

Date: 03/18/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Madera County Supt. Sch.

Number of schools: 6 + Integrated

Enrollment: CAES-428/SPED-304

Superintendent (or equivalent) Name: Cecilia A. Massetti, Ed.D.

Address: 1105 South Madera Ave

Phone Number: 559-662-6274

Madera, CA 93638

Email: cmassetti@mcsos.org

Date of proposed reopening:
04/01/2021

County: Madera

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: County Office

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

I, Cecilia A. Massetti, Ed.D., post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

See attached

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

n/a

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

See attached

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: See attached feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:
See attached

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:
See attached

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: CSEA Chapter #713 & MCOETA

Date: 03/10/2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: CAES & Gould Sch. Site Councils

Date: 03/18/2021

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

Note: MCSOS met with CSEA Chapter #713 on March 10, 2021

MCSOS met with MCOETA on March 11, 2021

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

Local Health Officer Approval: The Local Health Officer, for (state County) Madera. County has certified and approved the CSP on this date: 03/22/2021. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Madera County Superintendent of Schools

COVID-19 School Guidance Checklist

General Measures

Per state and federal guidelines, the Madera County Superintendent of Schools (MCSOS) will continue to review guidance and consult, collaborate and communicate with the following agencies regarding the COVID-19 pandemic:

- Madera County Department of Public Health (MCDPH)
- California Department of Public Health (CDPH)
- California Department of Education (CDE)

In accordance with state and federal guidelines, MCSOS has a COVID-19 Prevention Plan and the COVID-19 School Guidance Checklist safety plan in place to mitigate risk and promote a safe and healthy work and learning environment for staff and students.

Furthermore, MCSOS will continue to review and update the safety plans based on new guidance. Any changes to the COVID-19 School Guidance Checklist will be noted in the “change log” located on the last page of this plan.

Stable Group Structures

Every effort will be made to keep staff and students in stable groups every day to minimize/avoid contact with other groups or individuals not a part of the stable group. See **Appendix A, Stable Group Structures and Physical Distancing** for the plan to maintain stable group structures at each of the MCSOS school sites.

Entrance, Egress and Movement Within the School

Each of the MCSOS school sites will manage the entrance and egress of staff and students to avoid close contact and/or mixing of cohorts. See **Appendix B, Entrance, Egress and Movement Within the School** for specific information for each MCSOS school site.

Face Coverings and Other Essential Protective Gear

All employees and students shall wear face coverings that meet the current California Department of Public Health (CDPH) guidelines while at work/school, except when in their

own private work area(s) with no one else present. Employees and students are provided cloth face coverings and have access to disposable face masks as needed. Face masks are to be worn properly over the nose and mouth when indoors, and outdoors, unless engaged in a solitary physical activity where a mask could impede breathing and when required by orders from the CDPH or local health department.

An employee or student may obtain a medical exemption based on the needs of the individual, and consistent with Public Health guidelines. Employees or students with health concerns that make wearing a face covering problematic agree to provide a physician's note exempting them from this requirement. Employees and students who have a medical exemption from wearing a face mask shall be provided a face shield with a drape. Face shields with drapes will also be provided to employees whose classifications necessitate a draped face shield (e.g. Speech and Language Pathologists and Teachers, Deaf and Hard of Hearing). Employees and students may provide their own face coverings if they are of equal or better efficacy than those provided by MCSOS. If an employee or student forgets a cloth face covering or needs a replacement, a face mask will be provided.

Employees who are in close contact with students that exhibit COVID-19 related symptoms (nurses, health aides, etc.) or in close contact with the public will be provided a N95 mask and additional personal protection equipment (PPE) including but not limited to: face shields, goggles, gloves, and disposable gowns.

The following are exceptions to the use of face coverings on campus:

- When an employee is alone in a room.
- While eating and drinking at the school/worksite, provided employees and/or students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees and students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or are communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis (Please see above).

Additional PPE used to limit or prevent the transmission of COVID-19 from person to person includes face masks, face shields, disposable gowns, gloves, goggles and Plexiglass barriers. All employees, students and parents/guardians are provided training on the required PPE in the school/workplace. The MCSOS provides all necessary PPE to employees and students as needed. Employees providing specialized health care procedures, or who are in close contact with students are provided disposable gowns, goggles and gloves. In-lieu of using MCSOS

provided PPE, employees and students may utilize their own PPE, if it meets the public health guidelines.

Health Screenings for Students and Staff

MCSOS implements both passive and active screening protocols for all employees, students and visitors. All employees and parent/guardians on behalf of minor students complete the **COVID-19 – 19 Operating Standards and Protocols Affirmation** form. **See Appendix C for Affirmation forms.** Prior to reporting to school/work, all employees and students are required to conduct a daily self-screening for symptoms related to COVID-19, and/or contact with persons currently quarantined/isolated due to COVID-19. If an employee or student has symptoms related to COVID-19, is a close contact to a confirmed COVID-19 case, or tests positive for COVID-19, they are to quarantine for a minimum of 10 days. All visitors who enter any MCSOS facility must complete the Visitor Screening form for symptoms related to COVID-19 and/or contact with persons currently quarantined/isolated due to COVID-19. If they have symptoms and/or are a close contact to a COVID-19 confirmed case, they are prohibited from entering the premises. This self-assessment is in accordance with the CDPH guidance. On a twice a month basis, all employees are to complete the electronic COVID-19 Health Screening self-assessment, which includes the symptoms related to COVID-19, close contact with a person currently infected with COVID-19, as well as reminders to wear a face mask at all times, maintain six (6) feet social distancing, wash hands frequently and clean/disinfect common surfaces frequently throughout the day.

Students returning to in-person instruction participate daily in an active screening process which includes the questionnaire for symptoms and close contact to a confirmed COVID-19 case and a temperature check using a touchless infra-red thermometer or fever scanner. For bus riders, this active screening takes place prior to loading the bus. For students brought to school by a parent/guardian, this active screening occurs upon their arrival to school. Employees conducting the active screening wear appropriate PPE which may include a face mask, face shield, gown, and gloves.

Isolation Room: Each MCSOS facility will have a designated isolation room for employees and students who become ill with symptoms related to COVID-19 while at school/work. The isolation room is to be used for employees who are otherwise unable to leave the premises immediately. Students who need to report to the isolation room will be accompanied by an employee for supervision. The employee will be provided enhanced PPE including an N95 face mask, face shield or goggles, gloves and disposable gown. Students and employees on integrated sites will have an identified isolation room and procedures in accordance with the host district safety plan.

If a case of COVID-19 infection is reported at a school or worksite, custodial staff will close the room, if possible, with the air conditioning/heating turned off and, after a 24-hour interval, the room will be fogged. After another 24- hour interval, if possible, the room will be re-opened

and cleaned and wiped down thoroughly using the appropriate Vindicator solution. If a room is unable to be isolated, then the custodial staff will fog the room after MCSOS employees have left for the day and will exchange the HVAC filters in the impacted classroom(s) or workspace using the recommended MERV-13 filter. Foggers and spray bottles will be used to administer Vindicator X, an EPA-approved disinfectant.

Healthy Hygiene Practices

All employees and students have access to handwashing stations and hand sanitizer. All MCSOS classrooms are equipped with a working sink, soap dispenser and paper towel dispensers to facilitate frequent hand washing. All other MCSOS facilities have hand washing stations in breakrooms, restrooms and kitchens. The MCSOS will train and reinforce proper hand washing and hand sanitizing routines for all employees and students. Employees and students will be educated on best practices of hand washing and hand sanitizing including: avoid contact with one's eyes, nose, and mouth; washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Classroom teachers will develop lessons to teach proper hand washing techniques and a schedule for routine hand washing throughout the day. Postings are displayed as visual reminders of hand hygiene. Hand washing stations are evaluated on a regular basis to ensure proper working equipment and adequate access to soap and water.

In addition to proper hand washing stations, hand sanitizing dispensers are located in all facilities throughout MCSOS and available to employees, students, and visitors. It is the expectation that all employees, students and visitors will access the hand sanitizer upon entry and throughout the time in the facility, if regular hand washing is unavailable.

Additionally, to ensure proper cleaning and disinfecting, MCSOS will implement the following measures:

- All office/classroom spaces, restrooms, and common spaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, railings, keypads, and other high touch fixtures, using Environmental Protection Agency (EPA) approved products, as recommended by Federal, State, and/or local health officials. This daily cleaning and disinfecting shall be done by trained custodial personnel. Additionally, all employees may be required to clean and disinfect their personal workspace and common surfaces, supplies, materials, equipment and objects they use throughout the day with designated MCSOS supplies.
- Students will be provided individual school supplies (pencils, crayons, markers, scissors, etc.) to the extent possible.

- At the end of each bus route, all school busses are thorough cleaned and disinfected by the bus drivers, using the fogger with Vindicator X.
- Custodial staff who are responsible for the cleaning and disinfecting office spaces and school sites will be equipped with the PPE including gloves, respiratory protection, eye protection and other appropriate protection equipment.
- Adequate cleaning and disinfecting supplies and training will be provided to all staff and a cleaning/disinfecting schedule will be implemented by the custodial staff.

Ventilation

MCSOS understands the importance of proper ventilation in all classrooms during the pandemic.

- During the COVID-19 Pandemic, HVAC air filters shall be equipped with HEPA/MERV 13 filters and changed at the recommended intervals. A log shall be maintained to keep track of filter changes for all MCSOS owned HVAC systems.
- All MCSOS HVAC systems will operate on the mode which delivers the appropriate fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers up to 100% as indoor and outdoor conditions safely permit.
- If a student or employee tests positive for COVID-19 and has been on campus, MCSOS will replace the HVAC MERV 13 filter with a new filter as part of the disinfecting procedure of the space prior to being reopened for use.

Identification and Tracing of Contacts

When MCSOS is made aware of a potential or confirmed COVID-19 case, an investigation will be accomplished by using the **COVID-19 Tracking Tool (see Appendix D)**. Designated MCSOS employees are trained to conduct the contact tracing and contact information is provided to the MCDPH. Please see **Appendix E** for a list of designated employees.

When MCSOS is informed of a confirmed case with an employee or student:

- Individuals with a confirmed case are isolated at home for a minimum of 10 days from the onset of symptoms or test date, and at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- The designated employee performing the contact tracing:
 - Completes the COVID-19 Tracking form which includes exposure date, testing date and close contact information.
 - Contacts all identified close contacts and places them on quarantine for 10-days. For in-person classroom settings, in consultation with MCDPH, the classroom may be closed for a 10-day quarantine period, resuming distance learning.
 - Contacts the MCDPH to report the confirmed case.
 - Completes the reporting process using the School Portal for Outbreak Tracking (SPOT) platform.
 - Contact Maintenance and Operations to schedule a thorough cleaning/disinfecting and HVAC filter change.
 - Contacts Self Insured Schools of California (SISC) for employee cases.

Physical Distancing

For each of the MCSOS sites, space and routines will be arranged to allow for optimal physical distancing. Please see **Appendix A, Stable Group Structures and Physical Distancing** for the minimum and maximum distance to promote physical distancing in the classrooms.

In all MCSOS classrooms, the furniture is arranged in a manner that allows for six feet or more of physical distancing. Each site and room will be inspected prior to students returning to ensure each classroom meets social distancing requirements. Teachers are trained on best practices of utilizing each space to ensure all students will be following physical distancing protocols while at school. Classrooms utilize visual cues to promote physical distancing. Plexiglas barriers are available to classrooms for student desks and activity tables. Students also have individual supplies to and if possible do not share any materials. Prior to returning to in-person instruction, teachers will explain to their students how the classroom will look different and the new classroom rules, including the physical distancing protocols. Once on campus, routines will be established and the physical distancing protocols will be taught and reinforced throughout the day. If students are provided meals at school, classrooms will follow the guidance of the host site for eating.

Transportation Protocols

All bus routes and routines are continuously evaluated in accordance with the CDPH guidance. Students transported by MCSOS will adhere to the following protocols:

Prior to boarding the bus:

- Students are screened for COVID-19 related symptoms, including a temperature check, and if they are a close contact to an individual currently in isolation due to COVID-19. Students who do not pass the screening are not permitted on the bus.
- Students are required to wear a face mask while riding the bus (unless there is a medical exemption).
- All busses are equipped with extra face coverings, infra-red thermometer, screening checklist, gloves, and hand sanitizer.

Boarding the bus:

- Students are required to sanitize their hands.
- A maximum of 2 students will be seated in each bus seat unless in the same household.
- Two windows will remain open, weather permitting, to allow for adequate fresh air exchange.

Upon arriving to school:

- Additional screening may take place on campus.
- One-way directions/movements will be established in main hallways on campus.
- Students are to go directly to their classroom.

At the end of each route, bus drivers will thoroughly clean and disinfect the bus including wiping down the rails and high touch areas and using the fogger with Vindicator X throughout the bus.

Staff Training and Family Education

At the beginning of the 2020/2021 school year all staff attended a virtual COVID-19 Training presented by MCSOS Human Resources staff. Prior to opening an in-person instruction classroom, all staff working directly with students in an in-person setting attend another virtual training entitled, "Instruction in the COVID-19 Age, In-Person Instruction Health and Safety Protocols." This is an interactive training, where staff are able to ask questions and clarify information. The topics addressed in the training include: student wellness screening protocols, classroom design and organization for physical distancing, visual cues, establishing

handwashing routines, proper mask wearing, proper cleaning, disinfecting and hygiene protocols, and transportation logistics.

Prior to a student attending in-person instruction, parents are required to participate in a parent training. Parents are given access to a parent portal with the parent training video in their primary language. Parents also receive a packet of information with hard copies of the parent training PowerPoint along with additional information about COVID-19, which contains information about COVID-19 symptoms and mitigation efforts, again in their primary language. Parents are also asked to sign an affirmation that they will partner with the school and help screen their child for COVID-19 symptoms and that they have reviewed the parent training materials. Prior to the in-person instruction beginning, parents also receive a call from a MCSOS staff member to ensure they understand the health and safety protocols and to answer any additional questions before sending their child back to school for in-person instruction.

Testing of Staff

MCSOS has both on-demand and surveillance testing options for employees. If an employee exhibits symptoms related to COVID-19, the employee is directed to quarantine for a minimum of 10-days from the onset of symptoms, unless they test negative for COVID-19. If an employee is a close contact to an individual currently in isolation due to COVID-19, and has not been vaccinated, they are to quarantine for 10 days from the last date of exposure, regardless of their COVID-19 test results. If an employee who has completed the vaccine process, including both doses and the 14-day period after the second dose and are exposed to COVID-19, they are not required to quarantine. Depending on the circumstances, an on-demand test may be ordered from Quest Diagnostics and mailed directly to the employee's home. Quest provides results within 48 hours of receipt of the specimen. MCSOS is also working in partnership with the Madera County Department of Public Health for on-demand testing, utilizing the lab at MCDPH. Employees may also be directed to sign up for a COVID-19 test through Optum Serve labs located at the Madera District Fairgrounds.

Staff Asymptomatic Testing: For the COVID-19 surveillance testing, MCSOS has a partnership with the Self-Insured Schools of California (SISC) and Quest to conduct the COVID-19 surveillance testing. All employees are eligible and encouraged to participate in this program. For the duration of the SISC program, every employee is eligible for a free COVID-19 surveillance test once every two-months. Upon receipt of their test from the test provider, participants must return their COVID-19 surveillance test to Quest within one week, following the program protocols. Program participants will complete and return a consent/declination form in order to participate in the program. Employee participation in the SISC Surveillance Testing Program is voluntary. If employee test results are received by MCSOS, these results will be treated as confidential employee records.

In the event of a possible workplace exposure, COVID-19 testing is of no cost to the employee and may be done on worktime, unless they are under quarantine.

Testing of Students

If a student exhibits symptoms related to COVID-19, they are directed to quarantine for a minimum of 10-days from the onset of symptoms, unless they test negative for COVID-19 and have not been a close contact with an active confirmed COVID-19 case. If a student is a close contact to someone currently in isolation for COVID-19, they are to quarantine for 10 days from the date of exposure. Students, or the parent/guardian if under age 18, are directed to the MCDPH for an on-demand test. The results are provided in about 48 hours. Students, or the parent/guardian if under the age of 18, may also be guided to sign up for a COVID-19 test through Optum Serve labs or another provider.

Planned Student Testing Cadence: MCSOS is also working in partnership with the MCDPH to provide the required asymptomatic testing cadence for students per the CDPH guidance. The MCDPH lab has the capacity of conducting 400 tests per day with results in about 48 hours.

Identification and Reporting of Cases

All employees and students are informed and reminded of their responsibility to report COVID-19 symptoms and possible hazards to their classroom teacher, direct supervisor and/or Human Resources, without fear of reprisal. When MCSOS is informed that an employee or student have tested positive for COVID-19, the following reporting occurs:

- The MCDPH local health officer or designee is contacted with the employee or student name, address, phone number and date of birth.
- The MCDPH initiates the “exposure event” in the School Portal for Outbreak Tracing (SPOT) and the MCSOS designee completes the report in SPOT, including dates of exposure, locations, testing dates and any contact information for close contacts.
- The MCSOS designee completes the **COVID-19 Tracking Tool (see Appendix D)** to maintain a digital record of employees or students who have symptoms, test positive for COVID-19 or are a close contact.
- For employees who test positive for COVID-19, the MCSOS designee files a report with Self Insured Schools of California.

Communication Plans

The MCSOS, or designee, will communicate with students, employees and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPPA, through the following channels:

1. When an employee tests positive, an email notification is sent within one (1) business day to all employees on the premises within the infectious period. **See Appendix F, Employee Email Notification.** Employees and/or students identified as close contacts will be directly contacted by Human Resources or Program Director for quarantine information.
2. When a student tests positive for COVID-19, all employees on the premises during the infectious period are notified via email of the potential exposure. All students in the classroom are notified within one (1) business day via Blackboard Connect or Parent Square and via a written letter. **See Appendix G, Example Parent/Guardian Notification.**
3. All close contacts of an employee or student with a confirmed COVID-19 positive case are contacted directly by Human Resources and/or the Program Director with the appropriate quarantine guidance, which may include the closure of the classroom.
4. All written notifications include information about the cleaning and disinfecting protocols and access to the COVID-19 Prevention Plan, also located on the MCSOS website.

COVID School Guidance Checklist

Change Log

In the event there is a change in guidance which impacts the content of the COVID School Guidance Checklist, these changes are recorded in the change log below.

Date	Change From:	Change to:

Appendix A: Stable Group Structures and Physical Distancing

School Site	Minimum Distance	Maximum Distance	Stable Group Structure
Apollo	6 feet	6 feet	The classrooms are 960 square feet and have no more than 10 students and 3 adults in each classroom. Students remain in their classroom for meals and breaks are staggered to avoid mixing of groups.
Coarsegold Educational Center	6 feet	10 feet	The classrooms are a minimum of 960 square feet and have on average 8-12 students and 3-4 adults in each classroom. In the event a staff member is required to get closer than six feet of a student, due to medical, academic or behavioral needs, they wear enhanced PPE. Additional PPE may include gloves, gowns, goggles and or face shields in addition to a face mask. Students remain in their classroom for meals and breaks are staggered to avoid mixing of groups.
Gould	6 feet*	6 feet	The classrooms are a minimum of 960 square feet and have on average 8-12 students and 3-4 adults in each classroom. In the event a staff member is required to get closer than six feet of a student, due to medical, academic or behavioral needs, they wear enhanced PPE. Additional PPE may include gloves, gowns, goggles and or face shields in addition to a face mask. Students remain in their classroom for meals and breaks are staggered to avoid mixing of groups.
Integrated Sites	6 feet*	6 feet	The classrooms are a minimum of 960 square feet and have on average 8-12 students and 3-4 adults in each classroom. In the event a staff member is required to get closer than six feet of a student, due to medical, academic or behavioral needs, they wear enhanced PPE. Additional PPE may include gloves, gowns, goggles and or face shields in addition to a face mask. Staff and

			students will follow the host district Safety Plan protocols.
Endeavor/Voyager	6 feet	10 feet	The average number of students in each classroom are 7-8 with 1-2 adults in a 960 square foot facility. Due to the population served (incarcerated youth), the students and staff will follow the Juvenile Hall Safety Plan.
Madera County Independent Academy	6 feet	10 feet	This is an independent study program with a blended seat time component. During the independent study time, one student meets with one teacher at a time for the hour-long session. During the blended program time, the group of 22 students is divided to separate groups and placed an A/B scheduled to allow for maximum physical distancing (see description below). Students will remain in their classroom for any meals and breaks are staggered to avoid mixing of groups.
Pioneer Technical Center and Pioneer Technical Center-Chowchilla	6 feet	10 feet	This is an independent study program with a blended seat time component. During the independent study time, one student meets with one teacher at a time for a one (1) hour session. There are generally four students and four teachers in a 960 square foot facility. Each teacher is provided a clear Plexiglas barrier between the student and teacher for added protection. The Career Technical Education (CTE) component of PTC provides in-person instruction (see description below).

MCIA Description: In addition to the independent study program, MCIA provides a blended instruction component of in-person instruction scheduled for two days per week. The MCIA teachers have 22 students on their respective caseloads. To ensure physical distancing of 6 feet minimum and 10 feet maximum with all students, each class will be divided into two (2) smaller stable groups. Group “A” will meet one day per week, group “B” the second day of blended instruction. Please see below:

MCIA Stable Cohort Meeting Days	
Kindergarten-Third grade	Monday (Group A), Wednesday (Group B)
Fourth grade-Sixth grade	Tuesday (Group A), Thursday (Group B)
Seventh grade-Eighth grade	Wednesday (Group A), Friday (Group B)

Career Technical Education (CTE) Description: The average number of students enrolled in the Career and Technical Education Construction course is 10 with two adults in the classroom facility. The facility includes a large classroom and work area with the necessary equipment and materials. This large facility enables the class to maintain physical distancing of 6 feet minimum and 10 feet maximum. CTE students do not have lunch or recess embedded in their daily on-site schedules.

Appendix B – Entrance, Egress and Movement within the School

Apollo: The Apollo campus has one main gate entrance. At this time staff and students will go through the gate and directly to their classroom. Students will be screened before they get on the bus and will be screened prior to entry in the event that a parent transports them to school. Students and staff are able pass through the main gate and walk directly to their classroom. Appropriate signage will aid in directing staff and students on physical distancing and ingress and egress.

For classes located on integrated sites, staff and visitors follow the district screening process as well at their ingress and egress practices. Students who are attending in-person instruction on integrated sites are met at a gate by a staff member at the beginning of the day and delivered to that same gate at the end of the day for pick up. Again, students are screened before entering the bus or by a MCSOS staff member when they arrive at school. For students who attend school on an integrated site, MCSOS staff will work with the host site to manage mainstreaming opportunities as appropriate to maintain COVID safety protocols.

Coarsegold Educational Center: The Coarsegold Educational Center has one main point of ingress and egress through the main office. The Coarsegold Educational Center serves the students in eastern Madera County who have the most moderate to severe disabilities. Many of these students have limited mobility and may even be wheelchair bound. Arrival and departure times are fairly consistent. Students and staff arrive between 7:45-8:15 a.m. During this period of time very few people are actually leaving the premises. Students getting off buses will have been previously screened and those being transported will be screened prior to entering the campus. Students being transported by a parent/guardian will complete the health screening survey and temperature check upon arrival. Once on campus, students go directly to their classroom. Students eat in their classrooms and do not gather in a large cafeteria space. At the end of the day bus loading will be stagger to limit the number of people traveling to the buses as one time. Appropriate signage will aid in directing staff and students on physical distancing and ingress and egress.

At this time parents are asked to drop their students off in the office and not walk them to their classroom.

In the even that a parent comes into the school site to pick up or drop off technology or bring a child in for academic testing, they are screened upon arrival and are asked to wear a mask. Masks are available for anyone who does not bring one.

Gould Educational Center: The Gould Educational Center has only one main point of ingress and egress through the main office. The Gould Educational Center serves the students in Madera County who have the most moderate to severe disabilities. Many of these students have limited mobility and may even be wheelchair bound. Arrival and departure times are fairly consistent. Students and staff arrive between 7:45-8:15 a.m. During this period of time very few people are actually leaving the premises. Students getting off buses will have been previously screened and those being transported will be screened prior to entering the campus. Once inside all pass through a Thermo Teknix Thermal San Device which registers body temperatures. This process is monitored by a staff member. Once on campus, students go directly to their classroom. Students eat in their classrooms and do not gather in a large cafeteria space.

At the end of the day bus loading will be staggered to limit the number of people traveling to the buses as one time. Appropriate signage will aid in directing staff and students on physical distancing and ingress and egress.

At this time parents are asked to drop their students off in the office and not walk them to their classroom.

In the event that a parent comes into the office to pick up or drop off technology or bring a child in for academic testing, they are screened upon arrival and are asked to wear a mask. Masks are available for anyone who does not bring one.

Madera County Independent Academy (MCIA): The layout of the MCIA building lends well to socially distancing of students to use alternative exits while at school. Students at MCIA all enter the building through the main front doors into the foyer area. Students attend appointments and Blended Independent Study (BIS) classes in separate areas of the building. Students attending either individual weekly appointments or weekly Blended Seat time Classes will arrive to freshly sanitized areas for each appointment/class session. While students enter the building through the front door, all students will egress using side doors on north side of campus (grades 7-8), east side of campus (K-3), and south side of campus (grades 4-6). Staff members will coordinate classroom schedules on Blended Seat time days to ensure no common room overlap between groups of students. Teachers will maintain sign out sheets in individual spaces for students to use prior to leaving the building. Teachers and senior secretary will reconcile sign outs at the end of each school day. The only movement occurring within the school site apart from instruction is student usage of restrooms located off of the main hallway.

Pioneer Technical Center (PTC): PTC students all ingress the main office of the site to attend weekly appointments and BIS classes. All students use the student sign in area in the main office at the beginning of their weekly appointments, and then proceed to their teacher's classroom to receive their hour of instruction. Upon completion of instruction, all students egress the campus using the walking gate on the north west side of the main office structure. Student restrooms are available in two locations: one located between rooms 7 and 8, and a second set located inside the multi-purpose building (MPB). Students eat lunch both inside the MPB and outside under a shade structure with picnic tables.

Pioneer Technical Center, Chowchilla (PTCC): At PTCC, all student ingress and egress within the facility through their respective teacher's classroom door. Each teacher maintains a student sign-in sheet in their respective classrooms that are collected at the end of each school day. Student restrooms are located between classrooms inside the main building.

Isolation rooms have been designated at each of the three CAES school sites should a student, staff member, or visitor develop symptoms congruent with COVID-19.

Appendix C: Madera County Superintendent of Schools

COVID – 19 OPERATING STANDARDS & PROTOCOLS AFFIRMATION

In an effort to promote health and safety of staff and the public we serve, during the COVID – 19 pandemic, all employees will be expected to follow the MCSOS operating standards and protocols which include the following:

1. Conduct daily self-certification health screening for respiratory illness, **prior to reporting to work**. The symptoms for Febrile Respiratory illness are: fever of 100.4 degrees or higher; new or worsening cough or shortness of breath; sore throat; loss of taste and/or smell; headache; muscle pain; and/or chills/shaking chills; congestions/runny nose; nausea or vomiting; diarrhea.
2. Notify your supervisor and Human Resources if you experience any of the symptoms in #1 (unless for a known cause or chronic condition), have been diagnosed with COVID – 19 or have recently had close contact with a person diagnosed with COVID – 19.
3. Complete the electronic health screening survey as directed.
4. Wear face covering in accordance with the face covering protocol.
5. Strive to maintain a recommended six feet of physical distancing, whenever possible.
6. Practice frequent hand washing (with soap and water for a minimum of 20 seconds) or alcohol-based hand sanitizer if soap and water are unavailable.
7. Avoid touching eyes, nose, and mouth.
8. Practice respiratory etiquette if there is a need to cough or sneeze.
9. When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor.
10. Clean common surfaces after use (copier, coffee pot, microwave, refrigerator).

The protocols above are based on guidance from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), and the Madera County Department of Public Health (MCDPH) and are subject to change as new guidance is received.

Acknowledgement

My signature below certifies that I acknowledge, understand, and will follow the established operating standards and protocols.

Employee Name (print) _____

Signature _____

Date _____

Appendix C: Madera County Superintendent of Schools

COVID – 19 OPERATING STANDARDS & PROTOCOLS

PARENT/GUARDIAN AFFIRMATION

In an effort to promote health and safety of staff and the students we serve, during the COVID – 19 pandemic, all parent/guardians will be expected to follow the MCSOS “Return to School” operating standards and protocols which include the following:

1. Parents/Guardians are to conduct a daily self-certification health screening with their child for respiratory illness, **prior to arriving to school**. The symptoms for Febrile Respiratory illness are: fever of 100.4 degrees or higher; new or worsening cough or shortness of breath; sore throat; loss of taste and/or smell; headache; muscle pain; and/or chills/shaking chills; congestions/runny nose; nausea or vomiting; diarrhea.
2. Notify your child’s teacher and Program Director if your child experiences any of the symptoms in #1 (unless for a known cause or chronic condition), have been diagnosed with COVID – 19 or have recently had close contact with a person diagnosed with COVID – 19.
3. Complete the daily verbal health screening survey for your child.
4. Work with the school to have your child wear a face covering in accordance with the face covering protocol.
5. Encourage your child to maintain a recommended six feet of physical distancing, whenever possible.
6. Practice frequent hand washing (with soap and water for a minimum of 20 seconds) or alcohol-based hand sanitizer if soap and water are unavailable.
7. Encourage your child to avoid touching eyes, nose, and mouth.
8. Help support the school as we teach your child to practice respiratory etiquette if there is a need to cough or sneeze.
9. When your child is feeling ill, and displaying signs of flu-like symptoms, keep them home and notify your child’s teacher/Program Director.
10. Be available to pick your child up during the school day if they become ill or the classroom needs to be closed due to a positive COVID-19 test of one of its cohort members.

The protocols above are based on guidance from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), and the Madera County Department of Public Health (MCDPH) and are subject to change as new guidance is received.

Acknowledgement

My signature below certifies that I acknowledge, understand, and will follow the established operating standards and protocols.

Student Name (print) _____

Parent/Guardian Name (print) _____

Signature _____

Date _____

Appendix D - Madera County Superintendent of Schools COVID-19 Tracking Tool

The purpose of this form is to gather the necessary information for the contact tracing process. It is for employees or students who are close contacts, have COVID-19 related symptoms, are being tested, or have tested positive for COVID-19.

___ Employee ___ Student ___ Other: _____

Name: _____

Date: _____

Address/Phone: _____

Date of Birth: _____

Site(s)/Classroom #: _____

Bus Number: _____

Check as applicable:

___ *Close Contact* ___ *Symptoms Related to COVID-19* ___ *Tested Positive for COVID-19*

CLOSE CONTACT:

What was the last date of exposure to the individual with COVID-19? _____

Employee/Student to quarantine for 10-days. **Able to return on:** _____

Test Date (Date Specimen Collected): _____

Date of Test Results: _____ Positive ___ Negative

SYMPTOMS/CONFIRMED COVID-19:

Date you first experienced symptoms? _____

Description of symptoms: _____

Test Date (Date Specimen Collected): _____

Date of Test Results: _____ Positive ___ Negative

What was the last day you were on the worksite? _____

To determine "infectious period" determine date of 2 days prior to the onset of symptoms.

Infectious Period Start Date: _____

Employee/Student to isolate for a minimum of 10-days, returning if symptom free/fever free without medication for at least 24 hours: **EARLIEST DATE OF RETURN** _____

During the infectious period, who have you been in **close contact** with? (**CLOSE CONTACT IS DEFINED AS 6 FEET OR CLOSER FOR 15 MINUTES OR LONGER WITHIN A 24 HOUR PERIOD**).

Name of Close Contact	Phone Number

Completed by: _____ **Date:** _____

FOR HR/ADMIN USE ONLY:

When the office is notified of a positive case of COVID, please do the following (check box once completed):

- _____ Complete the COVID Tracking Form, which includes the date the employee/student can return to the workplace (at least 10 days from the onset of symptoms and any close contacts).
- _____ Report employees/students who test positive to the Madera County Department of Public Health, Dr. Simon Paul, Local Public Health Officer.
- _____ Designees to report the Exposure Event information on the School Portal for Outbreak Tracking (SPOT) system.
- _____ If able to “work from home” during the quarantine/isolation period, contact supervisor for approval.
- _____ Send employee/student a follow up communication with date of return, pending they are symptom free/fever free for at least 24 hours without medication.
- _____ Contact Opie Riar, Manager, Facilities, Maintenance and Operations, to request deep clean of classroom/office space (if employee/student has been at worksite/classroom). If it’s a test positive, request HVAC filter be changed.
- _____ Within one (1) business day of notice of a COVID positive case, send all employees on the same premises of the test positive case the email notification of “possible COVID exposure”. Using the auto-call system, contact all parents of students in the classroom/premises and follow up with a written letter mailed to the home address.
- _____ Within one (1) business day of notice of a COVID positive case, send CTA and CSEA the email notification that goes out to employees (if employee has been at worksite). Send emails to: Lisa Moreno, MCOETA President; Kellie Stiles, CSEA President; Linda Gonzalez, CSEA Labor Representative.
- _____ For integrated site(s), notify District HR so they can provide notification to site(s) and custodial staff (if employee has been at worksite).
- _____ For employee’s who test positive, inform Kelly Kline, Senior HR Analyst, for SISC notification purposes.

<p>NOTES:</p>	
---------------	--

Appendix E: Madera County Superintendent of Schools Designated Staff for Contact Tracing

MCSOS Office Building

Tricia Protzman, Assistant Superintendent*

tprotzman@mcsos.org

559-662-6240

Joe Casarez, Administrator, Human Resources*

jcasarez@mcsos.org

559-662-6243

Kelly Kline, Senior Human Resources Analyst

kkline@mcsos.org

559-662-6219

Kristen Andersen, Coordinator, Human Resources and Credentials

kandersen@mcsos.org

559-662-6261

Career and Alternative Education Services Division

Fred Cogan, Executive Director

fcogan@mcsos.org

(559)662-6294

Scott Ellingson, Principal

Pioneer Technical Center

sellingson@mcsos.org

(559) 664-1600

Alan Macedo, Program Director

Pioneer Technical Center, Chowchilla

amacedo@mcsos.org

(559) 665-3204

Hugo Sanchez, Program Director

Madera County Independent Academy

Endeavor/Voyager Schools

hsanchez@mcsos.org

(559) 662-4640

Student Programs and Services Division

Tanya Hill, Program Director

Gould Educational Center

thill@mcsos.org

(559) 662-4803

Camille Edmunds, Program Director

MCSOS Building II – Early Start

Millview Elementary School – Preschool

cedmunds@mcsos.org

(559)662-4827

Scott Sweazy, Program Director

Desmond Middle School

Madera High School

Madera South High School – SD

Apollo – ATP

Liberty High School

Chowchilla Union High School

ssweazy@mcsos.org

(559)662-4683

Lori Kump, Program Director

Berenda Elementary School

Millview Elementary School

Nishimoto Elementary School

Parkwood Elementary School

MCSOS Building II – Preschool

lkump@mcsos.org

(559)662-4677

Jason Peterson, Program Director

Howard Elementary School

Madera South High School – ED

Apollo

jperterson@mcsos.org

(559)662-4611

Teresa Jorgensen, Program Director

Pioneer Technical Center – SPED

Valley Teen Ranch – ED

Coarsegold Elementary School

Yosemite High School

tjorgensen@mcsos.org

(559)662-4685

****Contact for Madera County Department of Public Health***

Appendix F - MCSOS Employee COVID-19 Exposure Notification

The following is the email notification sent to all employees on an identified site/work location in which a COVID-19 case is confirmed. This communication is sent within one (1) business day of being aware of the confirmed case.

Date _____

Dear _____,

The purpose of this email is to notify you of a *possible* exposure to COVID-19. This notification is made to all employees who were on the premises at the same time as an individual who has tested positive for COVID as a precautionary measure. Employees who were identified as a “close contact” with the COVID positive employee are contacted directly by Human Resources and have been directed to quarantine per the Public Health Guidance. As a reminder, a close contact is defined as being 6 feet or closer for 15 minutes or longer in a 24-hour period.

We would also like to remind you that in addition to the surveillance testing program, there are multiple options for “on demand” COVID-19 testing in Madera and surrounding areas including the Madera County Department of Public Health, Camarena Health, CVS, Kaiser, urgent care clinics, etc. Here is the link to the MCDPH testing calendar and appointments: <https://www.maderacounty.com/government/public-health/covid-19/covid19testing> If you have concerns, we also recommend that you contacting your medical provider for guidance.

It is important to wear your MCSOS badge and scan in and out (if applicable) each day you are on the worksite. It is imperative you wear your badge daily and scan in and out regularly as it may assist with notification purposes. If you have misplaced your badge, please contact Mariela Gonzalez at 662-6233 for a replacement.

As you are all aware, MCSOS has established numerous protocols to promote the health and safety of employees, students, families and guests. Research, medical guidance and experience, shows that these practices and protocols are effective in mitigating the virus transmission. Employees are responsible for following these protocols which include:

1. Conducting a self-assessment health screening. If you are exhibiting any of the symptoms related to COVID for an unknown reason/cause, or have been in contact with an individual with an active case of COVID, contact your supervisor and HR immediately.
2. Do not report to work if you are ill.
3. Wear your face mask!
4. Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
5. Sanitize any common areas/items you use throughout the day and your personal work area before you leave for the day.

6. Practice social distancing, sit and/or stand at least 6 feet from other people, do not shake hands or hug people, and do not share food or drinks.

The MCSOS custodians and maintenance custodians have been trained in the proper cleaning, disinfecting and sanitizing protocols. In a situation that involves a known COVID case at the worksite, maintenance and custodial staff implement additional cleaning and disinfecting procedures, including the use of a “fogger” which emits an EAP approved disinfecting agent. For more information about the MCSOS health and safety protocols and operating standards as it relates to COVID-19, please see the link to the MCSOS COVID-19 Prevention Program (CPP). It is important that ALL employees know about and follow the established health and safety protocols.

If you have any questions, please feel free to contact us at 662-6219. Thank you for your continued attention and efforts during this time.

Regards,
Trish Protzman and Joe Casarez

Appendix G Example Parent/Guardian Letter – Possible Exposure

Date _____

Dear Parent/Guardian:

We were notified on _____ that an individual in your child’s classroom has tested positive for COVID-19. Your child may have been exposed to the COVID-19 virus. At this time, you will need to quarantine your child at home for 10-days from (date). Your child’s classroom will be closed for the 10-day quarantine period as we deep clean and disinfect the classroom. The Madera County Department of Public Health may contact you as a follow up.

While your child is at home, please monitor them for the following symptoms that are related to COVID-19:

- Fever (greater than 100.4 degrees)
- New loss of taste or smell
- Coughing
- Shortness of breath or difficulty breathing
- Chills/Shaking Chills
- Fatigue
- Headache
- Sore Throat
- Congestion/Runny nose
- Nausea/vomiting
- Diarrhea

If your child develops any of these symptoms, it is highly recommended that you contact your medical provider and make an appointment to have your child tested for COVID-19, if appropriate. If your child were to test positive for COVID-19, please notify the school immediately. If your child has not developed any symptoms during the 10-day quarantine, they may return to school on _____.

In a situation that involves a known or suspected COVID situation in a classroom, maintenance and custodial staff implement additional deep cleaning and disinfecting procedures. Your child’s safety is of utmost importance to us and we take this situation very seriously. For more information about the MCSOS health and safety protocols and operating standards as it relates to COVID-19, please see the “COVID-19 Prevention Program (CPP)” located on the Madera County Superintendent of Schools website www.mcsos.org.

If you have any questions, please contact _____.

Sincerely,

Appendix G: Example Parent/Guardian Letter – CLOSE CONTACT

Date

Dear Parent/Guardian:

We were notified on _____ that an individual in your child’s classroom has tested positive for COVID-19. Your child has been exposed to the COVID-19 virus and has been identified as a close contact. At this time, you will need to quarantine your child at home for 10-days from (date). Your child’s classroom will be closed for the 10-day quarantine period as we deep clean and disinfect the classroom. The Madera County Department of Public Health will be contacting you to answer any questions you may have.

While your child is at home, please monitor them for the following symptoms that are related to COVID-19:

- Fever (greater than 100.4 degrees)
- New loss of taste or smell
- Coughing
- Shortness of breath or difficulty breathing
- Chills/Shaking Chills
- Fatigue
- Headache
- Sore Throat
- Congestion/Runny nose
- Nausea/vomiting
- Diarrhea

If your child develops any of these symptoms, it is highly recommended that you contact your medical provider and make an appointment to have your child tested for COVID-19, if appropriate. If your child were to test positive for COVID-19, please notify the school immediately. If your child has not developed any symptoms during the 10-day quarantine, they may return to school on _____.

In a situation that involves a known or suspected COVID situation in a classroom, maintenance and custodial staff implement additional deep cleaning and disinfecting procedures. Your child’s safety is of utmost importance to us and we take this situation very seriously. For more information about the MCSOS health and safety protocols and operating standards as it relates to COVID-19, please see the “COVID-19 Prevention Program (CPP)” located on the Madera County Superintendent of Schools website www.mcsos.org.

If you have any questions, please contact _____.

Sincerely,