

2021-2022 COVID-19 School Safety Plan

Special Education Services

Revised January 2022

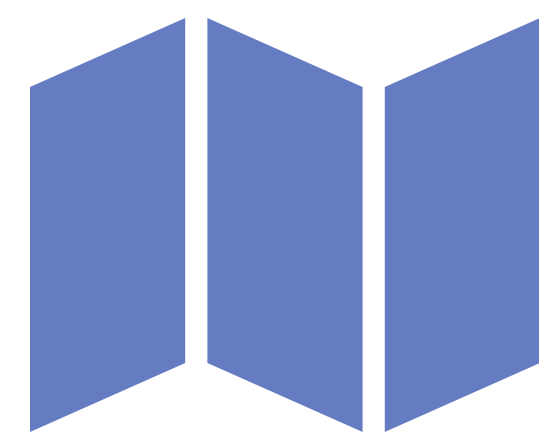
This is a fluid working document that may be adjusted as conditions and/or guidance changes.

Plan is in place for the 2021-2022 school year.

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Plan Overview



This COVID-19 Safety Plan covers in detail the items referenced on the COVID-19 School Guidance Checklist and includes multiple components designed to support a safe and healthy school environment during the COVID-19 pandemic.



Together with the [OCDE COVID-19 Prevention Program](#), which applies to all employees and school sites, this document outlines the policies and protocols in place to support safe and effective in-person learning at all school programs in the OCDE Special Education Division.



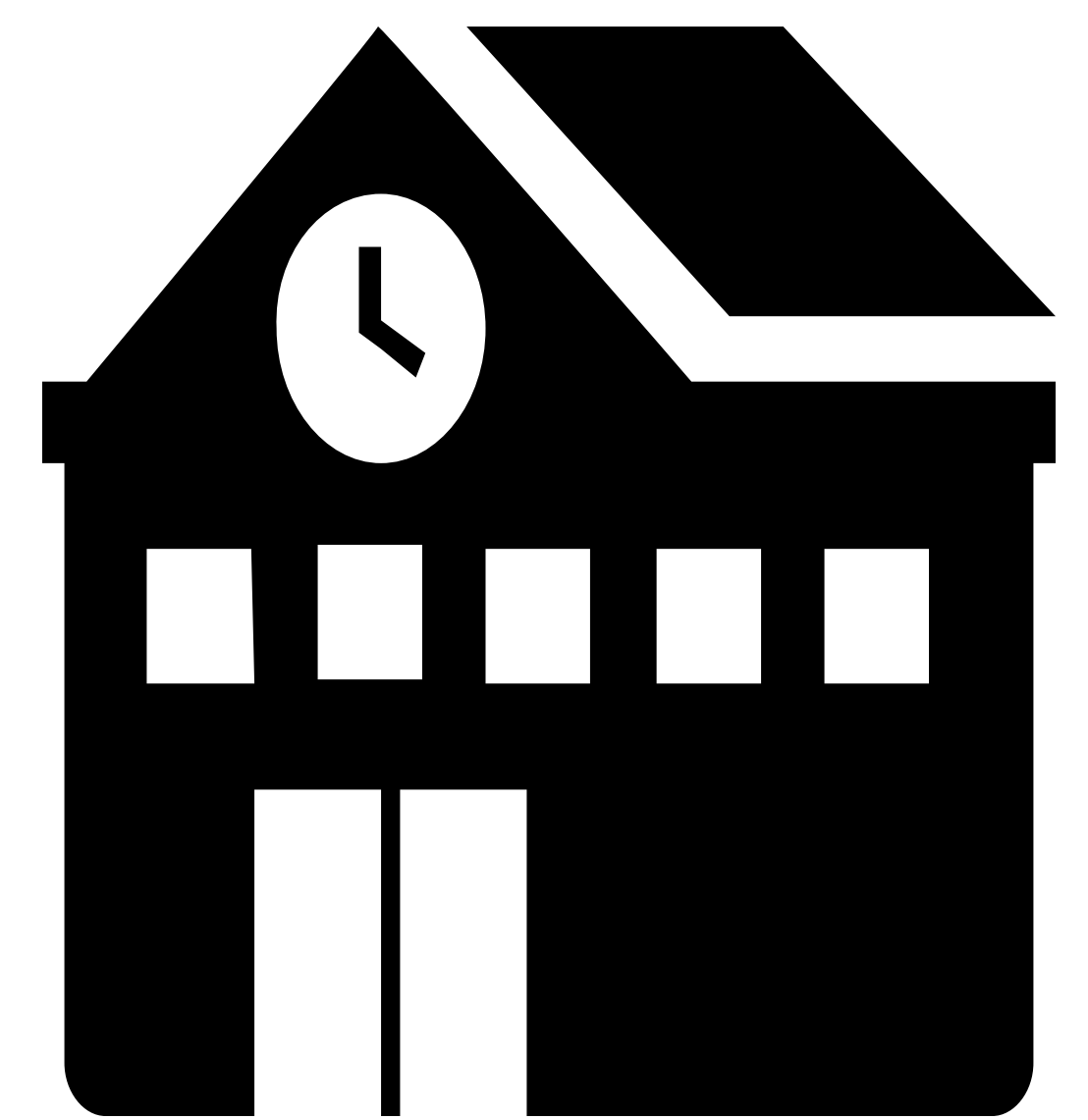
OCDE teams have developed a variety of family and employee resources. Please reach out to your Principal, School Nurse, or the COVID-19 Response Team with general questions or requests for:

- COVID-19 Prevention Training handouts
- School or site specific procedures
- Communication samples
- Public health guidance documents
- Mental health resources
- Employee Assistance Programs
- Social Services resources specific to COVID-19

Instructional Model: In-Person

The decision to re-open our school sites to students for in-person learning is rooted in science and based on guidance from State and local public health officials.

In-person instructional delivery is our instructional model for the 2021-2022 school year.

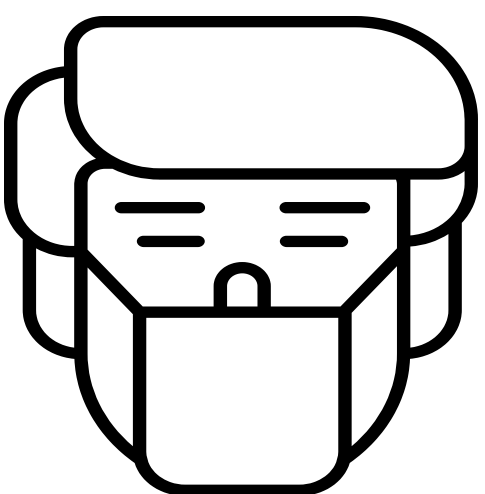


Promote Healthy Hygiene Practices

Health and Nursing staff are responsible for teaching and reinforcing the following:



[Handwashing - Clean Hands Save Lives](#)



[Face Coverings - Help Slow the Spread](#)

In accordance with the [California Department of Public Health's \(CDPH\) Guidance](#) for Face Coverings students must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school
- While on the bus

Face coverings **MUST** be used in accordance with CDPH Guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing is not sufficient to prevent disease transmission.

Cleaning, Disinfection, & Ventilation

Maintaining a clean and healthy environment

- Each site has suspended or modified the use of resources that necessitate sharing high risk items.
- Sites have minimized the sharing of equipment, toys, electronics, utensils, and other instructional items to the extent practicable. Items will be cleaned in between use where warranted by likely contact with bodily fluids or otherwise appropriate.
- Staff clean frequently-touched surfaces within school at least daily and, as practicable with provided cleaning supplies.
- Frequently touched surface areas such as handles, light switches, bathroom surfaces, and tables are cleaned regularly and as needed.
- Where needed, sites modify the use of shared playground equipment in favor of physical activities that require less contact with shared surfaces. Staff move classroom activities outdoors as much as practicable.
- Sites have established restroom schedules where practicable to minimize crowding while limiting the number of individuals in the restrooms at one time. Restroom waiting areas include visual guidance and traffic control.

Follow product instructions for disinfectants for use against COVID-19

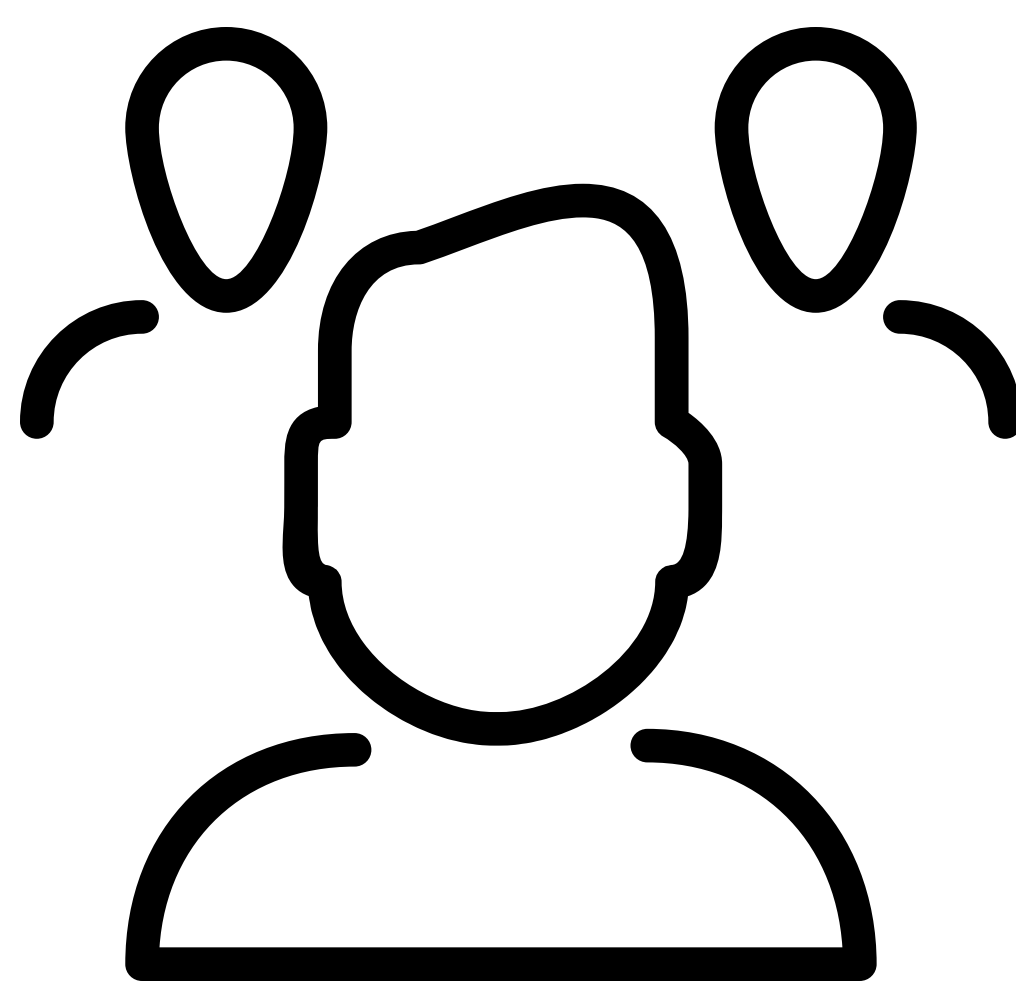


- Disinfecting will be completed when necessary but frequent disinfection can be a health risk to children and should be avoided at school sites when students are present.
- A cleaning and disinfecting schedule has been established to avoid both under and over-use of cleaning products. Thorough cleaning and disinfecting occurs when children are not present in the room.
- Site leaders will ensure proper ventilation during cleaning and disinfecting and will open doors and windows to allow fresh air in rooms during cleaning and disinfecting, as much as safety allows.

Implementation of In-Person Learning

Arrival and Departure

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Arrival and drop off-times and locations are staggered as consistently as practicable to minimize students congregating and scheduling challenges for families.
- All individuals are to adhere to the designated routes for entry and exit, which were designed using as many entrances as feasible. Other protocols are in place by site to limit direct contact with others as much as practicable.
- Families and guardians are required to conduct a Daily Home Screening for their students each morning. Students arriving via parent provided transportation will be asked if a Daily Home Screening was conducted prior to entry into school.

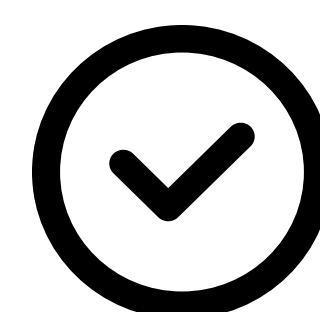
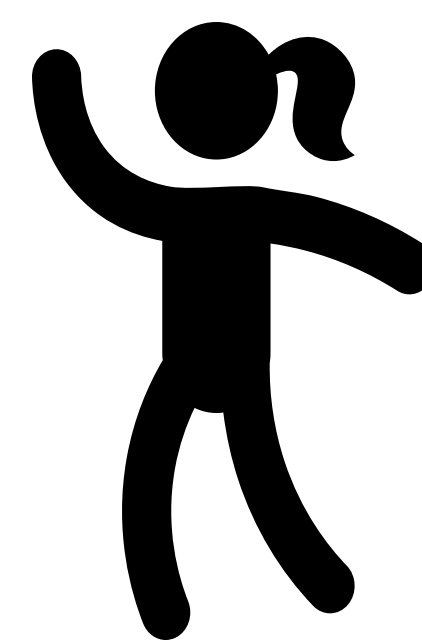
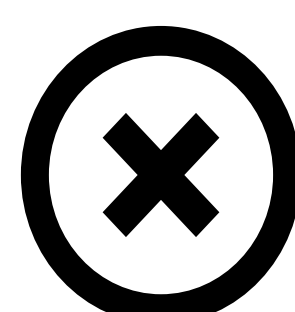
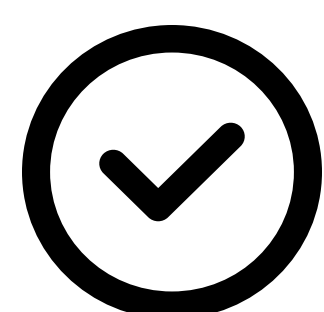
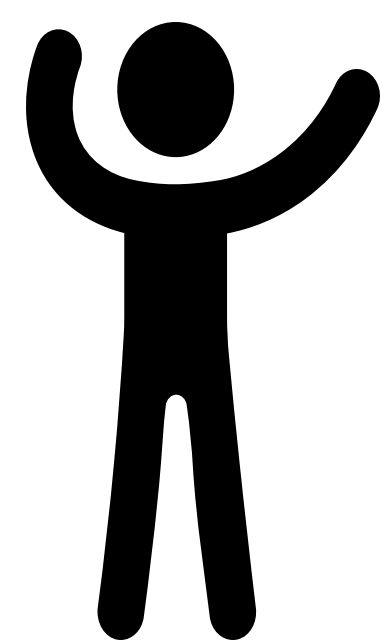


Implementation of In-Person Instruction

The following procedures are in place to support in-person learning.

Classroom Space

- To reduce possibilities for infection, students remain in the same space as consistently as practicable. The same students, teacher and classroom paraeducators are kept with each group, to the greatest extent practicable including recess and nutrition times.
- Doors and windows may be kept open to increase the flow of outside air, as safety, facilities, and security allows.
- Activities have been redesigned to allow for smaller groups and rearranging furniture and play spaces to maintain separation.
- Designated outdoor classroom space for each classroom includes work space and coverings to prioritize the use of outdoor space for activities where practicable.
- Each classroom has a routine cleaning schedule and protocol for high touch and shared space cleaning.
- In addition to extra face masks and cleaning supplies, classrooms have PPE supplies for use by staff such as gloves, face shields, and gowns.



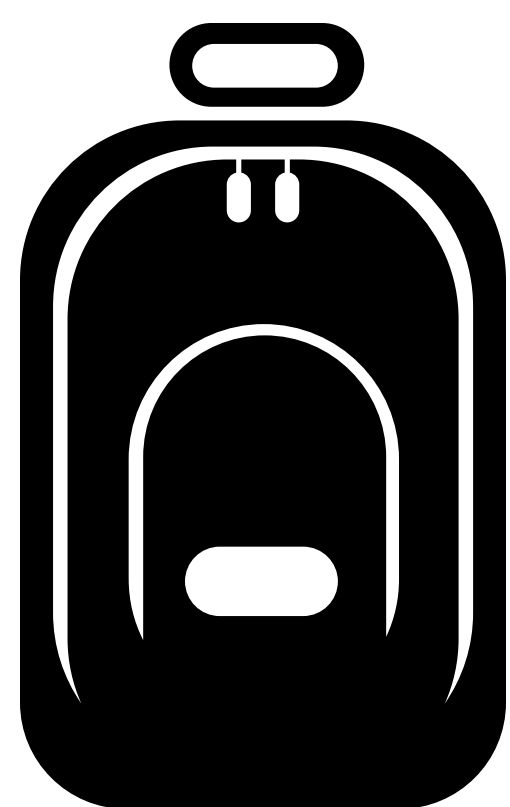
Implementation of In-Person Instruction

The following procedures are in place to support in-person learning.

Non-Classroom Space

- Non-essential visitors, volunteers, and activities involving other groups at the same time will be limited on school sites.
- Non-classroom space for instruction, therapies, physical education and counseling have been developed in close proximity to the student's classroom including outdoor spaces.
- Students are seated on buses in various seating formations designed to increase physical distancing as practicable and encourage forward facing seating. Bus seating charts are regularly reviewed.
- Gatherings, Community Based Instruction (CBI), Community CTE/vocational activities, and field trips are limited and evaluated for safety.

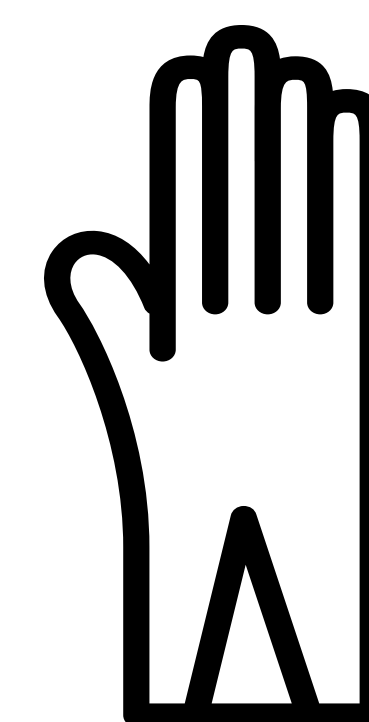
Sharing of Space & Materials



- Separate staff and student belongings in assigned cubbies or shelves to avoid sharing of space. Student belongings are sent home daily for parents to clean.
- Additional supplies and equipment is made available to minimize sharing of high-touch instructional materials to the extent practicable. Teachers will consult with their principals about items needed.
- Staff will avoid staff and student sharing of electronic devices, manipulatives, games, sports equipment, instructional materials, and learning aids as much as practicable.

Toileting

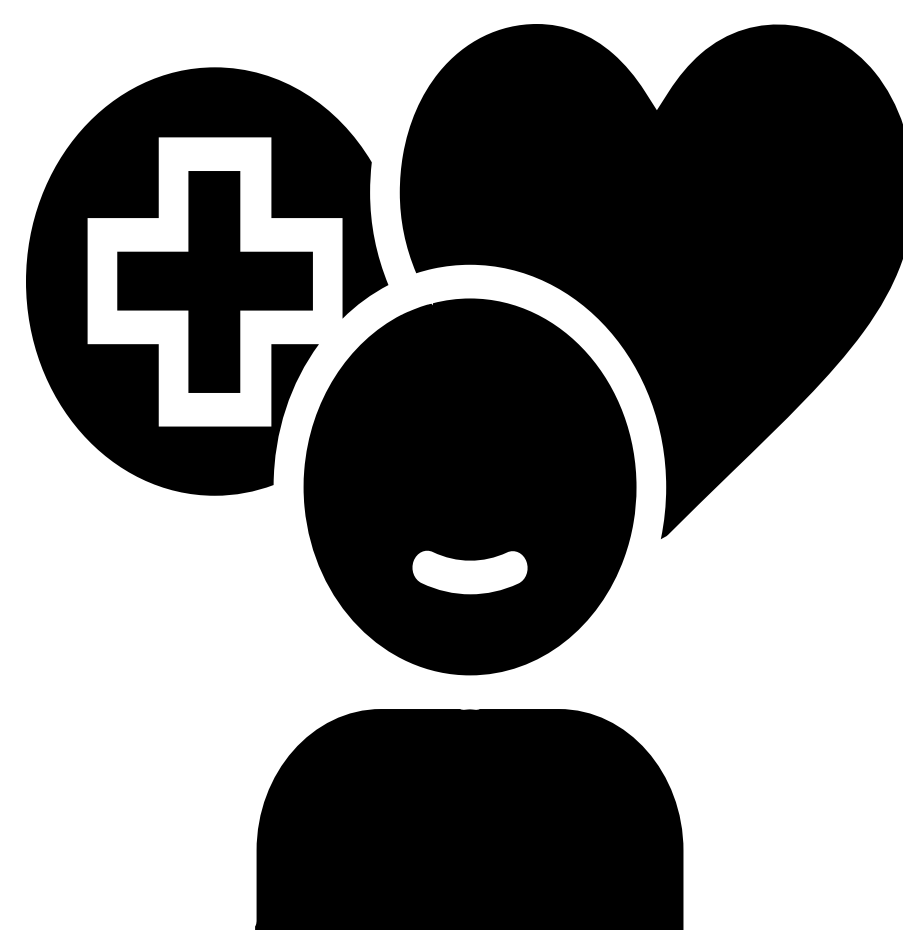
- Staff will change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing will be bagged and sent home sealed in a plastic container or bag.
- Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned (physically remove dirt, debris, and sticky film by washing, wiping, and rinsing) and disinfected (kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria) after each use.
- Disinfect when students are not in the area. Surfaces should be dry by the time students use the area.
- Toileting/diaper procedures (including extra COVID-19 steps) must be posted in the bathroom changing area.
- Staff are to properly use gloves, gowns, facial masks, and other protective equipment and wash hands before donning and after removing equipment in order to reduce contamination. Staff have been trained on proper procedures and may request additional training at any time.
- To ensure the student's safety, make the change more efficient, and reduce opportunities for contamination, assemble all necessary supplies before bringing the student to the changing area.
- Students and staff must wash hands after toileting/diaper change.
- Bathroom schedules should be established on sites where bathrooms are shared by more than one classroom.



Staff Training & Support for Families

Staff training and educational materials provided for families include but are not limited to the following topics:

- [How COVID-19 spreads](#)
- Enhanced sanitation practices
- [Proper use, removal and washing of face coverings](#)
- Site screening practices
- [COVID-19 specific symptom identification](#) and the importance of staying home if experiencing symptoms or if they have had close contact with someone diagnosed with COVID-19
- [How to protect yourself and others](#)
- [What to do when you are experiencing symptoms, have had close contact with someone diagnosed with COVID-19, or have been diagnosed with COVID-19](#)
- OCDE plans and procedures to follow when a student or adult becomes sick at school



Checking for Signs & Symptoms

Our practices prevent discrimination and secure dignity towards any staff, families, or students diagnosed with COVID-19. Policies do not penalize students for missing class.

Staff and students are to stay home when experiencing symptoms of COVID-19, have recently had [close contact](#) with a person with COVID-19, or have received a COVID-19 diagnosis, without fear of reprisal.

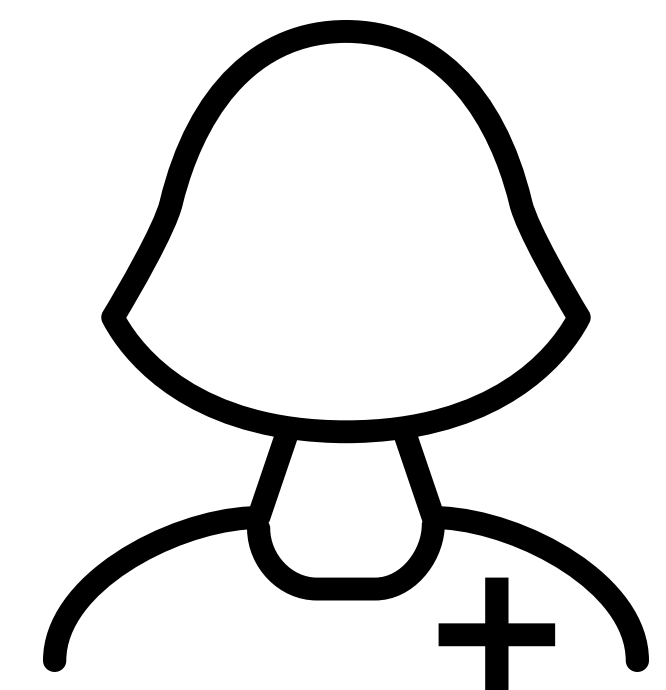
All staff and students participate in screening prior to coming to school and are monitored while at school.

- Completion of a Daily Home Screener prior to arrival at school is required – **See Page 15**
- Visual wellness checks occur upon arrival. Individuals may be asked if they have experienced [Symptoms of Coronavirus](#) within the last 24 hours, or if someone at home has had symptoms or tested positive.

Staff will monitor themselves and students throughout the day for signs of illness. Thermometers are available at each class for temperature taking. School Nurse is to be notified of any suspected COVID-19 symptoms experienced by any individual while at school and will coordinate isolation and student return home.

School Nurse and Site Administrator are to be notified immediately of any possible exposure to COVID-19 or known positive cases. While maintaining confidentiality, as required under [FERPA and state laws](#), impacted staff and families are contacted if risk of exposure occurs. The School Nurse will serve as the liaison in a coordinating role to ensure prompt and responsible notification and follows the OCDE notification process by contacting the Manager, Safety and Preparedness Programs, in Human Resources. Investigation and tracing occurs in alignment with the CPP portion of this plan.

School Nursing staff make decisions regarding student participation in in-person learning based on health expertise as well as public health guidance including but not limited to [CDPH's quarantine and isolation guidance](#) and the [OCHCA Symptom Decision Tree](#) for educators.



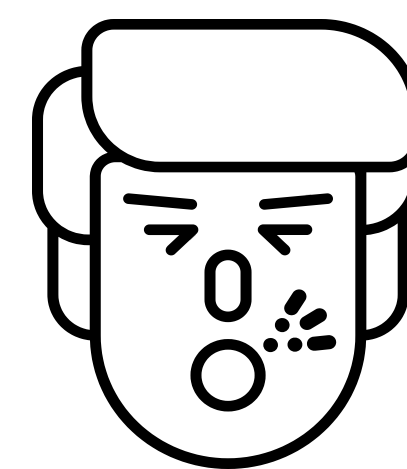
As needed, School Nurses collaborate with one another, school leadership, and other COVID-19 Response Team members to make the most appropriate decisions about student return to school following absence due to symptoms, exposure, or positive COVID-19 status.

Plans for When Staff, Visitor, or Child Becomes Sick

When someone becomes ill at school, the health and safety of the individual and contacts is the highest priority.

An isolation area has been established at each school site for anyone exhibiting symptoms of COVID-19. Any staff or student exhibiting symptoms shall be required to continue to wear a face covering (as able) and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Medical attention will be sought if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face as detailed [here by the CDC](#). 911 will be called for serious illness or injury without delay.



Positive COVID-19 Case

The School Nurse will be the primary site contact to address COVID-19 concerns with the help of additional health care staff on the site.

Staff and students are required to report positive cases to OCDE. The COVID-19 Response Team, including School Nursing staff, are trained in COVID-19 Response and will collaborate to respond according to the specifics of the case.

Any areas determined to be contaminated by exposure to the virus shall be closed off and not used before cleaning and disinfecting.

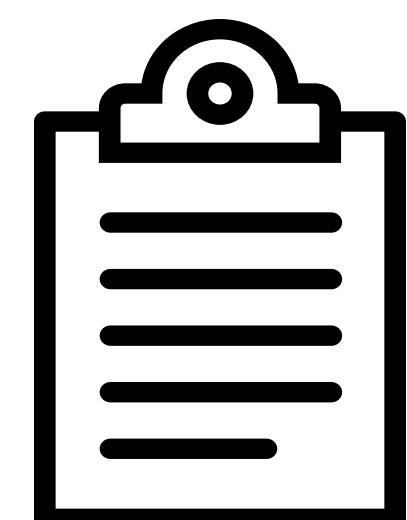
Positive Case Communication

Notification to staff and families is not provided for incidents of symptoms at the school, nor for when a member of the school community had been exposed outside of the school environment and is required to quarantine.

School Nurses, Site Administrators, and Human Resources will partner to notify staff and families of positive cases that were on site within the infectious period or within at least ten days of the positive case. See the CPP for more information about positive cases. Notifications are made while maintaining confidentiality as required by [state and federal laws](#). Communication to all staff regarding a positive case and possible exposure includes information regarding relevant employee leaves and benefits. Notifications to families and staff will include dates on site as well as informational materials and an explanation of next steps.

COVID-19 Response Team staff, which includes School Nurses for student cases, will conduct investigation and tracing and will appropriately notify impacted individuals within 24 hours of knowledge of the contact. Human Resources will record all close contacts and report the positive case and contacts to local health officials. Staff and students who have been advised to quarantine or otherwise at risk are provided additional materials and information regarding their safety and wellness.

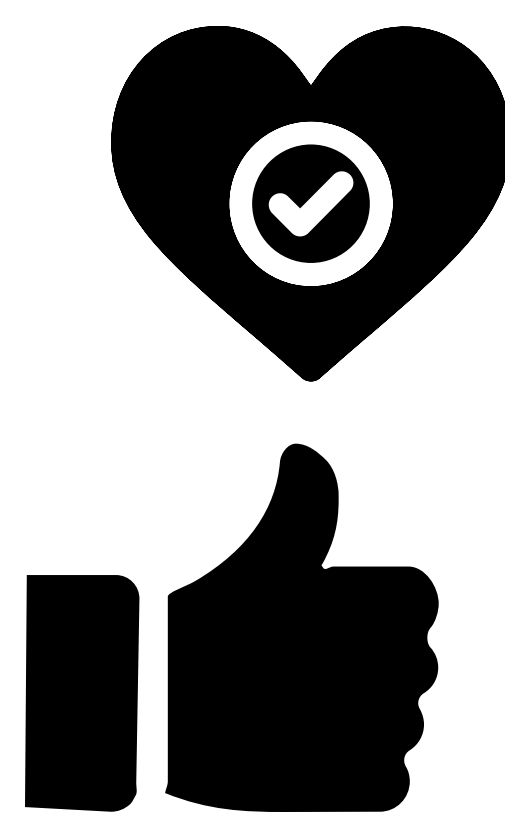
- Staff is to NEVER reveal a student, staff, or family member's positive test results, symptoms, or other health related information to anyone that is NOT required to know.



Plans for When Staff, Visitor, or Child Becomes Sick

Positive COVID-19 Case - Absence and Return to Campus

Sick staff members and students who are **positive for COVID-19** will receive individualized consultation and are NOT to return to school until they meet [CDPH criteria](#) to discontinue isolation and consult with the appropriate COVID-19 Response Team member (School Nurse for students; Human Resources for staff).



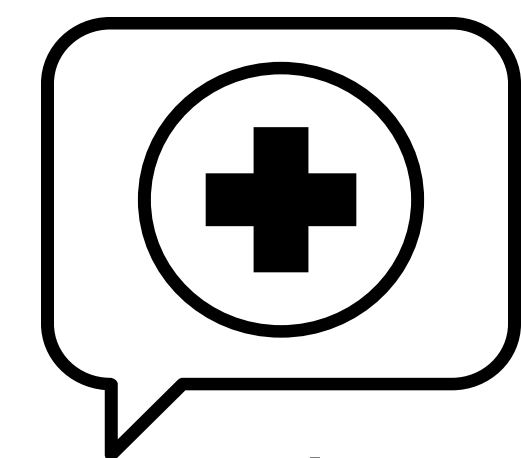
Student or Staff Quarantine

Staff and students who are not ill but have to [quarantine](#) due to exposure to a confirmed case of COVID-19 may not return to campus until the identified quarantine period is exhausted. Staff and students on quarantine will also receive resources and personalized consultation specific to their exposure timeline and in alignment with public health guidelines regarding quarantine.

Maintaining Healthy Operations

Monitoring and Feedback

- The Principal and members of the COVID-19 Response Team will periodically review the campus COVID-19 controls and practices to assess any areas for improvement in school site safety.
- The Principal and School Nurse will regularly monitor the occurrences of illness, symptoms, and personal exposure brought onto campus and raise concerns about patterns to the Chief, Special Education, Director, Special Education, and/or the OCDE COVID-19 Response Team.
- Families are asked and encouraged to report health and safety concerns to the Principal or Assistant Principal.
- Staff members are asked and encouraged to report health and safety concerns to the School Principal, Assistant Principal, Safety and Preparedness Manager, or another member of the COVID-19 Response Team representing Risk Management and Human Resources. Staff may also make reports of concerns by calling the HR Tip Line. Employees are protected from retaliation for reporting safety hazards.



School Contacts

- The nursing team has been identified to all employees so they can report symptoms, exposure, or other concerns regarding students to nursing staff immediately.
- Effective communication systems are maintained by site that allow families to self-report symptoms, exposure, or diagnosis to the nursing staff. The School Nurse or designee is the primary source of information to the family regarding a student's COVID-19 related absence and resources, as well as return to in-person learning when appropriate.
- Families can expect that their cases will be treated with confidentiality.
- Families will receive timely notification of cases on site and temporary site closures, through the Principal.

Considerations for Partial or Total Closures

The COVID-19 Response Team regularly monitors state and local orders and health department notices regarding transmission in the area and/or other recommendations or closures. Case rates at each school and area are frequently monitored and possible school closures are evaluated in collaboration with OCHCA.

When a student or staff member tests positive for COVID-19 and had exposed others at the school, staff follow the OCDE CPP, the [CDPH Consolidated Schools Guidance](#) and internal procedures to implement appropriate contact tracing, support, and reporting.



OCDE, in coordination with OCHCA when appropriate, will implement communication plans regarding any full school closure to include outreach to students, parents, teachers, staff and community. In the event of a defined outbreak, all outbreak and major outbreak protocols outlined in the CPP portion of this plan go into effect.

When school closures occur, plans for continued education, continued nutrition and other supplementary services provided in the regular school setting are implemented.

Any additional interventions advised by OCHCA, CDPH, and/or Cal/OSHA will be implemented as necessary prior to re-opening the campus to in-person learning.

Resources

Daily Home Screener

Parents: Please complete this short check each morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please keep your child home from school and contact the School Nurse if your child is experiencing any of the following symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken
- Chills, sore throat, unexplained fatigue, headache, muscle or body aches, not attributed to another confirmed medical condition
- New uncontrolled cough or difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- Loss of sense of taste or smell.

SECTION 2: Close Contact/Potential Exposure

If your child has had any exposure to COVID-19 as described below, please keep your child home from school today and contact the School Nurse.

- Had [close contact](#), defined as being within 6 feet for at 15 minutes or more over a 24-hour period, with a person suspected or confirmed by a medical professional to have COVID-19
- Lives with someone who has been suspected by a medical professional to have or has been confirmed to have COVID-19
- Has had other close contact with a positive COVID-19 case and advised by a medical professional to quarantine

Resources

Websites

[California Department of Public Health/COVID-19](#)

[Orange County Health Care Agency/COVID-19](#)

[Orange County Health Care Agency FAQs](#)

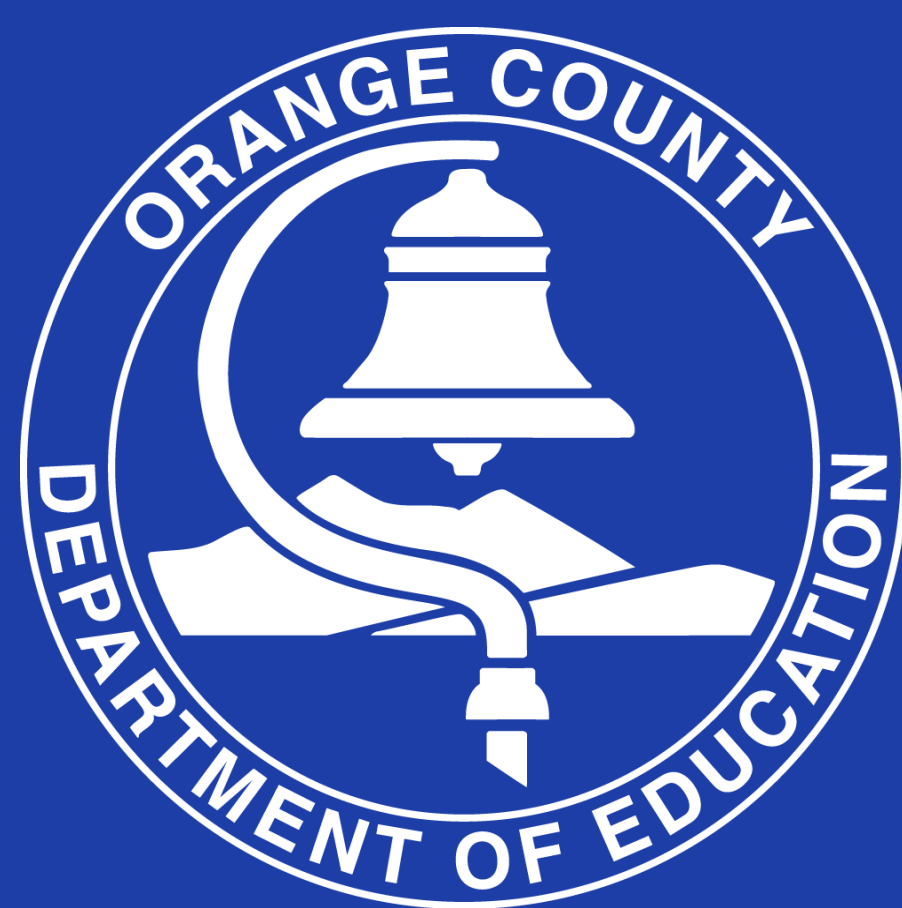
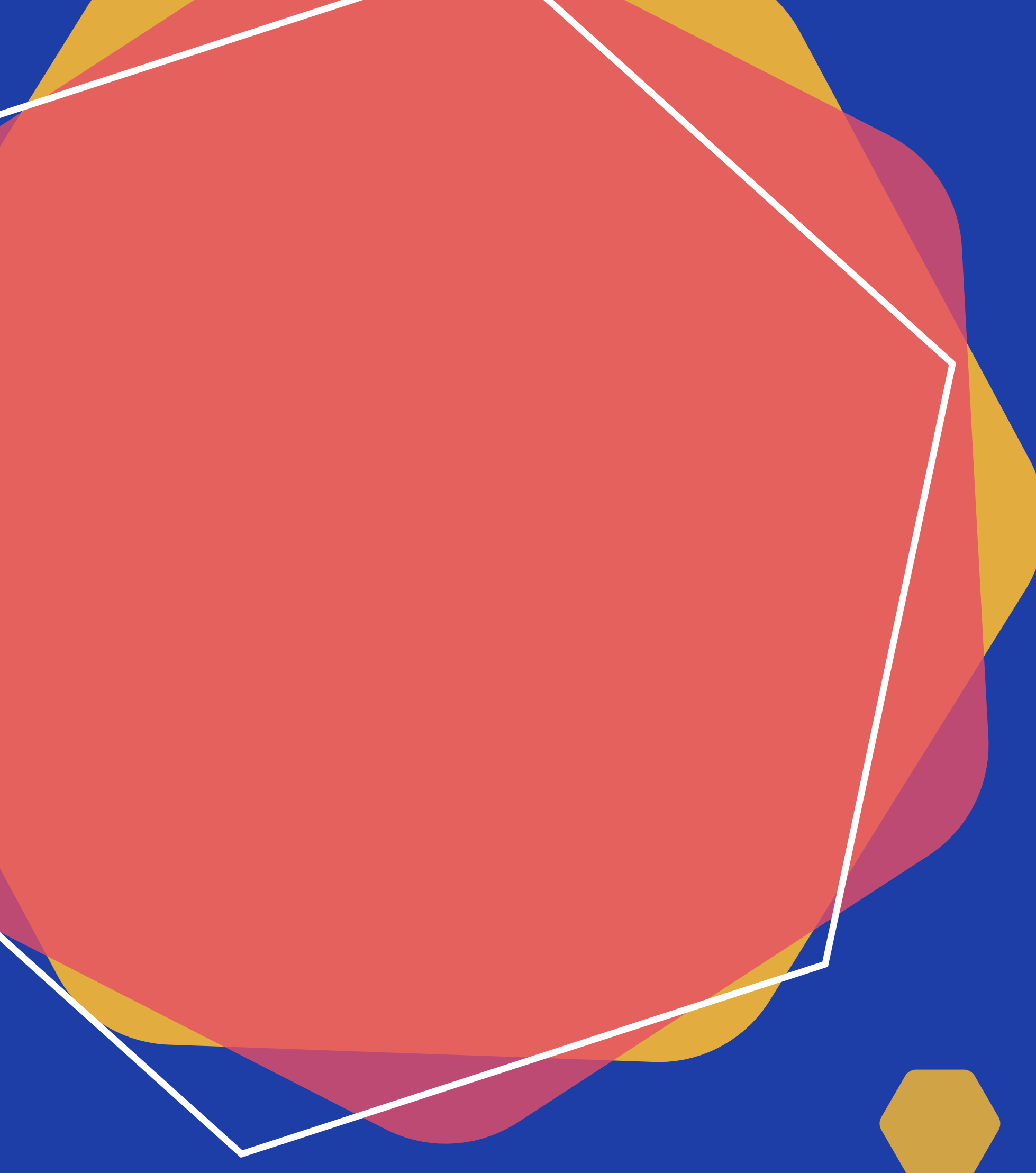
[CDC's Guide to Masks](#)

[CA Dept of Education/COVID-19 Response & Guidance](#)

[Orange County Together](#)

[OCDE Newsroom](#)





Special Education Services

www.ocde.us/SPED

2021-2022 School Reopening and Safety Plan

Safely operating schools in the COVID-19 era.

