

WVUSD SITE COVID-19 COMPLIANCE PLAN: 2022-2023 SCHOOLS PLAN
Appendix T1 & T2 as Required by LACDPH
 Updated August 1, 2022

IF YOU NEED TO REPORT A CASE OF COVID-19, PLEASE CONTACT;
N. Berrellez, Interim Principal, 951-598-5006 ext. 44360, NBerrellez@wvusd.org
Barbara West, COVID Compliance Officer, 951-598-5006 ext. 37100, barbarawest@wvusd.org

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

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 infection control
- C. Communication with employees, students and families of students, and the public
- D. Measures to ensure equitable access to critical services

School Site	Castle Rock Elementary
Address	2975 Castle Rock Rd, Diamond Bar, CA 91765
Maximum Occupancy, per Fire Code	<p>Information from MOTF: Total occupant load for classrooms and kinder is 768 people Total occupant load for MPR is 238 Total occupant load for Admin is 27</p> <p>Existing Portables (21) total is 20,160 s.f. Total occupant load for portables is 1008 people</p> <p>Existing portable library: 1,920 s.f. Occupant load is 38 people. Total occupant load for classrooms and kinder is 768 people</p>
Approximate total square footage of space open to faculty and/or students	Existing Buildings total square footage is 25,191 s.f. Classrooms total: 15,371 s.f. Admin total: 2,700 s.f.

	MPR: 4760 s.f. Misc. restrooms & storage total: 2,360 s.f.
Estimated Number of All Employees on site	TOTAL = 68 Admins - Certificated - Classified -
Site COVID Compliance Officer (Name/Title/Contact Info)	Barbara West, Admin Assistant 909-598-5006, ext. 37100
COVID Compliance Task Force Members/Title COVID-19 Compliance Team <i>Suggested Members</i> <ul style="list-style-type: none"> ● <i>Principal/Admin</i> ● <i>Office Manager/Admin Assistant</i> ● <i>Nurse</i> ● <i>Health Clerk</i> ● <i>Custodian</i> ● <i>Counselor</i> ● <i>Lead Teacher</i> 	COVID-19 Site Compliance Team: <ul style="list-style-type: none"> ● Norma Berrellez, interim Principal, Nberrellez@wvusd.org ● Barbara West, Administrative Assistant, barbarawest@wvusd.org ● Health Clerk, ● Lisa McIntre. District nurse, TMcintre@wvusd.org ● Joseph Morales, Custodian, ● Sarah Doramus, School Counselor, sdoramus@wvusd.org ● Frances Baird, Elementary Learning Specialist, fbaird@wvusd.org
24-Hour Contact Line for COVID Cases	District Diane Perez, HR Assistant Sup 1-909-595-1261 ext. 31304 Seth Bond, HR Director 1-909-595-1261 ext. 31340 Site <ul style="list-style-type: none"> ● Norma Berrellez, Interim Principal ● Barbara West, Compliance Officer ● Frances Baird, ELS ● Barbara West, Office Manager/Admin Assistant ● Donna Lu, Certified Contact Tracer (School Nurse)
“Isolation” location for separation of staff/students/visitors who have COVID-related symptoms <ul style="list-style-type: none"> ● <i>Space separated by divider for testing positive/direct exposure</i> 	Area H (Health Office): Normal Health Office for regular health needs Area Q (Quarantine): 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)

1. **Area I (Isolation):** Multipurpose Room (rear of room; approximately 20 feet back from stage; Area Q); plexiglass dividers, 6 foot separation

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.

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

Compliance Item	Response
<p>Protocol for Testing Positive/COVID Symptoms</p> <ol style="list-style-type: none"> 1. How will the case be isolated from the school community, if the notification occurs while the case is on campus? 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? 	<p>The site will utilize the LACDPH Decision Pathways and determine the next steps.</p> <ul style="list-style-type: none"> ● An ill student will be evaluated and placed in the isolation or quarantine area. ● School Nurse or Health Clerk will determine if the student has COVID symptoms and will contact the parents for pick-up if COVID symptoms exist. ● The COVID Compliance Officer will be notified if not already and then gather tracing information to report to the site principal and district nurse. ● Principal or designee will send letters home if a COVID positive case is verified. ● Home quarantine (for close contacts) and home isolation directions (for the positive case) will be provided by the district nurse or COVID Compliance officer to the parents <p>Information that can be shared with families in the event of a case are below:</p> <p>Home Isolation Instructions for People with COVID-19</p> <p>Cases will also be provided with information about access to testing Sources for Testing Sites:</p>

- Own Medical Provider
- **Brea Urgent Care provided testing:**
 - Mondays at DBHS
 - Tuesdays at WHS

WVUSD Students and Staff Event - Brea Urgent Care		
	Monday	Tuesday
A.M. Location	Diamond Bar High School 8:30 a.m. - 11:30 a.m.	Walnut High School 8:30 a.m. - 11:30 a.m.
P.M. Location	Diamond Bar High School 3:00 p.m. - 5:00 p.m.	Walnut High School 3:00 p.m. - 5:00 p.m.

Yellow highlighted times are for WVUSD staff only

Plan/Protocol to initiate Exposure Management Plan consistent with DPH guidance that outlines procedures for:

- Isolation of case(s)
- Identification of person exposed to cases at school
- Masking of all close contacts for 10 days after exposure
- Reporting all exposures at site to HR Risk Management Daily [Daily Reporting Link](#)

Castle Rock has established a Site COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols. Should a case of COVID be identified at our site, procedures have been created to isolate the case and identify any employees and/or students who may have been in close contact with the positive case. The team includes a designated COVID-19 Compliance Officer who serves as a liaison to the WVUSD Human Resources office to report instances or outbreaks of COVID-19 occurring at our site.

See the following support documents for more information regarding the protocols our plan will include:

[LACDPH Exposure Management Plan](#)

Reporting Exposures:

- All positive COVID cases at the site will be reported by the Compliance Officer to the district office using this link. [Daily Reporting Link](#)
- All clusters of 3 or more cases in the same physical location within a 14 day period will be reported to Human Resources and relayed to the Department of Public Health to ensure we react and determine if we have a potential outbreak.
- Unless otherwise directed, HR Risk Management will contact 888-397-3993 or 213-240-7821 or email ACDC-Education@ph.lacounty.gov (DPH determines

	<p>whether cluster is outbreak and requires public health response).</p> <ul style="list-style-type: none"> • All students and staff considered a close contact (shared indoor air space for 15 minutes or more to a positive case) will need to be masked for 10 days while around others. • KN95 masks and N95 masks are available to all staff on a daily basis and daily surgical masks need to be available for students. They should not be utilizing cloth face masks.
<p>Contingency plans for full/partial closure of in-person school operations</p>	<p>Should a full or partial closure of in-person school operations become necessary, the site will follow recommendations of WVUSD Human Resources and the DPH directives to implement an alternate learning plan for our students. Depending on the level of closure, those plans may include:</p> <ul style="list-style-type: none"> • Temporary closure of single areas, offices, or classrooms • Temporary closure of specific buildings • Temporary closure to the campus <ul style="list-style-type: none"> ◦ <i>No required shut downs/closures occurred in the 2021-2022 school year</i>
<p>Plan for periodic surveillance testing for all school personnel and students</p>	<p>No in school surveillance testing at this time. When available, at home test kits will be provided to students to take home to be administered at home if a student is showing symptoms or is considered a close contact. HR has a clearly defined process for potential exposures, direct exposures, and for those that have tested positive.</p> <p>The district in conjunction with Brea Urgent Care has coordinated efforts to provide weekly testing for students and staff at no cost to the recipient. These will be walk-up weekly testing sites with one in Diamond Bar and another at Walnut High. Regular emails and other communication will be sent to families and staff through the communications office.</p>
<p>Describe student symptoms check process at entry</p>	<p>Each parent will fill out a “One-Time” attestation that they will check their student on a daily basis for COVID symptoms. They will also keep their child at home if they display any of the symptoms consistent with COVID-19. This link is the attestation which is connected to AERIES.</p> <ul style="list-style-type: none"> • Signage posted at campus entry points instruct individuals not to enter if they are experiencing COVID related symptoms.

	<ul style="list-style-type: none"> • Staff are trained on what to do should they observe someone with COVID-related symptoms attempting to enter campus. LACDPH Decision Pathways
<p>All employees informed not to come to work if sick or exposed. Kina Mattoon follows up with leave benefits, including paid supplemental Sick Leave (SB 114) which is set to expire on 09/30/2022</p>	<p>Information instructing employees not to come to work if sick with symptoms will be communicated in multiple formats:</p> <ul style="list-style-type: none"> • Signage posted throughout site • Instructions and reminders sent by email • District wide email before the students return • COVID FAQ for July 2022
<p>Use of school facilities for non-school purposes</p>	<p>School grounds and buildings are available to the community. Any requests need to be handled through MOTF and the Civic Center office</p>
<p>Process for employee screenings before entering the workplace</p>	<p>All WVUSD employees must perform a self-assessment daily prior to work. The self-assessment must include checking for COVID related symptoms including but not limited to a fever of 100.4 or more and a newly developed cough. The use of the digital screening tools has been discontinued for 2022-2023.</p>
<p>Face Masks: Process to ensure anyone entering school grounds who has contact with others is not required but strongly recommended to wear a cloth face covering, including advanced notification of this requirement</p> <ul style="list-style-type: none"> • Strongly recommended to wear masks • Employees may ask their supervisor to provide a N95 or KN95 if they are without a mask and request one. 	<p>All individuals entering the site are not required but strongly recommended to wear a surgical grade face covering.</p> <ul style="list-style-type: none"> • Entrances to the site are clearly marked with signage instructing that face coverings are strongly recommended. • MasksRecommended.pdfThis is the sign for all WVUSD sites.
<p>Notice to On-Site Contractors, Vendors and Delivery Personnel related to social distancing and required use of face coverings</p>	<ul style="list-style-type: none"> • All On-Site Contracts, Vendors and Delivery Personnel will be provided information ahead of time on face covering requirements. • If coming on campus, they must be signed in using Lobby Guard • For Contractors, MOTF will meet all contractors at site • All school “Workers” will need to show proof of vaccination. https://forms.gle/ArcZnVAVwqnEMmYR9

Cleaning of campus	<p>The cleaning schedules at each site will return to a regular cleaning schedule with regular cleaning of the classrooms, office, and other common areas. The cleaning should be done on a regular basis (<i>recommended once per day</i>) following the schedule set up by the site administrator and the custodial staff including MOTF. High touch areas should be cleaned at least daily.</p>
Location of Hand Sanitizer <ul style="list-style-type: none"> ● Building entrances/exits ● Admin Building ● Classrooms ● Staff Lounge ● Other (list) 	<p>Hand Sanitizer dispensers are mounted in the administration office as well as in every classroom that does not have a sink available for hand-washing. Every teacher has also been provided with an individual bottle of hand Sanitizer.</p>
Location of Soap/Water for Employees <ul style="list-style-type: none"> ● How are employees offered frequent opportunities for hand washing? 	<p>Soap and water is provided in all staff restrooms and staff lounges. Sinks are also available in some classrooms.</p>

Section B. MEASURES TO ENSURE INFECTION CONTROL

Indicate Yes or N/A in the box to the right of the item.

Daily self-screenings must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. The screening is part of a reminder using signage at each site.

Compliance Item	Response: Yes or N/A
<p>Students who report symptoms at any point during the school day are given a surgical mask and accompanied to a isolation area where they can remain while arrangements are made for their return home</p>	<p>Yes</p>
<p>The COVID-19 Compliance Team is informed of any possible positive symptoms and initiates the School Exposure Management Plan Consistent with DPH directives.</p>	<p>Yes</p>
<p>Students and staff that are deemed close contacts are not required</p>	<p>Yes</p>

to quarantine at home. They can remain at school but must mask for 10 days, and are encouraged to test the day of exposure, and 3-4 days after exposure.

- **Area H: Health Area** - The health Area will be used for health-related issues not related to COVID-19, such as falls, Diabetic students, students needing regular medication, and other health conditions. This may or may not be the normal Health Office.
- **Area I: Isolation Area (I)**: The Isolation Area is for students or staff who are known to have tested positive for COVID-19 or have been directly exposed. Area I is a partitioned area of Area I and can be supervised by the same employee who is supervising Area Q. Students or adults in Area I will be awaiting immediate transport home. All students in Area I will need a follow up interview to contact trace those sharing indoor air-space for 15 plus minutes.
- **Area Q: Quarantine Area (Q)**: The Quarantine Area will be used for students or adults that are presenting or experiencing signs of COVID-19. Area Q will be staffed by a WVUSD employee. This Area will be under the supervision of the District Nurse via the Health Clerk. Students or adults in Area Q who are showing symptoms will be awaiting immediate transport home and should be given a mask. These individuals need to test as soon as they are able.

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
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 - Still a recommendation but visitors can come to campus.	Yes
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.	Yes
All volunteers in the classroom must be vaccinated and show proof of their vaccination by completing the following Google Survey. https://forms.gle/gPWSECaG8tGWkx8i8	Yes



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

Item	Response: Yes or N/A
Classroom learning, meals, and activities have been moved to outdoors space whenever feasible available, and weather permitting	Yes
The school HVAC system is in good, working order.	Yes
HVAC systems are set up to maximize indoor/outdoor air exchange unless outdoor conditions make this inappropriate.	Yes
Doors and windows are kept open during the school day. The A/C units will filtrate the air and the A/C should be utilized on hot days.	Yes
Air filters have been upgraded to the highest efficiency possible	YES - MERV 13 air filters have replaced less effective filters and will continue to be replaced on a regular cycle moving forward

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

Compliance Item	Response: Yes or N/A
Cleaning schedule established to avoid under and over use of cleaning products. The school's regular cleaning schedule is maintained and high touch surfaces are cleaned daily.	Yes
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 Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected at least daily. Open windows when possible to increase ventilation

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
<p>Staff, parents, and students are informed that surgical grade masks are strongly recommended but not required.</p> <p>They are also informed that if a mask is required to be worn if a student is a close contact that cloth masks are not to be used. A surgical grade mask with a nose wire that fits to the face is required.</p>	<p>Yes MasksRecommended.pdf</p> <div data-bbox="978 347 1390 467" style="background-color: #1a3d54; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">Masks Strongly Recommended</div> <div data-bbox="1033 496 1331 662" style="text-align: center;">  </div> <div data-bbox="978 688 1390 808" style="background-color: #1a3d54; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 0.9em;">Masks Prevent Spread of COVID-19 and are <u>Strongly Recommended</u> by Public Health.</div> <div data-bbox="1146 824 1226 880" style="text-align: center;">  </div>
<p>KN95 or N95 masks must be available for staff requesting a daily ventilator style mask.</p>	<p>Yes - These can be requested by the school site to the purchasing department.</p>

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

Item	Response: Yes or N/A
<p>Students and staff are given frequent opportunities to wash hands (20 seconds with soap and paper towels) and dry thoroughly.</p>	<p>Yes</p>
<p>Younger students scheduled for frequent, mandatory handwashing breaks, i.e. before/after eating, toileting, outdoor play, and before/after any group activity</p>	<p>Yes</p>

Staff model, teach, and monitor frequent and appropriate handwashing, particularly in lower grades	Yes <ul style="list-style-type: none"> • CDC Video on handwashing • US Department of Health and Human Services Video
Ethyl alcohol-based hand Sanitizer is made available to students and staff at strategic locations where no access to sink	Yes
Staff have been made aware of the risk of ingesting hand Sanitizer. Should a student ingest hand Sanitizer, staff know to call Poison Control at 800-222-1222. No use of hand Sanitizer that contains isopropyl alcohol.	Yes <ul style="list-style-type: none"> • Signage to post in all classrooms where hand sanitizer is used. • There is a warning label on the hand sanitizer bottle.
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

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
No buffet or family style meals.	Yes
Food options are limited to prepackaged meals, hot meals served by Nutrition Services staff and/or food brought from home	Yes
Physical barriers in place to limit contact with between Nutrition Services staff and students	Yes

Section C. 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.

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
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Isolation and quarantine policies as they apply to student who have symptoms or may have been exposed to COVID-19	Yes - we utilize LACDPH Decision Pathways												
Options for COVID-19 testing if student or family member has symptoms or has been exposed to COVID-19	<ul style="list-style-type: none"> ● Own Medical Provider ● Brea Urgent Care provided testing: <ul style="list-style-type: none"> ○ Mondays at DBHS ○ Tuesdays at WHS <table border="1" data-bbox="1136 396 1780 756" style="margin-left: auto; margin-right: auto;"> <thead> <tr style="background-color: #00FFFF;"> <th colspan="3" style="text-align: center;">WVUSD Students and Staff Event - Brea Urgent Care</th> </tr> <tr style="background-color: #D3D3D3;"> <th></th> <th style="text-align: center;">Monday</th> <th style="text-align: center;">Tuesday</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A.M. Location</td> <td style="text-align: center;">Diamond Bar High School 8:30 a.m. - 11:30 a.m.</td> <td style="text-align: center;">Walnut High School 8:30 a.m. - 11:30 a.m.</td> </tr> <tr> <td style="text-align: center;">P.M. Location</td> <td style="text-align: center;">Diamond Bar High School 3:00 p.m. - 5:00 p.m.</td> <td style="text-align: center;">Walnut High School 3:00 p.m. - 5:00 p.m.</td> </tr> </tbody> </table> <p style="text-align: center; background-color: #FFFF00; border: 1px solid black; margin-top: 10px;">Yellow highlighted times are for WVUSD staff only</p>	WVUSD Students and Staff Event - Brea Urgent Care				Monday	Tuesday	A.M. Location	Diamond Bar High School 8:30 a.m. - 11:30 a.m.	Walnut High School 8:30 a.m. - 11:30 a.m.	P.M. Location	Diamond Bar High School 3:00 p.m. - 5:00 p.m.	Walnut High School 3:00 p.m. - 5:00 p.m.
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Site Contact (Name/Number) if student has been exposed	Campus COVID Officer -Barbara West, 951-598-5006 School Nurse -Donna Lu												
How to conduct symptom check prior to student(s) leaving home	Each parent will fill out a “One-Time” attestation that they will check their student on a daily basis for COVID symptoms. They will also keep their child at home if they display any of the symptoms consistent with COVID-19. This link is the attestation which is connected to AERIES.												
Changes in school meals to avert risk	Yes												

Site Communication via postings and communication

Compliance Item	Response:
Copy of Protocol is posted at all public entrances to school	 <p>A copy of this Compliance Plan is posted at the entrance to our site through use of a QR Code. A physical copy of the Compliance Plan is available in the front office.</p>
Signage is posted at each public entrance of the school informing visitors not to enter school if they have any COVID-related symptoms	Signage is posted at each public entrance of the school informing visitors not to enter campus if they are experiencing any COVID-related symptoms.
Communication Plan for for full or partial closure due to COVID-19 has been developed and circulated	Our plan to communicate information to staff, students, and the community in the event a full or partial closure due to COVID-19 is required, has been developed and shared with site administration and the Site COVID Compliance Team.
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	Information about all current site policies and procedures with regard to COVID-19, is kept up to date and available on our website at https://www.castlerockknights.org/
Schools website and social media instruct students, parents and teachers how to contact the school in case of infection or exposure	Information about all current site policies and procedures with regard to COVID-19, including how to report infection or exposure, is kept up to date and available on our website at https://www.castlerockknights.org/

Section D. 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.

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

Compliance Item	Response
Proactive school contact with parents at beginning of school year to assure that issues related to child's education and safety are being addressed	All Education Specialists and the Intervention Counselor have made personal contact with parents and students on their caseloads to discuss student's needs and recommendations for continued student support.
Steps taken to modify IEPs and 504s to ensure student safety comply with relevant provisions of state and federal law	Education Specialists will reach out to the students and their families if they choose the virtual education option for 2021-2022. They will fully explain the procedures and expectations of the program to discuss how the students' services will be met.


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 Norma Berrellez, Interim Principal

Phone Number 951-589-5006 ext: 44360

Date submitted to HR 8/1/22

Date signed/approved by HR  8/7/2022