

# **COVID-19 Prevention Program (CPP)**

## **Wheatland Elementary School District (Bear River School, Lone Tree School, Wheatland Elementary School and Wheatland Charter Academy)**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** 1/19/2021

### **Authority and Responsibility**

Craig Guensler, Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

\*Self monitor/screen for temperature and symptoms of illness

\*Employees that are feeling ill are not to come to work; reaching out electronically to site administration and district nurse

\*All employees and school age students are required to wear masks, including bus travel

\*Isolation rooms for ill students are in place with specific area for parents to sign out and pick up ill child

\*Contract tracing protocols are in place

- \*Social and physical distancing measures are in place
- \*Classroom configurations have been adjusted
- \*Hybrid and distance learning schedules to stagger site capacity
- \*Signage is in place across all district facilities for social distancing, hand washing and facial covering
- \*No outside volunteers are allowed on site and parents are prohibited from school entrance at this time, beyond direct office entrance for necessity (change of clothing for children, registration documents, etc.).
- \*Cleaning protocols are updated and reviewed with staff per local, state and federal guidance to include cleaning logs
- \*Disinfection fogging staff training has been conducted
- \*Sanitization kits were provided to each classroom, with refills as requested
- \*All staff provided clear face shields and district provided masks
- \*District nurse has provided training for hand washing, distancing and facial covering protocols
- \*Our Injury, Illness Prevention Plan has been updated as a district

### **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- \*Following personal care and social distancing safety protocols that are updated to follow local, state and federal guidelines
- \*Reporting illness, symptoms or known exposure to the site administration and district nurse for procedural clarification as to when/how an employee may return to work
- \*Positive cases are reported as required by local, state and federal law. If an employee is infectious while on campus, the site is notified

### **Employee Screening**

We screen our employees by:

- \*Temperature check stations available in every school office and classroom
- \*Self screening protocols in place and required of all employees; symptoms related to the COVID symptom decision tree established by our district in accordance with local, state and federal guidelines

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- \*Employees are to notify site administration of unsafe or unhealthy work condition.
- \*Site administration will investigate and remediate by handling personally or delegating to the appropriate department. Notification will be made to the superintendent as to the issue and resolution. Staff reporting event or situation will be updated once condition is corrected.

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- \*Distance learning and hybrid school schedule to increase space within each classroom.
- \*Desk shields
- \*Staff wearable shields
- \*Visual cues in student pick up zones and outside classrooms for social distancing
- \*Established norms of not entering a space shared by any others without mask
- \*Wearing of mask in all traverse across and around campus
- \*Telework days as staff option when students are distance learning
- \*Discouraging staff lunch room congregation
- \*Multiple copy stations
- \*Campuses closed to visitors
- \*System of drop off and pick up that presently eliminates parents accessing the campus
- \*Signage around campuses/buildings to remind of social distancing protocols
- \*All student meals are handed out as students leave the campus for the day

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

\*Face coverings are required by all staff and school age students, including bus travel. We provide masks for anyone in need.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- \*Desk shields and staff face shields in addition to mask wearing requirements.
- \*Increased ventilation encouraged with doors open when possible.
- \*HVAC systems have all been updated with GPS Bipolar Ionization System.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- \*HVAC systems have been updated across district with GPS Bipolar Ionization System filtration systems.
- \*Staff is encouraged to open doors and windows to allow fresh air flow.
- \*To the extent feasible, outdoor learning stations are encouraged for all school age classrooms.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- \*Cleaning routines are updated to address high touch points at least daily
- \*Disinfection fogging in between hybrid sessions for classrooms
- \*Disinfection fogging part of the daily custodial routine
- \*Restrooms cleaned and disinfected more than once per day
- \*Cleaning products approved by our district nurse are provided staff as purchase availability allows

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- \*Follow contact tracing protocol
- \*District nurse notifies any identified close contact
- \*District nurse makes HIPAA appropriate notifications to district organizations and make any required health department notifications
- \*Additional cleaning/disinfecting to the infected persons classroom/work station

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- \*One time use gloves and masks are widely available on each school site
- \*Each staff member has a face shield and school logo face mask
- \*Custodians have been provided with appropriate gloves, goggles and masks for disinfectant spray fogging
- \*Custodians have been provided with individual fogging machines to dispense disinfectant
- \*Each classroom has been provided with gloves, goggles, face shields and extra one time use masks in their PPE kits
- \*Front office supplies (i.e. registration desk computer and pens) are provided for use in designated clean/need to clean areas
- \*High touch surface areas are cleaned and disinfected at least daily
- \*Playground equipment is closed

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- \*Sinks with paper towels and soap are supplied in all restrooms
- \*Many of our classrooms have sinks with paper towels and soap supplied
- \*All classrooms have hand sanitizer
- \*All offices and common areas have hand sanitizer
- \*Hand sanitizer stations are posted at each site in common areas.
- \*Signage is in every office and classroom regarding hand washing, social distancing and facial covering.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

- \*Supplies are ample at each school site and district office for PPE, except when items are on backorder in which case a substitution is provided when possible and orders are fulfilled as soon as items are available
- \*PPE training and information has been provided to staff based on CDC guidelines

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- \*County coordination to provide no cost immunization clinic held within our district to all interested staff members
- \*Free testing clinics are widely available in our county and neighboring counties
- \*Our district nurse provides information to staff members upon request
- \*The district nurse provides written free clinic testing site information to staff who are notified that they may have been exposed, following contact tracing protocols.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
    - \*Employees contact site administration who then reports to district nurse who then contacts employee
    - \*Employees may contact district nurse directly, however, many staff members work through their administration in order to assist with coverage of duties.
  - That employees can report symptoms and hazards without fear of reprisal.
  - Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
  - Where testing is not required, how employees can access COVID-19 testing:
    - \*Staff members who present medical exceptions to their administrator regarding work accommodations receive a meeting with the administrator and superintendent to see how to best accommodate the employee when possible
    - \*Staff can access a free testing location within our county or neighboring counties, as locations are widely available
    - \*Employees are encouraged to report symptoms and hazards as a matter of keeping all safe with a system of protocols that continuously monitor the district standards of a safe work environment for all
    - \*Staff members are notified as to the date they may return to work
  - In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- \*If testing is required, we will coordinate with our county health department, setting a schedule to provide the free test to those required/affected.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

\*District nurse and/or site health aides are in contact with any staff member or student who reports illness or symptoms to track and monitor return of said individuals

\*HIPAA is followed for notification process with local, state and federal guidelines for those who have been exposed and what determines exposure

\*COVID hazards are mitigated and addressed with our district cleaning procedures, social distancing protocols, hybrid and distance learning schedules and affording staff to work remotely when contact tracing requires are in place

\*We provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

\*Overall COVID-19 training provided.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

- \*We follow local, state and federal protocols
- \*District nurse in communication with employee to determine when they can return
- \*Agreed upon MOUs are in place with bargaining units regarding employee's rights
- \*We revisit bargaining agreements as state, local and federal guidelines cause change to conditions regarding COVID-19

- Providing employees at the time of exclusion with information on available benefits.

**Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

\*All employees at an affected site are notified per new guidelines.

**Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Craig Guensler, Superintendent

1/15/2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**



## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:** Administration and District Nurse

**Date:** August 2020

**Name(s) of Employees and Authorized Employee Representative that Participated:**

Craig Guensler (superintendent), Angela Gouker (principal), Jodie Jacklett (principal), Peter Towne (principal), Angela Waltz (district nurse)

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Educational Instruction	Classrooms	Certificated and Classified Staff and Students	GPS Bipolar Ionization System, PPE, desk shields, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage
Movement of Staff and Students	Common Areas	Certificated and Classified Staff and Students	GPS Bipolar Ionization System, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage
Facility Use	Restrooms	Certificated and Classified Staff and Students	open doors when feasible, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage

Business Daily Activities	Office Spaces	Certificated and Classified Staff, Vendors, Parents and Students	GPS Bipolar Ionization System, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage, entrance barriers, adjusted staff hours
Student Transportation	Buses	Drivers and Students	cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, seating plan, open windows when feasible, thermometer to take all rider temperatures, PPE
Currently not used by students	Technology Labs/Library	Assigned Staff	GPS Bipolar Ionization System, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage and PPE
Meal Preparation and Distribution	Food Service	Assigned Staff	GPS Bipolar Ionization System, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage, adjusted staff hours, cafeteria tables and seating closed, staggering distribution of food
Student or Staff Care	Health Rooms	Certificated and Classified Staff and Students	GPS Bipolar Ionization System, cleaning/disinfecting, limiting capacity in the area, hand sanitization, physical distancing, additional signage, entrance barriers, adjusted staff hours
Currently not used by students	Playgrounds	n/a	signage for closure, check for hazards
Ingress/Egress	Campus Entrance/Exit	Certificated and Classified Staff, Vendors, Parents and Students	signage, passive screening, restricted access, PPE

## Appendix B: COVID-19 Inspections

Date: 10/15/2020

Name of Person Conducting the Inspection: Craig Guensler, Superintendent

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions	Confirmed with admin at each site that all were in place and ample supply for classrooms. Office front desk barriers in place.	n/a	
Ventilation (amount of fresh air and filtration maximized)	Doors and window authorized and encouraged to be open	n/a	
Additional room air filtration	Ionization systems in progress of completion	n/a	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing	District nurse trained all on procedures in August	n/a	
Surface cleaning and disinfection (frequently enough and adequate supplies)	District nurse trained all on procedures in August. PPE kits were distributed to all in August. Staff to report to admin when supplies are needed/refill required	n/a	
Hand washing facilities (adequate numbers and supplies)	District nurse trained all on procedures in August	n/a	
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	District nurse trained all on procedures in August	n/a	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)	District nurse trained all on procedures in August. All staff	n/a	

	supplied and with one washable, school logo mask and always have one-time use masks available at site.		
Gloves	District nurse trained all on procedures in August. Supplies in PPE kits and more on sites. Custodians received disinfectant fogging goggles, gloves and masks.	n/a	
Face shields/goggles	District nurse trained all on procedures in August. All instructional staff supplied with shields and replacements as needed. Custodians received disinfectant fogging goggles, gloves and masks.	n/a	
Respiratory protection	District nurse trained all on procedures in August. Custodians received disinfectant fogging goggles, gloves and masks. One time use masks readily available for all as needed.	n/a	

**Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** 1/15/2021

**Name of Person Conducting the Investigation:** Angela Waltz, District Nurse

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>	
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<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:** August 2020

**Name of Person Conducting the Training:** Angela Waltz, RN, District Nurse

Employee Name	Signature
SEE ATTACHED ROSTER	

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.



- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms to:

n/a to our district.

#### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**WHEATLAND SCHOOL DISTRICT and**  
**WHEATLAND ELEMENTARY SCHOOL TEACHERS ASSOCIATION**

**(Impact and Effects of Hybrid Learning Model)**

This Memorandum of Understanding (“MOU”) is agreed to between the Wheatland School District (“District”) and the Wheatland Elementary School Teachers Association (“WESTA”) concerning the District’s determinations in response to the coronavirus (COVID-19) pandemic that impacts certificated working conditions in the 2020/2021 school year as it relates to Hybrid AM/PM and Distance Learning Models.

**RECITALS**

1. The platform for student instruction during the 2020/2021 school year continues to be fluid and depends upon mandates and guidelines issued by Federal, State and County authorities. The District will continue to follow the guidance/recommendations of the Yuba County Public Health Office (YCPHO) and the California Department of Public Health (CDPH)
2. Based on this guidance, the School District is allowed to reopening for in class learning on a Hybrid Model effective October 19, 2020. The Hybrid Learning model that the District has chosen is an AM/PM model – See District Reopening Plan
3. The Parties acknowledge that the District has the following continuing obligations to maintain and implement:
  - a. SB 98;
  - b. Existing District Policies/Procedures;
  - c. Americans with Disabilities Act and Fair Employment & Housing Act;
  - d. HR 6201;
  - e. OSHA/Cal OSHA;
  - f. WESTA Collective Bargaining Agreement (“CBA”);
  - g. Injury & Illness Prevention Plan
4. For any items not already covered within these, existing polices/procedures, the District agrees to the following terms and conditions.

**TERMS**

1. To the extent that this MOU conflicts with the CBA or District policy, this MOU will prevail.
2. The District started the school year with a Distance Learning Model and now is moving to a Hybrid in-classroom AM/PM Model. This MOU shall be in effect while the District is in Hybrid in-classroom AM/PM Model, or at the conclusion of the 2020 – 2021 School Year.

## **AM/PM Hybrid Model**

Unit Members will be expected to follow the Hybrid Learning Reopening Guidelines.

- a Unit members will be required to teach students in their classrooms for two three-hour sessions. The AM session will be from 8:00am to 11:00am and the PM session will be from 12:00pm to 3:00pm.
- b The AM/PM Model will be Tuesday through Friday.
- c Mondays will be one-hour Zoom instruction and the remainder of the day will be for interventions, independent work for students, teacher prep, grading, planning, scheduled meetings, grade level collaboration and other teacher duties.
- d Unit members will be available to parents and student for communication during the normal contracted day. Responses are to take place within 24 hours.
- e Unit members are expected to provide students with in class instruction and independent work.

## **Distance Learning**

Middle School Unit Members that are assigned to Distance Learning will be expected to follow the Distance Learning/Hybrid Reopening Guidelines.

- a Unit members will be required to teach students through a Distance Learning model, from their classrooms, for two three-hour sessions. The AM session will be from 8:00am to 11:00am and the PM session will be from 12:00pm to 3:00pm
- b The AM/PM Distance Learning Model will be Tuesday through Friday
- c Mondays will be one-hour Zoom instruction and the remainder of the day will be for interventions, independent work for students, teacher prep, grading, planning, scheduled meetings, grade level collaboration and other teacher duties.
- d Unit members will be available to parents and student for communication during the normal contracted day. Responses are to take place within 24 hours
- e Unit Members are expected to provide students with Distance Learning instruction and independent work

## **Parent Conferences**

Parent Conferences for the 2020/21 school year are cancelled. It has been and continues to be the teacher's professional responsibility to reach out via phone calls, emails, text

messages, Class Dojo etc. to parents/guardians as often as necessary to discuss if and when there are concerns regarding their child's education.

**Leaves:**

- a. The District believes that the best teacher for the students is the assigned classroom teacher. With that in mind, we will continue to offer the ability to telework, on occasion, for those teaching in class and for those in the Distance Learning models.
  - i. For those in class teachers, this will be accomplished with the teacher of record teaching remotely via Zoom or Google Meet and the district will assign another employee to monitor the students in the classroom.
  - ii. For those DL teachers, the process is similar to what they are doing on a daily basis but instead of teaching from their room they would teach remotely.

**Leaves During Hybrid Learning/Distance Learning:**

- a. HR 6201 Telework
  - i. Unit members are required to work at their designated work sites, unless they meet the conditions set forth below, and have been approved by the Superintendent or designee to telework from home:
    - 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 (Letter must be provided)
    - 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. (Letter must be provided)
    - 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (Doctors Note required)
    - 4) The employee is caring for an individual who is subject to either 1) or 2), above (Letter must be provided)
  - ii. A unit member who is approved by the Superintendent for a telework contract shall adhere to the instructional requirements of Hybrid/Distance Learning. In the event that a unit member cannot or fails to meet the requirements of either model, the telework contract will be terminated, and the unit member shall return to the worksite or utilize available Leave.
  - iii. Employees that are sick for a day or two will not need to use sick leave as long as they can perform their duties from home via Telework. On day 3 of this leave a doctor's note will be required. Employee must notify Site Administration prior



to the start of the school day. If an employee needs to go beyond two days then the leave is subject to approval by the Superintendent.

- iv. Employees will be allowed to teach remotely on November 23 & 24. Time will not be deducted from their leave bank assuming they fulfill their contract hours and duties as if they were in the classroom.
  - v. Employees who need to use Personal Necessity Leave or Discretionary Leave, outside of the days listed in iv above, it will not be deducted from their leave bank as long as they can perform their duties remotely via Telework. These leaves are subject to a maximum of 5 days of PN and 5 days of Discretionary leave as agreed upon in the CBA. This leave is subject to pre-approval by the Superintendent. In extenuating circumstances, an employee may be allowed to use additional PN days, with the Superintendent's approval.
- b. HR 6201 (Unable to Perform Duties via Telework)
- i. Unit members who meet those conditions in HR 6201 and cannot telework from home, will follow the Leaves below.
    - 1) A unit member is entitled to the leaves set forth in HR 6201 – Families First Coronavirus Response Act, Emergency Paid Sick Leave before utilizing any accrued Leave.
    - 2) In the event that a leave provided for in HR 6201 does not provide full pay, a unit member may utilize any previously accrued leave to fill any gap in pay (e.g. 2/3 pay formula applies under HR 6201, unit member may use 1/3 of appropriate accrued leave).
- c. Other Leaves
- i. Unit members may also use available leaves set forth in the CBA.

### **Health & Safety:**

- a. The District will ensure that all classrooms, cafeterias and workspaces that are being used are cleaned and disinfected, daily, including but not limited to desks, tables, doorknobs, light switches, faucets, sinks, toilets, and other high touch fixtures using appropriate disinfectant.
- b. The District will ensure that all restrooms that are being used will be cleaned as often as possible based on the schedule at each site. If for any reason a restroom needs additional cleaning, the unit member will need to notify the office.
- c. Onsite gatherings will be held in accordance with the recommendations of the YCPHO & CDPH.

- d. The District will provide appropriate physical distancing in accordance with the guidelines provided by YCPHO & CDPH.
- e. To the extent possible, the District will not require in-person staff meetings and professional development until the District can ensure appropriate physical distance between all attendees using appropriate PPE.
- f. Unit members will wear facial coverings in accordance with YCPHO & CDPH guidelines. Unit members who present medical verification of their inability to wear a mask will wear a face shield and neck drape (tucked into the shirt). The District will provide one face covering (or shield and drape where appropriate) prior to the first teacher workday.
- g. Hand Washing and Sanitizing:
  - 1) Hand sanitizer will be provided in all work areas where soap and water are not available.
  - 2) Hand washing/sanitizing supplies noted above or otherwise provided will be checked daily and restocked as needed.
- h. Unit members will be provided appropriate safety training applicable to current health conditions, at a time scheduled by their immediate supervisor.
- i. The District will work with its HVAC professionals to ensure that HVAC systems are functioning properly, maximize air exchanges per hour, maximize outdoor air, and are maintained according to the manufacturer's recommendations.
- j. Through posted signage, students, employees, and visitors will be encouraged to wash their hands or use hand sanitizer upon entering District sites and every time a classroom is entered.
- k. The guidelines provided by YCPHO & CDPH will be followed when working with visitors with symptoms consistent with COVID-19.
- l. The District agrees to notify the WESTA Chapter President/Designee, in accordance with directives from the YCPHO & CDPH, when it learns of any COVID-19 infection or exposure.
- m. The District will establish guidelines which address:
  - 1) Violations of physical distance measures
  - 2) Use of bathrooms that respect physical distancing

- 3) Limiting visitors on campus. The guidelines provided by YCPHO & CDPH will be followed when working with visitors

n. The supply of any item in this MOU is subject to the market supply.

### **In-Person Student Assessments**

- a. Based upon CDE guidance and in compliance with CDPH and local county health guidance, unit members may be required to conduct 1:1 in-person assessments/testing on a case-by-case basis.
- b. At least one safe space per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including a clear barrier as necessary, masks, gloves and cleaning supplies.
- c. Both unit members and students will be required (where practicable) to wear appropriate PPE and social distance.
- d. The assessment room/barrier will be sanitized after each use.

### **Evaluations**

- a. Unit members that have permanent status shall not be evaluated for the 2020/2021 school year.
- b. Unit Members that are temporary or probationary will be evaluated according to the terms in the CBA.

### **Instruction**

- a. Elementary Teachers should use their professional judgement on what subject/content they are able to cover during their instructional time with their students during the Hybrid Learning Model. Language Arts, Writing and Math should be the priority. If you are not able to get to other subjects such as Social Science, Science, PE etc. then you should not grade the subject. Please make sure you mark the report cards with an \* or NA and a note that indicates because of Covid 19 Hybrid Requirements this subject was not assessed during this grading period.
- b. Middle School Teachers should be able to cover their subject matter but with some reduction in content/topics. All 6 subjects should receive grades for middle school students.
- c. Instructional Equity of time for distance learning teachers and in person teaching. Teachers assigned to distance learning should give the same amount of instructional time with students as you would if the students were in class. It can include independent work but the teacher AND students should remain on Zoom and answer

clarifying questions throughout the lesson and hour of class time. The only exception to this would be in Middle School PE. The Middle School PE Teacher may assign activities may take them out of the room/home so therefore would not remain on Zoom.

### **Instructional Minutes**

- a. Teachers on the hybrid AM/PM schedule may require more instructional minutes than pre-COVID times. These additional instructional minutes still fall within the daily contractual obligations of unit members. The District acknowledges the strain that this places on the teachers and that is why the district has set the Monday schedule as one hour of instruction/check in and the remainder of the day do interventions, prep, grading, engagement logs and other required duties.
- b. The District is not willing to change the schedule with student instructional minutes. The District feels strongly that students should attend class for a minimum of 3 hours per day.
- c. The District also has set a teacher schedule to arrive 15 minutes before class and teachers can leave 15 minutes after students are dismissed instead of the contractual obligation of 30 minutes before and 30 minutes after.
- d. In order to help alleviate some of the stress and strain of the additional instructional time, the District agrees to allow flexibility for Mondays
  - i. The District believes teachers do their best work while in their classrooms and prefer they work from their rooms.
  - ii. The District also acknowledges that there is a need for flexibility for the Monday work. Therefore, teachers will be given the choice to work from their classrooms or work remotely on Mondays.
  - iii. Teachers that choose to work remotely and do not fulfill their Monday obligations will lose this flexibility and will be required to return to the classroom for all work.

### **General:**

- a. All components of the current CBA between WESTA and the District not addressed by the terms of this MOU will remain in full effect until June 30, 2021 unless both parties agree to an extension.
- b. This MOU resolves any known negotiable impacts and effects the Hybrid Learning Program for the 2020/2021 school year.
- c. WESTA and the District, upon mutual agreement, may add to this MOU at any point.

FOR THE WHEATLAND ELEMENTARY  
SCHOOL TEACHERS ASSOCIATION

By: Elaine Guzman (electronically signed)

Date: 10/23/20

FOR THE WHEATLAND SCHOOL  
DISTRICT

By: Craig Guensler (electronically signed)

Date: 10/23/2020

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**WHEATLAND SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**and its Wheatland School District Chapter #626**

**(Impact and Effects of Returning to School for the 2020/2021 School Year)**

This Memorandum is agreed between Wheatland School District (“District”) and the California School Employees Association and its Wheatland Chapter #626 (together “CSEA”) concerning the District’s determinations in response to the coronavirus (COVID-19) that impact classified working conditions in the 2020/2021 school year.

**RECITALS**

1. The platform for student instruction during the 2020/2021 school year continues to be fluid and is dependent upon mandates and guidelines issued by Federal, State and County authorities. The District will continue to follow the guidance/recommendations of the Yuba-Sutter County Public Health Officer (YSCPHO) including, but not limited to, the CDPH guidelines. The CDPH Guidance states that the local county health officer is in the best position to provide advice on local conditions. As a result, where a conflict on guidance exists, the District shall follow YSCPHO guidance.
2. The Parties acknowledge that the District has the following continuing obligations to maintain and implement:
  - a. Existing District Policies/Procedures;
  - b. Americans with Disabilities Act and Fair Employment & Housing Act;
  - c. Families First Coronavirus Relief Act (FFCRA)/HR 6201;
  - d. OSHA/Cal OSHA;
  - e. CSEA Collective Bargaining Agreement (“CBA”);
  - f. an appropriate Injury & Illness Prevention Plan, which includes provisions for COVID-19.
3. For any items not already covered within these existing polices/procedures, the District agrees to the following terms and conditions.

**TERMS**

1. To the extent that this MOU conflicts with the CBA or District policy, this MOU shall prevail.

2. **Reopening:**

The District has determined to reopen our schools effective October 19, 2020 on a Hybrid Model. This model will be an AM/PM hybrid with approximately ½ the students attending from 8:00am to 11:00am and the other approximately ½ the students attending from 12:00pm to 3:00pm. These hours will be from Tuesday through Friday each week. Monday will remain a Distance Learning Day with little to no students on campuses. The Middle School will also have a Distance Learning tract that they will follow for 3 additional classes opposite of the students AM or PM schedule. These teachers will be teaching from the school site as well. Some Classified staff may need to have some hours temporarily shifted in order to meet the needs of all students during the instructional day. Individual classified staff members will be consulted any shift changes. Any changes that cannot be agreed upon by the classified member and the district will be directly negotiated with CSEA.

3. **Closures:**

From time to time, the District may be directed or otherwise determine to close a campus for cleaning following exposure to COVID. In such case, to the extent possible, and excluding custodial/maintenance/grounds crew, CSEA bargaining-unit employees may be given assignments that they are able to do from home that may be outside of their classification. If District facilities are closed and/or District operations are curtailed due to the coronavirus epidemic, CSEA bargaining-unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of the closure of curtailment.

4. **Safety:**

- a. Unit members shall complete any mandated COVID-19 and Worker's Comp online training at a time scheduled by their immediate supervisor.
- b. The District will conduct all staff meetings, professional development training and education, and other activities involving staff, with physical distancing measures in place, or virtually, where physical distancing is not possible.
- c. The District shall ensure that workspaces are cleaned and disinfected, as necessary, including but not limited to desks, tables, doorknobs, light switches, faucets, sinks, toilets, and other high-touch fixtures using appropriate disinfectant.
- d. In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment to the immediate supervisor.
- e. **Protective Equipment**
  - i. Unit members shall wear facial coverings in accordance with YSCPHO guidelines. Unit members who present medical verification of their inability to wear a face covering shall wear a face shield.
  - ii. The District will provide one reusable face covering (or shield where appropriate). Disposable face coverings will also be made available to unit members at their assigned work site. If a unit member's face shield is damaged, they shall request a replacement from their Supervisor. Cloth face coverings need to be laundered at appropriate intervals in order to keep them clean and safe.
  - iii. Unit members assigned to actively screen students shall be provided with appropriate PPE (e.g. face shield, face covering, and disposable non latex gloves).
  - iv. If a unit member believes that they do not have sufficient PPE, they shall contact their immediate supervisor.
- f. **Hand Washing and Sanitizing**
  - i. Hand sanitizer shall be provided in all workspaces where soap and water are not readily available.
  - ii. Hand washing/sanitizing supplies noted above or otherwise provided shall be checked and restocked regularly.

- g. Screenings of unit members will be conducted as appropriate and based upon the guidelines set forth by the YSCPHO. Safety screenings of unit members are strictly limited to COVID-19 and shall not be used to inquire into other medical conditions.

5. **Reporting Unsafe Conditions**

- a. The District agrees to notify CSEA Chapter President/Designee within 24 hours, in accordance with directives from YSCPHO and OSHA, when it learns of any COVID-19 infection or exposure. CSEA agrees to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.
- b. A unit member who believes they have been exposed to COVID-19 shall immediately contact the Superintendent's office.

6. **COVID -19 Testing and Quarantine**

- a. A unit member may be recommended to test for COVID-19 as a result of an identified case on a District facility. If the unit member cannot obtain a COVID-19 test at no expense, the District will work with the unit member to identify a course of action that ensures timely testing and results at no expense to the unit member.
- b. A unit member will be placed on paid administrative leave for the duration of quarantine resulting from a district directive to go or stay home because of a possible positive COVID-19 exposure while at a district facility.

7. **Duties:**

- a. The District and CSEA acknowledge that California Education Code §45101(a) and §88001(a) require that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions, CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their job description. No classification which has duties temporarily transferred as a result of this agreement shall experience layoff or reduction of hours for the duration of the transfer of duties.
- b. The District and CSEA agree that this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party.
- c. The parties acknowledge that California Education Code §45110 requires out-of-class compensation. Unit members who work out of classification performing duties of a higher classification shall be paid in accordance with the collective bargaining agreement.
- d. The District agrees to provide training, as appropriate, on the following topics:
  - Disinfecting frequency and tools/chemicals used in accordance with the Healthy Schools Act, CDPR guidance and Cal/OSHA regulations.
  - For staff who use hazardous chemicals for cleaning, specialized training is required.
  - Physical distancing of staff and students.
  - Symptom screening, including temperature checks.
  - Updates to the Injury and Illness Prevention Plan (IIPP).
  - State and local health standards/recommendations.



- e. Performance evaluations shall not include the skills related to working out-of-class.

**8. Work Hours**

- a. Because of the Hybrid Model some classified employees may need to adjust their hours.
- b. Weekly hours will stay the same as contracted for each employee but some employees will change their daily hours to accommodate the schedule. For example, a 3 hour a day employee (15 hours a week) that works Monday – Friday may need to shift their hours and work 3.75 hours a day (15 hours a week) from Tuesday – Friday with Mondays being a day off.
- c. Daily shift hours may also be adjusted based on days of the week. For example, a full-time employee may work 7:00am to 3:30pm Tuesday – Friday but could work 6:00am to 2:30pm on Mondays.
- d. Any changes to work schedules or daily shift hours that cannot be agreed upon by the classified unit member and the district will be directly negotiated with CSEA.

**9. Extra Work:**

The need may arise for additional hours to accommodate CDC guidelines and recommendations (i.e. installation of barriers or partitions, added cleaning schedule, increased extended care enrollment). Extra work shall be offered as follows:

- a. Qualified CSEA bargaining unit members on active payroll shall have priority to extra work so long as the additional hours do not result in overtime status for those employees.
- b. Qualified CSEA bargaining unit members currently on the rehire list.

**10. Leaves**

- a. HR 6201 - Unit members who meet the conditions in HR 6201 and cannot telework from home, will follow the Leaves below.
  - i. A unit member is entitled to the leaves set forth in HR 6201 – Families First Coronavirus Response Act, Emergency Paid Sick Leave before utilizing any accrued Leave through December 31, 2020.
  - ii. In the event that a leave provided for in HR 6201 does not provide full pay, a unit member may utilize any previously accrued leave to fill any gap in pay (e.g. 2/3 pay formula applies under HR 6201, unit member may use 1/3 of appropriate accrued leave).
- b. Other Leaves
  - i. Unit members may also use available leaves set forth in the CBA.

**11. Other Items**

- a. Absent urgency, the District will notify CSEA and the Chapter President if it believes that any such changes in standards, orders, regulation, or guidance requires changes in working conditions beyond those specified in this MOU, and upon the request of either party, the parties will meet as soon as possible to negotiate the impacts and effects of those changes. This shall not constitute a waiver to bargain.
- b. The supply of any item in this MOU is subject to the market supply.
- c. This MOU shall expire on June 30, 2021, or the lifting of the statewide State of Emergency declared on March 4, 2020 in response to the coronavirus outbreak, whichever comes first.
- d. Disagreements arising from the enforcement of this agreement shall be referred to the grievance procedure outlined in the parties' collective bargaining agreement.

FOR THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION

FOR CSEA WHEATLAND CHAPTER #626

By: \_\_\_\_\_

By: Sierra Spear

Date: \_\_\_\_\_

Date: 1/19/2021

FOR THE WHEATLAND SCHOOL DISTRICT

By: Angela Leonard

Date: 1/19/2021



October 1, 2020

Dear Dr. Luu,

I have attached for your review the waiver I submit on behalf of the Wheatland School District including 4 school sites. The sites included are Bear River, Wheatland Elementary, Lone Tree Elementary and Wheatland Charter Academy. We have met and consulted with our labor groups and with our parent groups. We have surveyed all staff and we have surveyed parents/community. It would be our hope to receive the waiver for our grades TK to 5<sup>th</sup> grade. Our 6<sup>th</sup> grade is part of the middle school so we are not including that grade in our waiver. We currently have Preschool Classes (6) and a Staff CARE Program (7) functioning each day and have not had any issues related to COVID – 19 in those rooms. We have also started to bring individual students back to the sites for Special Ed and ELL testing.

We are looking to bring students back in small socially distanced cohorts and averaging 10 to 16 students per room. Wheatland School District is also fortunate to have a large classified staff that will be available to support in-person learning. They will also be able to clean all areas frequently. We have PPE, proper cleaning products and new HVAC GPS Bipolar Ionization mechanicals being added to all our systems.

Wheatland School District has met multiple times each month since the Pandemic started. We continually work to make sure all safety protocols are in place for students and staff. We also have spent close to \$500,000 on PPE, screening devices, HVAC upgrades, cleaning, safety products, signage, desk partitions, and more. I feel confident that every aspect of the school day has been examined for a safe reopening.

Thank you in advance for your consideration.

Sincerely,

*Craig M. Guensler*

Craig M. Guensler  
Superintendent  
Wheatland School District

111 Main Street  
Wheatland CA, 95692

Phone: (530) 633-3130  
Fax: (530) 633-4807  
[www.wheatlandad.com](http://www.wheatlandad.com)

**TO:** Dr. Phuong Luu  
Bi-County Health Officer

**FROM:** Francisco Reveles, Ed.D.   
Yuba County Superintendent of Schools

**SUBJ:** Wheatland School District Waiver Review

**DATE:** September 28, 2020

As Yuba County Superintendent of Schools, I have reviewed the attached waiver application submitted by Craig Guensler, Superintendent on behalf of Wheatland School District, on September 25, 2020.

I have determined that the Waiver Application as submitted meets the Health and Safety frameworks set forth by the California Department of Public Health and is keeping with your county directives/guidelines.

For questions and/or inquiries regarding this review, I can be contacted at (530) 870-7546, or by contacting Ms. Amy Nore, Communications Coordinator at (530) 370-1980.

Thank you.



TO: Dr. Phuong Luu  
Bi-County Health Officer

TO: Craig Guensler  
Superintendent  
Wheatland School District

FROM: Brenda Pyatt  
CSEA Vice President

Subject: Letter of Support for Wheatland School District Waiver

Date: 9/30/2020

As a representative for the California School Employees Association #626 (CSEA), this letter is to indicate that we have reviewed the Waiver and support the Waiver Application

Thank you

  
Brenda Pyatt



**Wheatland**  
SCHOOL DISTRICT  
Learning For All

**TO:** Dr. Phuong Luu  
Bi-County Health Officer

**TO:** Craig Guensler  
Superintendent  
Wheatland School District

**FROM:** Laura Blackford  
WESS Representative

**Subject:** Letter of Support for Wheatland School District Waiver

**Date:** 9/30/2020

As a representative for the Wheatland Elementary School Secretaries (WESS) Labor Group, the letter is to indicate that we have reviewed the Waiver and support the Waiver Application

Thank you

  
Laura Blackford



**TO:** Dr. Phuong Luu  
Bi-County Health Officer

**TO:** Craig Guensler  
Superintendent  
Wheatland School District


**FROM:** Angela Gouker  
Site Admin

**Subject:** Letter of Support for Wheatland School District Waiver

**Date:** 9/30/2020

As a representative for the Wheatland Elementary School Administrative Team, this letter is to indicate that we have reviewed the Waiver and support the Waiver Application

Thank you



Angela Gouker



**TO:** Dr. Phuong Luu  
Bi-County Health Officer

**TO:** Craig Guensler  
Superintendent  
Wheatland School District

**FROM:** Paula Kesterson  
Confidential

**Subject:** Letter of Support for Wheatland School District Waiver

**Date:** 9/30/2020

As a representative for the Wheatland Elementary School Confidential Group, this letter is to indicate that we have reviewed the Waiver and support the Waiver Application

Thank you

Paula Kesterson



**Waiver Application Form**  
**(Use District/School Letterhead & Logo)**  
*(for use by a Local Education Agency or equivalent)*

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

**Background Information**

Name of Applicant (Local Educational Agency or Equivalent): Wheatland School District

Name of District/School: Wheatland School District

If this is a School District Consolidated Application Yes:  No:   
*(Please list each school on a separate sheet)*

School Type:  Traditional Public School  
 Charter School  
 Private, Independent, or Faith-Based School

Number of schools: 4

Enrollment: 1285

Superintendent (or equivalent) Name: Craig Guensler

Address:

111 Main Street  
Wheatland CA 95692

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
16	160	164	130	143	142	121	0

Date of Proposed Reopening: October 19, 2020

Name of Person Completing Application: Craig Guensler

Phone Number: (530) 633-3130

Email: cguensler@wheatland.k12.ca.us

Signature:



Date: 10/1/2020

**I. Consultation**

Please confirm consultation with the following groups:

Labor Organization

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

WESTA - Wheatland Elementary School Teachers Association - Wednesday September 30

CSEA #626 - September 29, WESS - September 28, Administrative Group - September 29

Confidential Group - September 30, Wheatland Charter Academy - September 30

Parent and Community Organizations

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

Site Councils - Bear River, Wheatland Elementary and Lone Tree - Dates vary - Sept 24 to Sept 28

DELAC - September 24, Beale AFB - September 24, SELPA - September 21, Yuba County Office of Ed - September 25

Other Yuba County Districts - September 24, 2020, Parent Survey September 21 to September 28

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

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**II. Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

**Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

**Cohorting:** How students will be kept in small, 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 cohort.

**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.
- 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 use will be promoted and incorporated into routines.
- 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.
- 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 Students and 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. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- 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.
- School Website URL** where reopening plan and waiver are posted.  
<https://www.wheatlandsd.cc>

**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date

## **Wheatland School District Waiver for In School Instruction**

### **Grades TK through 5<sup>th</sup> grade**

#### **Schools and grade levels to be included in this waiver are as follows:**

- Bear River School (4<sup>th</sup> – 8<sup>th</sup> grade School) Included in waiver are 4<sup>th</sup> and 5<sup>th</sup> Grades Only
- Wheatland Elementary School (TK – 3<sup>rd</sup>) Included in Waiver are TK – 3<sup>rd</sup> Grades
- Lone Tree School (TK – 5<sup>th</sup>) Included in Waiver are TK – 5<sup>th</sup> Grades
- Wheatland Charter Academy (Kdg – 5<sup>th</sup>) Included in Waiver are Kdg – 5<sup>th</sup> Grades

#### **Number of Students/classes to be included at each site:**

- Bear River – 164 students/6 classes
- Wheatland Elementary School – 294 students/13 classes
- Lone Tree School – 324 students/14 classes
- Wheatland Charter Academy – 94 students/4 classes

#### **Consultation with Parent/Community Groups**

- Email, Website, Facebook Posts for all parents
- Consult with DELAC – Thursday, September 24, 2020 and Survey for ALL Parents/Community on September 21<sup>st</sup> to September 28<sup>th</sup>
- Consult with Beale AFB Liaison – Thursday, September 24, 2020 and Survey for ALL Parents/Community on September 21<sup>st</sup> to September 28<sup>th</sup>
- Consult with School Site Councils – Dates Vary by School Site September 24<sup>th</sup> to September 30<sup>th</sup> and Survey for ALL Parents/Community on September 21<sup>st</sup> to September 28<sup>th</sup>
- Consult with Yuba County Office of Education – Monday, September 28, 2020
- Consult with MJUSD, PLUSD, WUHSD, YCUSD – Thursday, September 24, 2020
- Consult with SELPA – Monday, September 21, 2020

#### **Consultation with Labor Organizations:**

- WESTA – Wheatland Elementary School Teachers Association – Wednesday September 30, 2020 and Survey for ALL Staff on September 17<sup>th</sup> to 21<sup>st</sup>
- CSEA #626 – California School Employees Association – Wheatland Chapter – Tuesday September 29, 2020 and Survey for ALL Staff on September 17<sup>th</sup> to 21<sup>st</sup>
- WESS – Wheatland Elementary School Secretaries – Monday September 28, 2020 and Survey for ALL Staff on September 17<sup>th</sup> to 21<sup>st</sup>
- WSD Administration – Tuesday September 29, 2020 and Survey for ALL Staff on September 17<sup>th</sup> to 21<sup>st</sup>
- WSD Confidential Group – Wednesday September 30, 2020 and Survey for ALL Staff on September 17<sup>th</sup> to 21<sup>st</sup>

### **Waiver Plan Communication:**

The Wheatland School District's Waiver In-Person School Reopening Plan is posted on the District Website. The Plan will also be available at all school sites. The plan has been shared with all stakeholders. The plan has been shared with the school board at multiple meetings.

## **Elementary School Reopening Plan Essential Components**

### **1. Cleaning and Disinfecting:**

The School District will follow all cleaning guidelines and protocols consistent with the Guidance provided through the California Department of Public Health and the Local Health Department.

#### **Custodial Staff**

- Custodial Staff have all been trained by the District Nurse on the specific symptoms of COVID-19
- Custodial Staff have been trained on proper cleaning techniques
- Custodial Staff have been provided proper PPE
  - Masks
  - Gloves
  - Face Shields
  - Hand Sanitizers
- Custodial Supplies include all products approved for use against COVID -19. The products are in line with those listed on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2
- Custodial Staff have been directed to follow all product instructions
- Custodial Schedules have been arranged to clean all bathrooms 4 times a day and all common areas multiple times a day. Classrooms are cleaned once a day
- All classrooms will be disinfected nightly including but not limited to desks, tables, chairs, counters, doorknobs, desk shields and trashcan
- Health rooms will be thoroughly cleaned and disinfected after any student/staff with symptoms of COVID-19 has been in there. They will not be used again until the disinfection process has been completed
- Foggers (6) have been ordered for global cleaning of classrooms and buses

#### **HVAC Systems**

The District has ordered and will have installed the GPS Bipolar Ionization Filtration systems. Every classroom, office, common room etc. will have the system installed. The GPS Bipolar Ionization Filtration System filters and kills 99.4% of all viruses including COVID – 19

### **Certificated/Classified Staff**

- Certificated and Classified Staff have been provided proper PPE
  - Masks
  - Gloves
  - Face Shields
  - Hand Sanitizers
- Staff will have been educated on how to properly clean equipment such as one to one devices, desks, doorknobs, etc. between cohorts
- Staff will ensure students will not share desks, equipment or supplies on any given day. Any and all items that could be shared will be cleaned and disinfected between groups of children using the item
- Outdoor education set up will be prioritized as often as feasible
- All staff will be masked in the classrooms and common areas

### **Transportation**

- Buses will be cleaned and disinfected as soon as all students exit the bus
- Handrails, seats and windows will be cleaned and disinfected
- As much as feasible drivers will use the same bus each day in the morning and afternoon
- Social Distancing on a bus is not possible so all riders and drivers will be required to wear a mask
- Windows on the buses will be opened to bring in as much fresh air as possible. This may mean it is cold at times or warm at times

## **2. Cohorting:**

- To minimize the number of contacts students and staff are exposed to on a daily basis, students will be placed in the same grouping each day.
- Transitions will be minimal and should only be for those students requiring a specialized service such as Special Education or EL
- Recess and PE should be scheduled daily and should be set up in such a way that groups outside are limited to their cohorts only
- Breakfast/Lunch will be delivered and eaten in the classrooms. All students will be encouraged to eat the school breakfast and lunches
- Students will be served in small cohorts assigned to a specific desk
- Students will be 6 feet apart
- Students will be required to wear masks in 3<sup>rd</sup> grade and above and will be highly advised to wear a mask in grades TK – 2<sup>nd</sup>

### **3. Entrance, Egress and Movement Within the School:**

- School Campuses will not be open to visitors and parent access will be limited to emergencies only
- Any student, parents, caregiver, staff member showing symptoms of COVID – 19 will be excluded from campus and sent home immediately
- An isolation health room has been set up at each site for any person exhibiting signs of COVID – 19
- Cohorts of students will be assigned a timeframe for arrival and departure and will enter and exit at those times
- Cohorts will be assigned specific entry points for school access
- Students will report directly to their specific classrooms upon arrival at the site. No playground will be open at unscheduled times
- Parents will be instructed and encouraged to remain in their vehicles and drop off students in the designated drop off zones only
- Recesses, PE and Breaks will be staggered to avoid congestion of the grounds and bathrooms
- Signs will be on campuses reminding students to social distance
- Restroom signs will be posted to:
- Limit entry of students to one at a time
- Limit the entry to the bathroom assigned to the classroom
  - Indicate where to wait
  - Remind students/staff to wash their hands and wear their masks
- Students will be reminded daily that they should avoid close contact or mixing with other students not in their specific classrooms

### **4. Face Coverings and Other Essential Protective Gear**

- All students in TK through 2<sup>nd</sup> Grades will be strongly recommended to wear masks per the CDPH guidelines. If the student cannot wear a mask they will be encouraged to wear a face shield.
- All students in 3<sup>rd</sup> through 5<sup>th</sup> Grades will be required to wear facial coverings per CDPH guidelines
- Students have all been provided a desk partition that will help add an additional barrier from other students. They are to be behind the partitions whenever they are at their desks
- All staff will be required to wear facial coverings during the following times
  - While entering and exiting campus
  - While on School Grounds, except when eating or drinking
  - Anytime they are going to be within 6 feet of a student or other staff member
  - While on a school bus
  - When in any common area



- Cafeteria workers, health care staff and classified staff engaged in deep cleaning and disinfecting shall wear all required Personal Protective Equipment (PPE)
- All sites have provided PPE to all staff and will have available back up masks in the event a staff member has forgotten theirs
- Students are encouraged to have their own cloth mask daily but sites will have a supply of disposable masks for students that are unable to provide their own.
- In 3<sup>rd</sup> through 5<sup>th</sup> grade and for all staff – Failure to wear the mandatory facial coverings on campus shall result in exclusion from the campus

## **5. Health Screenings for Students and Staff**

### **Students**

- Passive Screening will be used for students riding the bus and for entering the campuses. Parents will be provided with a COVID – 19 Symptoms Checklist and instructed to screen their child daily before leaving the home for school. Screening should include checking their child's temperature to ensure temperature is below 100.4 degrees
- Parents will be instructed to keep their child home if they have symptoms consistent with COVID – 19 or if they have been in close contact with a person diagnosed with COVID – 19.
- Students in close contact with a person diagnosed with COVID – 19 will need to quarantine for 14 days
- Teachers will be provided a touchless thermometer to check the temperatures of students if they see or suspect the student has symptoms consistent with COVID – 19
- Bus Drivers will be provided touchless thermometers to check the temperatures of students if they see or suspect the student has symptoms consistent with COVID – 19. No student will be left at a bus stop if the parent is not present
- Any student that has a temperature of 100.4 or higher or displays symptoms of COVID – 19 will be isolated at the site in the identified isolation room and parents will be contacted to pick up the student immediately and COVID – 19 testing will be recommended

### **Staff**

- Passive Screening will be used for staff entering campus
- Staff has been provided with a COVID – 19 Symptoms Checklist and instructed to self-screen daily before leaving their home for work
- Screening protocols include staff taking their temperature to ensure temperature is below 100.4 degrees

- Staff has been instructed to stay home if they have symptoms consistent with COVID – 19 and we recommend testing
- Staff will begin to self-quarantine if they have been in close contact with a person that has been diagnosed with COVID – 19 and we will recommend testing

## **6. Heathy Hygiene Practices**

- All sites will implement routines the ensure personal health and safety practices including:
  - All students wash their hands upon entering campus
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands after using the restroom
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands before and after eating
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands when entering the office or classrooms
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands after taking off or putting on their mask/face covering
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands after exposure to high touch areas
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands before and after sharing PE equipment/balls
  - Students/staff will be instructed and reminded to wash and/or sanitize their hands before and after each task when preparing food in any class or in the cafeteria
- Classes will use video and print reminders on instruction for students in handwashing and other hygiene practices
- All staff were required to participate in the training provided to them by the District Nurse regarding COVID – 19
- All staff are required to complete the mandated annual training on Safe School Training

## **7. Identification and Tracing Contacts**

### **Identification**

- If a student or staff member shows any signs related to COVID – 19 while at school the following will be implemented:
  - Student will be sent to the isolation room on campus immediately. Teacher will notify office that student is on his/her way and has symptoms. If student needs assistance to isolation area, nurse or health aide will escort them to the isolation area.

- Nurse or Health Aide will take the students temperature and check the symptoms
- If student has symptoms or a temperature they will remain in the isolation room and the parent will be contacted for immediate pick up and recommended for COVID Testing
- The Nurse or Heath Aide will follow up later in the day to see how the students is doing and to see if they went in for testing
- If a student or staff member has close contact with a confirmed COVID – 19 case the following will be implemented:
  - Student will be immediately sent to the isolation room on campus and sent home and testing will be recommended at day 5 - 8
  - Student will need to remain home and in self-quarantine for 14 days from the last close contact to the positive case
  - Staff will be sent home immediately and recommended to for testing
  - Staff will need to remain home on self-quarantine for 14 days from the last close contact to the positive case
  - Quarantine is 14 days from the last exposure to the positive case
  - Nurse or Health Aide will follow up with student or staff to make sure the 14-day quarantine is understood and calculated
- If a student or staff member has a confirmed case of COVID – 19 the following will be implemented:
  - Local Health Department will be notified by our District Nurse
  - Student or staff member will be excluded from school/work for 10 days from symptom onset if they have had 24 hours of no fever without the use of fever reducing medicine and symptoms have improved. If asymptomatic, 10 days from test date as long as no symptoms have been present.
  - Health Department or District Nurse will work directly with the infected individual for contract tracing
  - School staff will identify contacts at the school that they were within 6 feet for more than 15 minutes. Those individuals will be excluded and quarantined for 14 days after the last date close contact
  - We will recommend testing for all close contacts
  - We will isolate areas were the infected individual spent significant amount of time. We will wait 24 hours and then clean and disinfect the area where the COVID-19 positive individual spent significant time
  - If a teacher has a confirmed case it is likely that all students in that teachers' class will be sent home for the 14-day isolation period and the teacher will provide distance learning to his/her class

## **Tracing of Contacts**

- The Wheatland School District has identified and had three staff members trained to serve as COVID-19 tracers
- The three trained individuals will be in charge of all district wide COVID-19 tracing
- All three were trained by Dr. Homer Rice from the Bi-County Public Health Department on contract tracing protocols
- The District Nurse is the lead tracer and our Liaison
  - She will manage and support all tracing
  - She will notify the exposed individuals
  - She will keep the Superintendent informed
  - She will create and maintain a database of exposed students and staff
  - She will be the one that stays in contact with the local health department

## **8. Physical Distancing**

- The following will be implemented in order to maximize physical distancing at our school sites:
  - Smaller Cohorts of students will be implemented to minimize the mixing of student groups and maximize physical distancing
  - Outdoor time will be assigned times and areas for to make sure there is no mixing of cohorts
  - Playground equipment will be closed so no sharing will take place
  - Increased Supervision will be implemented to increase the monitoring of the physical distancing
  - Breakfast and lunches will be served and eaten off campus
  - Library Books will be delivered to the rooms and no classes will enter the library
  - Arriving times will be staggered so that students arrive and leave in smaller groups as to not clog the campus and keep students from being in each other's space
  - Desk Configuration will be set up to allow six feet of physical distance between students (ex: AM students using odd numbered desks and PM students even number desks)
  - Desk Partitions will be supplied and used by all students to keep them within their own desk space
- The following will be implemented for Transportation:
  - Students with Disabilities will be transported per their IEP
  - Students living by the lake, in Smartsville, the country run and others needing transportation due to the distance from school will

be transported as necessary. Keeping students as far apart as possible on the buses and windows open at all times (weather permitting)

- Students and staff will wear face coverings on the bus at all times unless they have a doctor's note for a known health condition or their disability prevents them from doing so
- Parents will be encouraged to drop their children off and pick them up instead of riding the buses
- Parents will be encouraged to have their child walk to school if they live close to the school
- Siblings will be required to sit together
- Students will be seated from the rear of the bus to the front of the bus to prevent walking past each other
- Students will exit from the front of the bus to the rear of the bus to prevent walking past each other
- Students are not to stand in the aisle while waiting to exit the bus. The driver will indicate which rows can exit and when
- Afternoon School runs home will be loaded based on which students exit the bus. First stops will be at the front of the bus but will load the bus last. Last stops will be at the back of the bus and load first

## **9. Staff Training and Family Education**

### **Staff Training**

- Training has been and will continue to be provided on proper use, removal and washing of cloth face coverings
- Staff have been trained on Symptoms of COVID – 19, what to look for with students and other staff and how to stay as safe as they can during this pandemic
- Staff have participated in mandated workers comp trainings
- Staff have been given protocols and/or charts and flyers on the following areas
  - Physical Distancing of 6 feet
  - Mandatory use of facial coverings
  - Proper Hygiene and hand washing
  - Enhanced sanitation practices
  - Use of symptom screening checklist
  - COVID – 19 Symptoms Checklist

## **Family Education**

- Families will be provided with information and training on the following topics:
  - Proper use of PPE
  - Use of the symptom screening Checklist
  - Transmission prevention
    - Social Distancing
    - Use of Facial Coverings
    - Frequent and adequate handwashing/sanitizing
    - Keeping their child home when they are not feeling well or have any symptoms of COVID-19

## **10. Testing of Students and Staff**

### **Student Testing**

- Students who have COVID–19 symptoms or have been exposed to someone with a confirmed case of COVID–19 will be isolated immediately and sent home. The following recommendations will be made to the parent/guardians:
  - Testing will be recommended through
    - personal health care provider
    - OptumServe No-Cost Testing (888) 634-1123
  - Students will be instructed to self-quarantine for 14 days after they were last exposed to the infected person
  - School based close contacts will be identified and instructed to self-quarantine for 14 days since the last contact and testing will be recommended

### **Staff Testing**

- Staff who have COVID – 19 symptoms or have been exposed to someone with a confirmed case of COVID – 19 will be isolated immediately and sent home. The following recommendations will be made:
  - Testing will be recommended through
    - personal health care provider
    - OptumServe No-Cost Testing (888) 634-1123
  - Staff will be instructed to self-quarantine for 14 days after they were exposed to the infected person
  - School based close contacts will be identified and instructed to self-quarantine for 14 days since the last contact and testing will be recommended

### Staff Testing Periodically

- Currently there is no testing available to do surveillance testing of staff. This would allow the periodic testing of staff for asymptomatic infections. According to the local health department this is not something we can currently do with staff. It is cost prohibitive and finding a lab to do this in our local area is problematic

## **11. Trigger for Switching to Distance Learning**

- The Wheatland School District would switch back to Distance Learning when the following occurs:
  - Schools shall revert back to distance learning when multiple cohorts have cases of five (5) percent of students and staff test positive within a 14-day period
  - The District shall revert back to distance learning when 25 percent or more of our schools have been physically closed due to COVID – 19 within a 14-day period
  - Closure decisions or reverting back to Distance Learning will be made in consultation with the Bi-County Health Officer, but the final decision to revert back to Distance Learning for a school(s) or the District will be made by the District Superintendent and School Board
  - After 14 days of closure, the District will return to in-person instruction with the approval of the Bi-County Health Officer

## **12. Communication Plan**

The District Superintendent will be open and honest in the communication with the families and staff about the cases and exposures at the schools. This will be done with all privacy requirements such as FERPA and HIPAA. The District will make sure that when sharing needed information that the individual names are not used.

## **13. School Website URL**

<https://www.wheatlandsd.com/>

**Revised 9/30/2020**

## **WELCOME BACK**

### **School Structure Model for the 2020-21 School Year under the Waiver or the Red Tier**

*These plans are based on the knowns at the time of this revision and could change based on future information from the State or County*

#### **Option #1 – TK – 5<sup>th</sup> Grade (Under the Waiver & when Yuba County moves to Red Tier)**

- Monday will remain a Distance Learning Day with Intervention Time
  - Distance Learning on Zoom or Google Meet – 8:00am to 9:00am
  - Optional intervention schedules set up by classroom teacher as needed
  - Independent Learning for students using teacher driven assignments
- Tuesday through Friday AM/PM School will take place with students on campuses. This schedule will allow for required social distancing in the classrooms
  - AM Classes – 8:00am to 11:00am – ½ the students will be assigned AM Schedule
  - PM Classes – 12:00pm to 3:00pm – ½ the students will be assigned PM Schedule
  - Independent Learning for students using teacher driven assignments

#### **Options #1A – 6<sup>th</sup> – 8<sup>th</sup> Grade (Not until Yuba County moves to the Red Tier for 2 weeks)**

- Monday will remain a Distance Learning day with intervention time
  - Distance Learning on Zoom or Google Meet – 8:00am to 9:00am
  - Optional Intervention schedules set up by classroom teacher as needed
  - Independent Learning for students using teacher driven assignments
- Tuesday through Friday AM/PM School will take place with students on campuses. This schedule will allow for required social distancing in the classrooms
  - AM students on campus classes – 8:00am to 11:00am – ½ the students will be assigned AM schedule – Math, Social Science and Science
  - PM students on campus classes – 12:00pm to 3:00pm – ½ the students will be assigned PM schedule – Math, Social Science and Science
  - AM students Distance Learning for Language Arts, PE and Elective – 12:00pm to 3:00pm
  - PM students Distance Learning for Language Arts, PE and Elective – 8:00am to 11:00am



## Revised 9/30/2020

### Option #2 – Home Based Independent Study

- The families that choose not to enroll in the in-school model may be given the opportunity to enroll their children in our Home-Based Independent Study Program (Pending Space Availability)
- This model will not end when state/local clearance allows for regular full day instruction
- Students currently enrolled in the District's HBIS school will be given first priority to stay in the HBIS program. If they choose to return to Option 1 they will be moved and the open spot will become available for those requesting to not return to in class schooling
- HBIS is technology-based lessons to access at family convenience. The daily commitment is approximately 3 hours per day
- Students will be required to meet either in person or virtually with the Home-based Independent Study staff daily

**Preschool Plans** – Preschool will be in school from 8:30 – 11:30am. Parents must sign in and sign out using the book provided. This signing must be done outside. Parents are not to enter the classrooms and are to wear a mask when dropping/picking up at door. Distance learning for preschool will not be an option at this time.

### TIMELINE

#### **August 31, 2020**

First day of instruction through Distance Learning

#### **October 1, 2020**

Waiver was applied for through Yuba Sutter Health Department

#### **October 19, 2020**

Anticipated First Day of New Reopening Plan

#### **October 20, 2020**

Anticipated First Day TK – 5<sup>th</sup> grade students return to in-class instruction

#### **TBD**

First Day 6<sup>th</sup> - 8<sup>th</sup> grade Students will be back on campus

#### **District Calendar**

See District Calendar for Holidays and other specific dates

## **Teachers Survey Results including Special Ed Teachers/Speech**

### **Wheatland Elem**

AM/PM Model = 10

A/B Model = 3

### **Bear River**

AM/PM Model = 6

A/B Model = 18

### **Lone Tree/WCA**

AM/PM Model = 16

A/B Model = 3

### **Total for All Teachers**

AM/PM Model = 32

A/B Model = 24

# WSD Survey for Hybrid Model Considerations - Staff Input

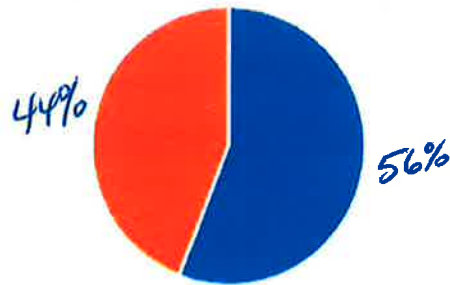
**102**  
Responses

**104:28**  
Average time to complete

**Closed**  
Status

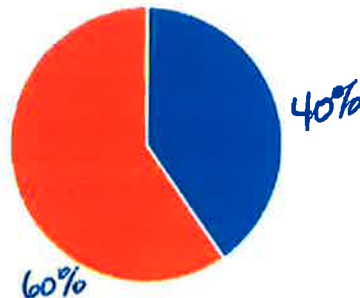
1. AM/PM Model: \* A group of students attends school for 3 hours in the morning, leaves for the day and does not have teacher led distance learning requirements for the rest of the day. A group of students attends school for 3 hours in the afternoon, leaves for the day and does not have teacher led distance learning requirements for the rest of the day. \* Students will have teacher assigned independent work and traditional homework requirements. \* Administration would make a concentrated effort to keep families on the same schedule, however, there will be situations where students in the same family are not on the same schedule. \* Lunch and breakfast for the next day would be handed to students upon exit. \* After school program would not be in operation. \* Teacher hours on site would be 7:45 a.m. - 3:15 p.m. all school days with 30 minutes for planning and 30 minute duty free lunch midday. \* Instruction will be onsite and not distance learning.

- I would prefer this model. 57 - 56%
- I would not prefer this model. 45 - 44%



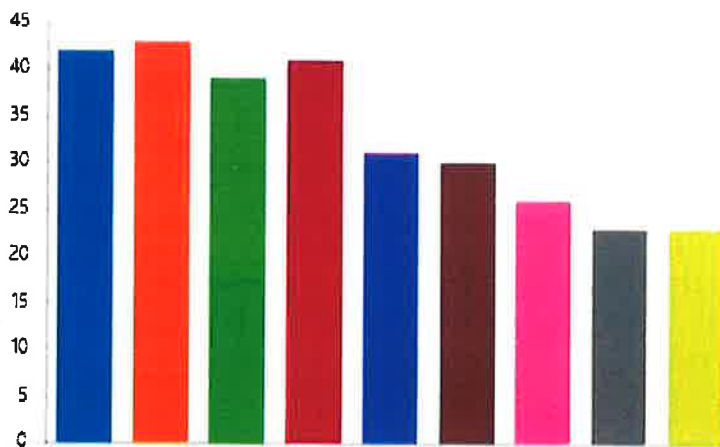
2. A/B Model: \* Students would attend school for 5 hours per day, two days per week. \* Students would be assigned a group and attend two scheduled days (i.e. T/TH and W/F). \* All students are on distance learning on Mondays. All students are on distance learning for their offsite days. \* The offsite instruction days would include a requirement for students to be active in their Google Classroom. \* The offsite instruction days would include 1 hour of interactive check in/lesson (Zoom/Meet) between the teacher and students who were not onsite to ensure the daily contact. This would be a 1 hour Zoom/Meet T-F. \* Administration would make a concentrated effort to keep families on the same schedule, however, there will be situations where students in the same family are not on the same schedule. \* Lunch would be provided within the 5 hour schedule and breakfast for the next day would be handed to students upon exit. \* After school program would not be in operation. \* Teacher hours on site would be 7:45 a.m. - 3:15 p.m. all school days with 30 minute duty free lunch. \* Instruction will be a combination of onsite and distance learning.

- I would prefer this model. 41 - 40%
- I would not prefer this model. 61 - 60%



3. Grade levels I teach/work with (mark all that apply)

- TK-K 42
- 1st 43
- 2nd 39
- 3rd 41
- 4th 31
- 5th 30
- 6th 26
- 7th 23
- 8th 23



**Parent Information (parents can say yes to both or no to both)**

Percent on AM/PM – Yes = 77% No = 23%

Percent on A/B – Yes = 36% No = 64%

**Grade Levels Numbers**

**TK/K**

AM/PM Model = 136

A/B Model = 49

**1<sup>st</sup> Grade**

AM/PM Model = 124

A/B Model = 49

**2<sup>nd</sup> Grade**

AM/PM Model = 90

A/B Model = 45

**3<sup>rd</sup> Grade**

AM/PM Model = 97

A/B Model = 50

**4<sup>th</sup> Grade**

AM/PM Model = 101

A/B Model = 32

**5<sup>th</sup> Grade**

AM/PM Model = 69

A/B Model = 27

**6<sup>th</sup> Grade**

AM/PM Model = 73

A/B Model = 37

**7<sup>th</sup> Grade**

AM/PM Model = 63

A/B Model = 34

**8<sup>th</sup> Grade**

AM/PM Model = 61

A/B Model = 38

**# of Students to stay on DL or HBIS**

101

# WSD Survey for Hybrid Model Considerations - Parent Input

710

Responses

10:59

Average time to complete

Closed

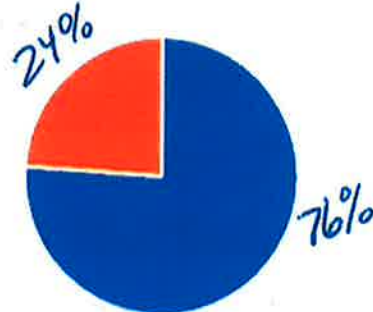
Status



Ideas

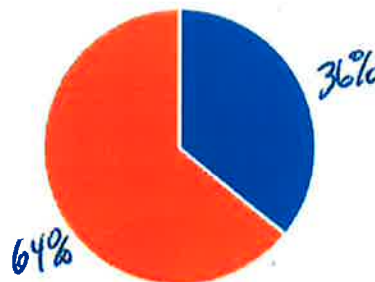
1. AM/PM Model: \* Your child(ren) would attend school on campus for approximately 3 hours Monday through Friday and would be assigned to either the morning or afternoon class. \* Your child(ren) would have NO distance learning requirements for the rest of the day. \* Your child(ren) would have independent work and traditional homework requirements. \* Administration would make a concentrated effort to keep families on the same schedule, however, there will be situations where students in the same family are not on the same schedule. \* Lunch and breakfast for the next day would be a grab and go to students upon exit. \* After school program would not be in operation. \* Busing is available for in-district students with routes to be determined but will follow similar routes as in the past. This may change once grades 6-8 returns.

- This option would be a good f... 540 - 76%
- This option would not be a go... 170 - 24%



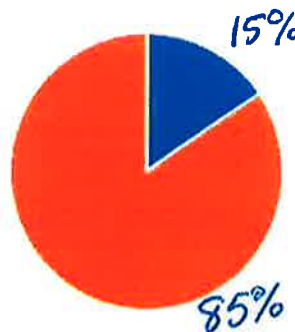
2. A/B Model: \* Your child(ren) would attend school on campus for approximately 4 hours per day/two days per week. \* Your child(ren) would be on regular distance learning on one day per week with required attendance. \* Your child(ren) would be on distance learning for only 1 hour on their off campus days with required attendance. This distance learning would take place after the live instruction of the opposite group. \* Administration would make a concentrated effort to keep families on the same schedule, however, there will be situations where students in the same family are not on the same schedule. \* Lunch and breakfast for the their on campus day and the next day would be provided with a grab and go to students upon exit. \* After school program would not be in operation. \* Busing is available for in-district students with routes to be determined but will follow similar routes as in the past. This may change once grades 6-8 returns.

- This option would be a good f... 254 36%
- This option would not be a go... 456 64%



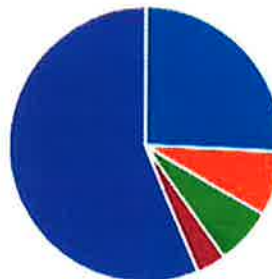
3. Neither hybrid model works for our family. We would prefer to remain on a full distance learning model.

- Yes 110 - 15%
- No 600 - 85%



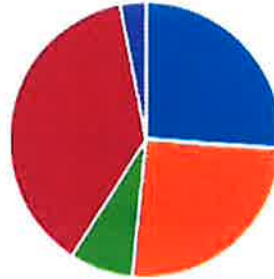
4. Please mark all that apply to your family:

- We have children in elementar... 214
- We have children in elementar... 64
- We are a family who is enrole... 56
- We are a family who is enrole... 29
- I will be transporting my child(... 471



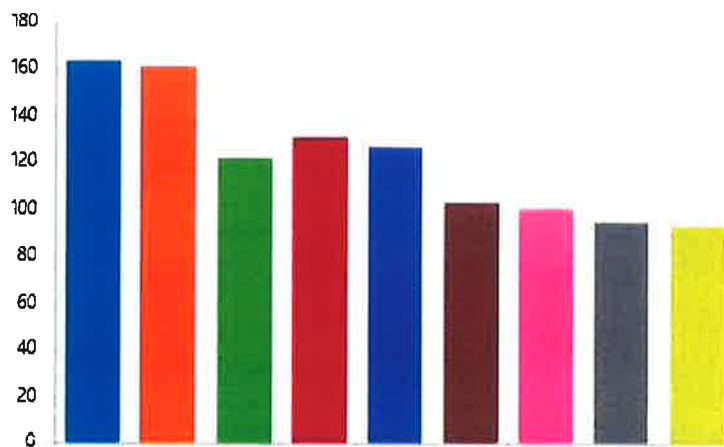
### 5. School(s) your child(ren) attend - mark all that apply

- Wheatland Elementary School 235
- Lone Tree 231
- Wheatland Charter Academy 68
- Bear River 341
- WSD Home Based Independe... 28



### 6. Grade Level(s) of your child(ren) - mark all that apply

- TK-K 164
- 1st 161
- 2nd 122
- 3rd 131
- 4th 127
- 5th 103
- 6th 101
- 7th 95
- 8th 93



### 7. Comments (optional):

**244**  
Responses

Latest Responses

*"IF this is implemented. I'd like to request my child attend class on Mo..."*

### 8. Your First and Last Name

**710**  
Responses

Latest Responses

*"Jessica Flowers"*

*"Jessica Flowers"*

*"Michelle Huger-Lee"*