will be reported to Kina Mattoon in Risk Management. Risk Management will work with site to complete COVID-19 Case and Contact Line List for the Educational Sector | | |
| Plan to immediately report a **cluster of cases (3 or more cases within 14 days)** to DPH | HR Risk Management (Kina Matton) will serve as liaison to LACDPH. Unless otherwise directed, HR Risk Management will contact 888-397-3993 or 213-240-7821 or email ACDC-Education@ph.lacounty.gov (DPH determines whether cluster is outbreak and requires public health response) | x | x |
| Contingency plans for **full/partial closure** of in-person school operations | County Explanation of full/partial closure for in-school operations Cohort groups will not exceed 12 children and 2 supervising adults. In the event that a student or employee in the cohort has a confirmed case of COVID-19 the steps in management plan will be implemented. | x | x |
| Plan for periodic surveillance testing for all school personnel | No surveillance testing at this time. HR has a clearly defined process for potential exposures, direct exposures and for those that have tested positive. | x | x |
| Vulnerable employees may be assigned work from home, whenever possible, and encouraged to seek medical exclusion if desired | <ul><li>Currently, some flexible schedules are in place, whenever feasible and providing a loss in workplace quality is not encountered.</li><li>Those deemed vulnerable by age or via medical assessment may be provided the opportunity to perform remote work if feasible and/or applicable.</li><li>When such remote work is not indicated or feasible, employee may be required to utilize personal leave time.</li></ul> | x | x |
| | | x | x |
| **Alternate, staggered or shifts schedules** instituted to maximize physical distancing, where possible | When feasible and a loss to workplace quality is not experienced, employees will be supported in establishing staggered or split shifts, as well as supported at home with remote workplace tools such as mobile devices, Cisco Jabber lines, etc. | x | x |
| **All employees informed not to come to work if sick or exposed.** Kina Mattoon follows up with leave benefits, including the Families First Coronavirus Response Act | **WVUSD Guidelines for Working Safely On-Site During Distance Learning** | x | x |

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| **Use of school facilities** for non-school purposes | Not permitted – School related events only | *x* | *x* |
| Process for **employee screenings** before entering the workplace<br>● Can be done remotely or in person | **Castle Rock Elementary Daily Visitor Health Screening Log**<br><br>**Castle Rock Elementary Digital Health Self-Assessment Screening**<br><br> | *x* | *x* |
| **Face Masks**: Process to ensure anyone entering school grounds who has contact with others is wearing a cloth face covering, including advanced notification of this requirement<br>● All required to wear masks<br>● Employees do not need to wear face mask when alone in office or cubicle with solid partition that exceeds height of employee when standing<br>● Process for Use of medical grade masks for employees who care for sick children or child with medical condition that precludes child from wearing mask<br>● Plan for alternative protective strategies for students who cannot use/tolerate face coverings<br>● Employees must be instructed to wash/replace cloth face covering daily | ● **Guidelines For Entering WVUSD Property**<br>● All Staff will receive five (5) cloth masks<br>● Emergency supply of masks available<br>● Employees that cannot wear a face mask can use shield with drape, if authorized through an Accommodations Meeting<br>● Masks with one-way valves should not be used<br>● Process for use of medical grade masks: Medical grade masks will be available for employees designated to care for sick students or employees working with students who cannot wear masks.<br>● Masks are located in the health office, adjacent to the main office. Any person coming to campus without a mask will be provided one, and reminded to always wear a mask when on district property.<br>● Alternative strategies: District has ordered face shields with "bibs" and isolation gowns<br>● Washing/Replacing of Face Coverings:Reopening of Schools - Safety Guidelines | *x* | *x* |

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| **Social Distancing of Office/Classrooms:**<br>● 6 feet separation between workspace/stations<br>● Classroom furniture arrange to ensure 6 feet distance between teacher and nearest student(s) | ● Risk Management and MOTF have assessed and modified workspaces to ensure social distancing. Reassessment will be done, upon request. Employees requesting reassessment shall contact Site COVID Compliance Officer or site administrator. | *x* | *x* |
| **Employee Breaks** staggered to ensure physical distancing | Employees will be supported to take staggered breaks, with student supervision provided by additional COVID-19 monitoring staff. Employees will be reminded not to congregate in common spaces and to maintain six feet of separation at all times. | *x* | *x* |
| **Notice to On-Site Contractors, Vendors and Delivery Personnel** related to social distancing and required use of face coverings | ● All On-Site Contracts, Vendors and Delivery Personnel will be provided information ahead of time on social distancing and face covering requirements.<br>● If coming on campus, they must be signed in by an authorized employee using our Visitor Health Screening Log. For Contractors, MOTF (Jack Corcuera) will meet all contractors at site and utilize **WVUSD VISITOR/STUDENT Health Screening** | *x* | *x* |
| **Disinfection:** Staff Lounge, Restrooms, classrooms, and common areas used or visited by staff are disinfected frequently, on the following schedule: | ● Staff Lounge is cleaned twice daily and includes sanitizing the handles of appliances.<br>● Restrooms are sanitized every half hour. Sanitizing spray is in all bathrooms for use<br>● Classroom door handles and high traffic areas are cleaned three times daily and includes the sanitization of door handles<br>● Classrooms in use are vacuumed daily, table tops are wiped down and sanitized daily | *x* | *x* |
| **Staff Lounge Cleaning Schedule** | ● Staff Lounge is cleaned three times daily and includes sanitizing the handles of appliances. Seating has been removed to ensure only six foot spacings are available for use. | *x* | *x* |
| **Restrooms** | ● Staff restrooms are sanitized at 7:30am, 10am, 1:15pm, and 3:00pm. Sanitizing spray is in all bathrooms for use. | *x* | *x* |

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| | | ● Student restrooms will be sanitized at 8:30am, 10:30am, and 1:15pm, and fully cleaned at 3pm. Student restrooms are checked for cleanliness after each staggered break. | | |
| | **Classrooms Labs** | ● Classroom labs are currently closed<br>● Classrooms in use are vacuumed daily, table tops are wiped down and sanitized daily. | *x* | *x* |
| | **Nurse's Office Isolation Room/Area** | ● Area I/Isolation Room is currently utilized for potential COVID isolation and screening purposes. In the event of student return, the room will be cleaned hourly in addition to immediate clean up of any bodily fluids. When an isolation case is present, students presenting with non-COVID health needs will be serviced in the area H (health office).<br>● Chairs and beds are spaced six or more feet apart with plexiglass dividers in place.<br>● Counseling sessions will be limited to two participants, PPE and six foot social distancing will be observed. | *x* | *x* |
| | **Counseling/Student Support Areas** | ● Chairs are spaced six or more feet apart with plexiglass dividers in place.<br>● Counseling sessions will be limited to two participants, PPE and six foot social distancing will be observed. | *x* | *x* |
| | **Front Office Other Offices** | ● Six foot social distancing markers have been applied; a maximum of four people are allowed in the lobby space. Additional markers direct those waiting outside along the sidewalk and down toward Castle Rock Rd.<br>● Plexiglass dividers separate visitors from staff.<br>● All are required to wear PPE while on campus; visitors without a mask will be provided one. Signage is posted which clearly indicates policy.<br>● Restrooms are closed to the public/visitors.<br>● High touch surfaces will be disinfected every hour; bins for used and disinfected writing instruments will be utilized.<br>● Health screening QR code with mandatory questions will be | *x* | *x* |

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| | provided to the parent community via email, website, and social media, as well as posted at all entrances for completion before entry is allowed; staff will inquire if visitors have completed health assessment before providing assistance. | | |
| **MPR, Library, Theater Etc** | ● All large group gathering areas are closed. | *x* | *x* |
| **Disinfection of high touch areas**:<br>Replace coffee pots, dishes & other items with single use items or thoroughly clean after use | ● Disposable use paper goods will replace reusable items in the staff lounge. No common use appliances will be utilized, with the exception of the staff lounge refrigerator (handles will be sanitized four times daily: at the close and start of the school day, as well as after recess and lunch breaks). Office copiers and work room devices will be sanitized hourly and after recess and lunch breaks; employees have been directed to wipe keyboards and touchpads with sanitizing wipes before and after use. | *x* | *x* |
| **Location of Disinfectant and related supplies available to employees** | ● Each classroom and common area has visible bottles of citracide disinfectant as well as paper towel rolls. Additional sanitation supplies are located in two custodial closets on campus. | *x* | *x* |
| **Location of Hand Sanitizer**<br>● Building entrances/exits<br>● Admin Building<br>● Classrooms<br>● Staff Lounge<br>● Other (list) | ● All rooms on campus are equipped with hand sanitizer bottles at the entrances; all personnel and students will be directed to use sanitizer upon entry and exit. Additional wall mounted hand sanitizers are mounted in each classroom, and hand washing stations have been installed at all water fountain locations on campus (drinking fountain capacity has been disabled). | *x* | *x* |
| **Location of Soap/Water for Employees**<br>● How are employees offered frequent opportunities for hand washing? | ● Most rooms have sinks in them; those that do not are located within close proximity to a bathroom, staff lounge, or hand washing station. | *x* | *x* |

| Other | | x | x |
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| **Distribute copy of this protocol to all staff (Workplace Policies & Practices)** | ● All staff members will receive a copy of workplace policies and expectations, and be trained on their use during virtual staff meetings. Additional signage will be posted reminding staff and students to hand wash, use sanitizer, and wipe surfaces before and after use. | x | x |

## Section B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

*Address all that apply or write N/A and an explanation in the box to the right of the item.  Indicate if Compliance item is for Cohort, In-person or both.*

| Compliance Item | Response | Cohort | In-Person |
|---|---|---|---|
| Maximum number of employees permitted in facility to maximize physical distancing of 6 feet or with use of physical barriers | 68 | x | x |
| Maximum number of students permitted in facility to ensure no more than **10% of the total student body at any one time** and to maximize physical distancing of 6 feet or with use of physical barriers | **TK: 6**<br>**K: 49**<br>**1: 58**<br>**2: 62**<br>**3: 62**<br>**4: 49**<br>**5: 57**<br><br>**All recess and lunch times will be staggered by grade and classroom to ensure social distancing; visible ground markers will be utilized by students and staff members.** | | x |
| Describe measures to ensure physical distancing on **school buses, i.e. maximum of one child per bus seat, use of alternative rows, isolation area** | Will comply with LACDPH Health Officer's Reopening Protocols.<br>Current guidelines revision 10/16/2020<br>● A maximum of one child per bus seat.<br>● Face coverings required at all times.<br>● Use of alternating rows (strongly recommended but not required)<br>● Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented). | | |

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| Describe measures your site will take to ensure physical distancing as students, parents or visitors **arrive at entry** to school, i.e. staggered start times, new drop off procedures, use of alternative methods to get to school | ● AM-PM split schedule implemented to decrease number of students on campus at one time<br>● Recess times staggered to allow for social distancing and marked places for students to use; no lunch on campus (students home for lunch)<br>● Student dropoff will commence fifteen minutes before first bell; students will proceed directly to classrooms to avoid waiting in playground spaces. Classrooms will be supervised by COVID compliance staff.<br>● Markers will be placed outside the office and near student restrooms to indicate line placement for social distancing.<br>● School visitors are by appointment only.<br>● Parent meetings are held virtually to decrease traffic on campus.<br>● Parent volunteers are not permitted.<br>● Four individuals maximum are allowed in main office at one time; must remain on social distancing markers and utilize PPE.<br>● Use of three front gates and one rear gate at dismissal time to spread out students as they exit campus. | *x* | *x* |
| Describe **student symptoms check process at entry** | Resource: [Decision Pathway for Screening](#)<br>● Parents will complete health assessment on their child before coming to school<br>● Staff will monitor entrances to ensure all students entering are wearing PPE | *x* | *x* |
| Describe measures your site will take to ensure physical distancing as students, parents or visitors **enter and move through** the school building<br><br>● Schedules adjusted to allow one cohort to move through common spaces at any given time<br>● Employees in hallways to assure physical distancing<br>● Elevator monitoring | ● Schedules adjusted to allow one cohort to move through common spaces at any given time<br>● Employees in hallways to assure physical distancing<br>● Flow of traffic/social distancing markers will be utilized in will be high traffic areas<br>● Assigned times in workroom for employees to allow for social distancing; floor markers will be utilized and PPE required. | *x* | *x* |
| **Stairways**<br>● Designation of up and down stairways<br>● Staggering of classes/breaks | ● n/a | | |

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| ● Monitoring of stairways | | | |
| Describe measures your site will take to ensure physical distancing within **classrooms** and, if necessary, in **alternative spaces** being used for assessment or teaching<br>● **Cohorting Approach** (no more than 12 students and 2 adults) | ● Class sizes are decreased by half<br>● No shared desks, devices, or equipment will be allowed<br>● No carpet gatherings will be allowed<br>● Desks will be spaced to allow seated students to remain six feet apart<br>● All desks (including teacher desk) will utilize a plexiglass shield to prevent fluid transmission<br>● Floor markers will be utilized in high traffic areas. | *x* | *x* |
| Classroom furniture 6 feet between students (floor markings used physical barriers, removal of furniture) | ● Unneeded furniture will be removed from classrooms to allow for maximal spacing of student desks<br>● Students will use designated desk; will not share desks<br>● Floor markers will be utilized in high traffic areas | *x* | *x* |
| Teaching methods modified to avoid close contact | ● Students will remain seated, and teacher will maintain six feet of separation from students at all times<br>● Personal PPE will be worn by all, including teachers (clear face masks will be used to increase ease of communication)<br>● No carpet gatherings will be allowed<br>● Outdoor spaces may be used as desired to increase distancing and allow for active learning | *x* | *x* |
| PE activities that ensure social distancing are offered outdoors; contact sports not permitted Enforce social distancing in locker room (is there an alternative or supervision) | ● Class sizes decreased by half<br>● No contact sports allowed<br>● Six feet of separation required during all activities<br>● PPE must be worn during PE class<br>● Teachers and aides, as well as COVID compliance workers, monitor student compliance<br>● N/A - Locker room | *x* | *x* |
| Describe measures your site will take to ensure physical distancing during **school meals, i.e. cohorting, staggering, 6 foot markings, barriers on tables** | ● Floor markers will be utilized to maintain distances in food pick up lines<br>● Snack times staggered to allow for fewer students in lunch area<br>● Lunch tables sanitized between each class<br>● Four students max per table<br>● Grassy outdoor spaces may be utilized for additional spacing as required | *x* | *x* |

| | | Cohort | In-Person |
|---|---|---|---|
| Food preparation and distribution configuration to ensure social distancing | <ul><li>Floor Markers placed on ground for wait areas to allow social distancing</li><li>Touchless system: Lunch attendee to enter student numbers or use QR code tags</li><li>Staggered lunch times</li></ul> | *x* | *x* |
| Describe measures your site will take to ensure physical distancing in **school areas used for student support services, i.e. virtual offerings, 6 feet markings, avoiding sharing of equipment and supplies** | <ul><li>Intervention provided though synchronous teaching or small groups spaced six feet apart; use of PPE is required</li><li>All student supplies will be individually distributed and housed. Communal supplies will not be permitted</li></ul> | *x* | *x* |
| Describe measures your site will take to ensure physical distancing in **administrative areas, i.e., signage, markings to ensure 6' feet radius, barrier, workstations rearranged** | <ul><li>Signage throughout campus and main office</li><li>Posted markings on ground to show appropriate proximity for social distancing</li><li>Scheduled times for workroom usage</li><li>Sanitization of copy machine and paper cutters after each use</li><li>Cubicles in office surrounded with plexi-glass shields on all sides</li><li>Designated work spaces for all classified employees (AM and PM supervisors)</li></ul> | *x* | *x* |

## Section C. MEASURES TO ENSURE INFECTION CONTROL

*Indicate Yes or N/A in the box to the right of the item.  Indicate if Compliance item is for Cohort, In-person or both*

*Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. A temperature check with a no-touch thermometer is included in the symptom check at entry, if feasible.*

| Compliance Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by orders of the Health Officer. | Yes | *x* | *x* |
| Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and | Yes | *x* | *x* |

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| accompanied to a isolation area where they can remain while arrangements are made for their return home | | | |
| The COVID-19 Compliance Team is informed of any positive screening result and initiates the School Exposure Management Plan Consistent with DPH directives. | Yes | x | x |
| Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine | Yes | x | x |
| Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to the preselected quarantine space where they remain until arrangements are made for return home.The space must be different for the one set aside for symptomatic students. It may be in the same room set apart by a barrier.<br><br>Once home, they are instructed to self-quarantine until determined the individual screening is negative for quarantine. | Yes<br><br><br><br><br><br><br>The site will follow Public Health Home Quarantine Guidelines | x | x |

*Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told they have tested positive for COVID-19.*

| Compliance Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19. | Yes | x | x |

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| Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child. | n/a | x | x |

*Measures are in place to limit risk of infection due to visits by individuals other than staff and students.*

| Compliance Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible | Yes | x | x |
| Visitors to the school site other than parents of enrolled students are limited to those who are essential to the school's operation. Visitors are by appointment only and are pre-registered in Visitor Health Screening log. They are instructed to come alone when necessary. If a visitor must be accompanied, then their information is registered in the log as well. | Yes | x | x |
| Visitors arriving at the school with non-enrolled children must ensure that these children stay next to an adult, avoid touching any other person or any items that do not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition. | Yes | x | x |
| Movement of visitors within the school is limited to designated areas such as reception or lobby areas, offices, conference rooms, and public restrooms, to the extent feasible. Visitors may not interact with any cohorts. | Yes; restrooms closed to the public. | x | x |

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| All approved visitors wear face masks, excluding children under 2 and those with medical orders.<br>Face masks are available for visitors. | Yes | x | x |

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**Measures are in place to promote optimal ventilation in the school.**

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| Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| At least 50% of classroom learning, meals, and activities have been moved to outdoors space whenever feasible and weather permitting | Yes | x | x |
| The school HVAC system is in good, working order. | Yes | x | x |
| HVAC systems are set up to maximize indoor/outdoor air exchange unless outdoor conditions make this inappropriate. | Yes | x | x |
| Portable, high efficiency air cleaners have been installed if feasible. | n/a | x | x |
| Doors and windows are kept open during the school day, if feasible | Yes | x | x |
| Air filters have been upgraded to the highest efficiency possible | Upgraded MERV 13 air filters are now being installed in the air-conditioning units. | | |
| Other | | | |

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**Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout school.**

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| Compliance Item | Response: Yes or N/A | Cohort | In-Person |
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| Cleaning schedule established to avoid under and over use | Yes | x | x |

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|---|---|---|---|
| of cleaning products | | | |
| **Buses** are thoroughly cleaned/disinfected daily and after transporting anyone exhibiting signs of COVID-10 | YES<br>Will comply with LACDPH Health Officer's Reopening Protocols.<br>Current guidelines revision 10/16/2020<br>Buses are thoroughly cleaned and disinfected daily after transporting any individuals who are exhibiting symptoms of COVID-19. | | |
| **Buses:**: Drivers equipped with disinfectant wipes and disposable gloves to disinfect surfaces, as needed, during a run. Frequently touched surfaces are disinfected after every completed cus route. | YES<br>Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every complete bus route. | | |
| Common areas and frequently touched objects in those areas (tables, doorknobs, touchscreens, printers/copies, grab bars, and handrails) are disinfected at least once dally, and more if resources allow | Yes | *x* | *x* |
| Use of shared objects eliminated, whenever possible, i.e. **water fountains closed down and high touch playground equipment** | Yes | *x* | *x* |
| **Where equipment must be used by multiple students,** i.e., lab and art rooms, objects and surfaces are cleaned and disinfected between each user | Yes | *x* | *x* |
| **Cleaning Products effectives against COVID-19 (on list "N") are used** according to product instructions. Products that reduce asthma risk are used, and products containing paeracetic, bleach, or quaternary ammonium compounds are avoided. | Yes | *x* | *x* |
| **Custodians and other staff are trained on manufacturer's directions, Cal OSHA requirements for safe use, and as required by Health Schools Act.** | Yes | *x* | *x* |
| **Custodians and other staff have appropriate PPE,** including gloves, eye protection, respiratory protection and | Respiratory protection will be provided, consistent with product manufacturer's instructions. Eye protections is being | *x* | *x* |

| | | | |
|---|---|---|---|
| other PPE as required by product | ordered for custodians, nurses and those employees determined to need eye protection for specific tasks. | | |
| **All products kept out of reach of children and stored in space with restricted access** | Yes | *x* | *x* |
| **Ventilation maximized during cleaning and disinfecting,** when feasible. Air conditioning should be in "fresh air" mode. Air filters and filtration systems are checked and replaced for optimal air quality. | Yes | *x* | *x* |
| **Enhanced cleaning of school premises is done** when students are not a school with adequate time to let space air out before the start of school day | Yes | *x* | *x* |
| **Water systems and sinks are safe to use after prolonged facility shutdown to minimize risk of water-related diseases.** | Yes | *x* | *x* |
| **Proposed Schedule for Disinfectant of common areas** | 7:00 All handles/doorknobs on campus<br>7:30 Staff bathrooms<br>8:00 Staff Work Room, Staff lounge<br>8:30 Student bathrooms<br>9:15 All handles/doorknobs<br>10:00 Staff bathrooms<br>10:30 Student bathrooms<br>11:15-1:15 Lunch tables and student bathrooms,<br>1:15 Staff bathrooms, Staff Work Room, Staff lounge<br>1:45 All handles/doorknobs<br>2:30 Evening custodian begins deep cleaning of all classrooms and work room, Staff Work Room, Staff lounge<br><br>*AM and PM Supervisors sanitize student bathrooms throughout day | *x* | *x* |
| **Restrooms - Provide Daily Schedule** | 7:30 Staff bathrooms<br>8:30 Student bathrooms<br>10:00 Staff bathrooms<br>10:30 Student bathrooms<br>11:15-1:15 Lunch tables and student bathrooms<br>1:15 Staff bathrooms | *x* | *x* |

| | | | | |
|---|---|---|---|---|
| | 2:30 Evening custodian deep cleans all common areas<br><br>*AM and PM Supervisors sanitize student bathrooms throughout day<br>**Sanitizing spray left in staff bathrooms to be used after each occupant | | | |
| **Lobbies/Entry Area - Provide Daily Schedule** | 6:00-7:00 Deep clean of Main office<br>*Sanitizing after each visitor at counter and door handles | *x* | *x* | |
| **Teacher/Staff Break Rooms - Provide Daily Schedule** | 8:00, 1:15, 2:30: Staff lounge, including handles of shared appliances sanitized after each use by user | *x* | *x* | |
| **Classroom - Provide Schedule** | 2:30-10:00 15 minutes per room to wipe handles, wipe desks, sanitize desks and sink area, vacuum and empty trash | *x* | *x* | |
| **Cafeteria - Provide Schedule** | 2:00-2:30 sanitize and mop | *x* | *x* | |
| **Front Office - Provide Schedule** | 6:00-7:00 Deep clean of main office<br>*Sanitizing after each visitor at counter and door handles | *x* | *x* | |
| **Other offices (List) - Provide Schedule** | NA | | | |
| **Other areas (List) - Provide Schedule** | *MPR will not be in use | *x* | *x* | |

| **Measures are in place to ensure use of appropriate face coverings by all staff, students, and visitors at all times.** |
|---|

| Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| Staff, parents, and students are **informed of cloth face coverings** prior to the start of school and on regular basis throughout school year | Guidelines For Entering WVUSD Property<br><br>Reopening of Schools - Safety Guidelines<br><br>WHO Video "How to Wear a Fabric Mask Safely" | *x* | *x* |

| | | | |
|---|---|---|---|
| **All students over age of 2 are required to wear face cloth coverings at all times except** while eating/drinking, carrying out activities that preclude use of mask, alone in office, in walled cubicle, or other enclosed space | Yes | x | x |
| **Where students need to see employee's face/mouth for learning, staff member may opt to use face shield with tucked-in drape below the chin** | Yes | x | x |
| **IEPs/054s:** Alternative protective strategies may be implemented to accommodates students on IEP or 504s | Yes | x | x |
| Information is provided on proper use, regular washing of face mask and need to have clean mask daily | Yes | *x* | *x* |
| **Signage (Written and graphics)**: Signage at entry to school, school office and throughout entire school reinforces mask requirements and provides depiction of use of face cloths | Yes | *x* | *x* |
| Parents and students are provided information on ensuring students come to school with a clean, cloth face mask on daily basis. Emergency supply of face masks available for students who forget. | Yes | *x* | *x* |
| Staff deployed in hallway and school entry reinforce social distancing and use of masks | All classified staff (per Addendum to Classified JD) will be utilized, as available and feasible, to support reinforcement of social distancing and use of masks in hallways and school entry. Additionally, COVID Campus Attendants will be hired, as needed, to support in-person instruction model.  All management staff will also be utilized, as needed. | x | x |
| Parents of younger children encouraged to provide second cloth face mask in case lost or soiled | Yes | *x* | *x* |
| Employees engaged in activities with students, which may not permit social distancing, are provided with appropriate PPE. | Yes | x | x |
| Staff taking care of sick students are provided medical | Yes | x | x |

| grade mask for self and student (if student can tolerate); mask worn until student exits site | | | |
|---|---|---|---|

**Measures are in place to ensure use of appropriate frequent hand washing by staff, students, and visitors**

| Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| Students and staff are given frequent opportunities to wash hands (20 seconds with soap and paper towels) and dry thoroughly. | Yes | x | x |
| Eah cohort is required to use designated bathroom; should more than one cohort be assigned to same bathroom, a color-coded system is used to minimize different cohorts from interacting. | Yes | x | x |
| Younger students scheduled for frequent, mandatory handwashing breaks, i.e. before/after eating, toileting, outdoor play, and before/after any group activity | Yes | x | x |
| Staff model, teach, and monitor frequent and appropriate handwashing, particularly in lower grades | Yes<br>VIDEO HERE | x | x |
| Ethyl alcohol-based hand sanitizer is made available to students and staff at strategic locations where no access to sink | Yes | x | x |
| Staff have been made aware of risk of ingesting hand sanitizer.  Should student ingest hand sanitizer, staff know to call Poison Control at 800-222-1222.  No use of hand sanitizer that contains isopropyl alcohol. | Yes | x | x |
| Hand sanitizer, soap and water, tissues, and trash cans are available at/near entrance to school, reception area and anywhere where people tend to have direct interactions | Yes | x | x |

**Measures are in place to ensure infection control in the cafeteria or other location where food is served/picked up.**

| Item | Response: Yes or N/A | Cohort | In-Person |
|---|---|---|---|
| No buffet or family style meals. | Yes | x | x |
| Food options are limited to prepackaged meals, hot meals served by Nutrition Services staff and/or food brought from home | Yes | x | x |
| Physical barriers in place to limit contact with between Nutrition Services staff and students | Yes | x | x |
| Describe other measures | District leadership provides updated information and guidance from state agencies on COVID-19 related items. This ensures that Nutrition Services is complying with the most up-to-date protocols. The District provides the following items for use in Nutrition Services: face shields, cloth face masks, infrared thermometers, acrylic barriers, hand sanitizer, disinfecting solutions, gloves, scanners, carts, signage, pop-up tents, etc.  The acrylic barriers are installed at every point of sale and service point where there is an exchange between students and staff during the meal period. Floor decals placed 6' apart along with signage requiring use of face masks and 6' social distancing will be installed. Sheds, speed lines and carts provide multiple serving areas to limit congregating and expedite the lines. Scanners are installed to allow students to scan their IDs, limit contact surfaces and expedite transactions. Cashless system will be encouraged to prevent exposure to contaminated coin and currency. Staggered meal periods are highly encouraged at all levels. Additional seating throughout the eating area will be available. Disinfection of high touch areas and restrooms is continuous. Restrooms in the kitchens are disinfected after each use. Employee workstations are socially distanced using the floor | x | x |

| | decals. Health screenings are required prior to entering the site. Disposable masks are available if staff or students forget to bring one. There are wellness stations in each kitchen stocked with hand sanitizer, disposable masks, and gloves. An online meal application option is provided to our households. | | |
|---|---|---|---|

## Section D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

*Address all that apply or write N/A and an explanation in the box to the right of the item.  Indicate if Item is for Cohort, In-person or both.*

*Information was sent to parents/guardian and student prior to the start of in-person instruction concerning school policies*

| Item | Response: Yes, N/A or Narrative | Cohort | In-Person |
|---|---|---|---|
| Isolation and quarantine policies as they apply to student who have symptoms or may have been exposed to COVID-19 | Resource: Decision Pathway for Screening<br><br>*CASTLE ROCK ELEMENTARY COVID-19 Screening Flow Chart* | x | x |
| Options for COVID-19 testing if student or family member has symptoms or has been exposed to COVID-19 | **COVID-19 Testing Sites** | x | x |
| Site Contact (Name/Number) if student has been exposed | Jason Eldridge, Principal, 909-598-5006; Frances Baird, ELS, 909-598-5006 | x | x |
| How to conduct symptom check prior to student(s) leaving home | Symptoms of COVID<br>Symptom Screening | x | x |
| Required use of cloth face covering, including proper use and daily clean cloth face covering | Yes | x | x |
| Importance of student compliance with physical distancing and infection control policies | Yes | x | x |
| Changes in academic and extracurricular programming to avert risk | Yes | x | x |

| Changes in school meals to avert risk | Yes | x | x |
| School policies concerning parent visits to school and recommendation to contact school remotely | Yes | x | x |
| Ensure school has up-to-date emergency contact information, including multiple parent/other contact options | Yes | x | x |
| Other: | | x | x |

*Site Communication via postings and communication*

| Compliance Item | Response: | Cohort | In-Person |
|---|---|---|---|
| Copy of Protocol is posted at all public entrances to school | Yes<br>QR Code for Staff:<br><br>(public access)<br><br>QR Code for Students: | x | x |

| | | | |
|---|---|---|---|
| | <br>Short link: http://bit.ly/crkstudenthealth | | |
| Signated posed throughout school reminding staff and students to social distance, use face coverings and importance of handwashing | Yes | x | x |
| Signage is posted at each public entrance of the school informing visitors not to enter school if they have any COVID-related symptoms | *Yes* | x | x |
| Communication Plan for for full or partial closure due to COVID-19 has been developed and circulated | Yes | x | x |
| Schools' website and social media provide clean, current information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements for face masks, social distancing and hand washing | Yes | x | x |
| Schools website and social media instruct students, parents and teachers how to contact the school in case of infection or exposure | The District will post general directions on the COVID Link on the District webpage page which directs students, staff and parents back to their site. | x | x |

## Section E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

*Address all that apply or write N/A and an explanation in the box to the right of the item.  Indicate if Compliance item is for Cohort, In-person or both.*

| |
|---|
| *Plan for updating IEPs AND 504 Plans have been developed to ensure education can continue without undue risk to the student* |

| Compliance Item | Response | Cohort | In-Person |
|---|---|---|---|
| Proactive school contact with parents at beginning of school year to assure that issues related to child's education and safety are being addressed | Prior Written Notice (PWN) letters were sent at the start of the school year. Addendum meetings were held as needed. Guidance team members have remained in contact with families through email, Zoom meetings, and text messages regarding protocols and procedures being followed during distance learning and to solicit input from stakeholders on students needs upon return to school. | x | x |
| Modification to IEPs and 504s may include distance learning, modifications to the classroom to accommodate, school attendance in a separate area with a few students, or hybrid model of instruction | Addendum meetings were held as needed to ensure the needs of students are being met. | x | x |
| Steps taken to modify IEPs and 504s to ensure student safety comply with relevant provisions of state and federal law | All meetings have been held on time. The case carriers provide ongoing communication and partner with parents and students to ensure student need are being met. | x | x |

*Administrative services or operations that can be offered remotely, e.g., class registration, form submission, have been moved to on-l*

| Compliance Item | Response | Cohort | In-Person |
|---|---|---|---|
| Services now offered remotely | School enrollment, grade reporting, parent conferencing, registration, and instruction have all moved online to ensure decreased risk of transmission or infection at the school site and increase safety for all stakeholders. | x | x |

**Any additional measures not included above should be listed on separate pages, which the site should attach to this document.**

**You may contact the following person with any questions or concerns:**

**Contact Name**              **Jason Eldridge, Principal**

**Phone Number**            **909-598-5006**

**Date submitted to HR**      **9/27/2020**

**Date signed/approved by HR**     *Diane Perez and Seth Bond*

Appendix T1 Reopening Protocols Checklist Copy
Castle Rock Elementary School
Site Visit 11/09/2020

Section A:

Workplace Policies and Practices Physically Posted:  No

Signage is posted at the entrance of the school informing visitors they should not enter if they are symptomatic for COVID-19: Yes

Screening of staff, students, visitors is conducted before entering school: Yes

Workplace policies and practices are available for STAT to review: Yes

Containment Response and Control: School has established compliance team: Yes

Containment Response and Control: School has a plan for a positive test: Yes

Containment Response and Control: School has Exposure Plan: Yes

Exposure Management Plan in Place: No (needs element of access to testing)

Parent Information Packet discusses COVID-19 symptoms: Yes

Parent Information Packet discusses Infection Control: Yes

Parent Information Packet discusses procedures to avert risk of exposure at school: Yes

School has appropriate policies for specific, rare exemptions for face coverings with students with specific IEPs and 504s: Yes

School has policies to enforce face covering compliance for students without IEPs and 504s: Yes

Maximum number of students on campus at any one time does not exceed those allowed by protocols: Yes

Cohorts are maintained with the maximum appropriate size: Yes

Section A General Notes:


Section B: Physical Distancing Measures:

Staff are practicing physical distancing while in common areas: Yes

Staff work areas are at least 6 feet apart: Yes

Students are practicing physical distancing while in common areas: Yes

Student desks are 6 feet apart or have physical barriers: Yes

Common areas allow for physical distancing are designed to encourage distancing: Yes

School has physical distancing plans to allow for safe movement of students and staff at entry and exit: Yes

Assessments allow for as much physical distancing as possible: Yes

Section B Notes:


Section C: Infection Control Measures

School has a place to isolate symptomatic persons, or individuals who report close contact with symptomatic persons: Yes

School has medical grade surgical masks available for symptomatic persons or individuals in isolation, as well as supervising individuals: Yes

All staff, students, and visitors are correctly wearing face coverings over their nose and mouth at all times: Yes

Optimum ventilation measures are in place (windows/doors open): Yes

HVAC system is maintained and in good working order: Yes

School has a cleaning and disinfecting schedule: Yes

Appropriate cleaning and disinfection is taking place according to schedule: Yes

Student restrooms are clean: Yes

Student restrooms have sufficient supplies: Yes

Staff restrooms are clean: Yes

Staff restrooms have sufficient supplies: Yes

Shared water fountains are closed off: Yes

Students and staff have access to frequent hand sanitation (handwashing stations, hand sanitizer, etc.): Yes

Signage is posted throughout school showing proper use of face coverings: Yes

Signage is posted throughout school showing proper handwashing: Yes

School is aware of application of DPH protocols to other aspects of campus: Yes

Section C Notes:

Overall Assessment:

School doing well implementing protocols, advised to post copy of Appendix T1 at office door, include more signage in classroom.

Other:

Noticed ECE wasn't following protocols w/ keeping masks on at assigned 6 ft apart desks; advised principal to notify ECE POC to make sure mask wearing protocols are to be followed.