



**COVID-19 SAFETY PLAN
2020-2021
DRAFT**

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

***Pending State and County approval of the plan and associated funding required to implement the plan.**

COVID-19 Prevention Program (CPP) for Riverside Unified School District

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

Date: January 25, 2021

Authority and Responsibility

The Director of Risk Management 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.

Employee participation

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

- Participating on the Site Safety Teams on each campus or district site.

Employee screening

We screen our employees by:

- Requiring self-monitoring of temperatures on a daily basis; if an employee has a fever of 100 degrees Fahrenheit or greater, the employee is to contact their supervisor and stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if an employee has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to contact their supervisor and stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19,

such as acute respiratory symptoms or a fever, the company will do the following:

- Personnel may provide resources including how to seek medical care information;
- RUSD will send an employee home that is exhibiting any symptoms and Personnel will provide the employee information on how long the employee would refrain from coming to any district locations and any leave benefits the employee may be entitled to.
- If informed that an employee tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide the company with further guidance. Information may include but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work.
 - Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

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:

- Hazards observed or discovered by any means (site inspections, accident investigations, or casual observation) shall be reported to the site administrator.
- The site administrator shall input a work order request to Maintenance and Operations for correction of hazardous conditions, identifying the work order as "safety priority."
- Maintenance shall conduct the requested hazard abatement and notify the site administrator when completed, and records of these corrections are kept in the work order system.
- With respect to hazardous practices or procedures, the site administrator shall communicate with the parties involved to bring about a resolution (elimination or alteration of the unsafe practice).
- If the best method for correcting the hazardous condition or practice is not apparent or obvious, the site administrator should contact Risk Management Safety Technician for an appraisal and recommendation.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Control of COVID-19 Hazards

Physical Distancing

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

- Reducing the number of persons in an area at one time, including visitors.
- Posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered break times.

- Adjusted work processes or procedures, to allow greater distance between employees.
- Added desk partitions and sneeze guards to provide barriers.

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.

Employees and visitors are provided disposable face coverings if they do not have one. Additional face coverings may be ordered through the Digital Storefront. Managers and site administrators are responsible for ensuring employees and visitors are following face covering practices.

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.

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:

Each work area has been assessed and any area where we cannot maintain at least six feet between individuals desk partitions and sneeze guards have been installed.

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

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.
- Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.]
- HVAC and Outside Air: Maximize the amount of fresh air brought in by the HVAC systems (minimum of 3 air exchanges per hour) and ensure ventilation is running at least 30 minutes prior to building occupancy.

- **Systems Maintenance:** Regular preventive maintenance is performed that includes cleaning of both condensing and evaporator coils, as well as checking and replacing air filters and filtration systems to ensure optimal air quality quarterly.

Cleaning and disinfecting

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

- RUSD has established routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

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

When Maintenance and Operations is notified of a confirmed case and a work area requires cleaning and disinfections, the following three step decontamination process will be used.

1. Clean / wipe all high touchpoint areas & any soiled surfaces with E23 Neutral Cleaner / Disinfectant accompanied by a microfiber towel. High touchpoint areas include but are not limited to: Door knobs/handles, push bars, Light switches, Countertops, Faucet handles, Soap and towel dispensers, Keyboards, telephones, copiers, Desks, chairs, Handrails, Sneeze shields.
2. Clean and Extract carpeted surfaces with truck mount carpet extractor. Carpets are pretreated with "Clean" solution and then rinsed with plain water heated to 200 degrees fahrenheit and extracted thoroughly.
3. Spray and treat all affected areas with the Clorox Total 360 Electrostatic Disinfectant Sprayer or Victory Backpack Electrostatic Sprayer.

Once the process has been completed, it is the responsibility of the Custodial Operations Supervisor(s) to create a Covid Response Report that documents the situation and explains the decontamination process at the described location. Report is then sent to the Director of Maintenance, Operations and Transportation, Assistant Director of Grounds/Custodial and school administrators.

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 wiping them with disinfecting wipes.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluated hand washing facilities.
- Encourage and allow time for employee handwashing.

- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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.

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.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **RUSD COVID Notification form** completed by the contact tracing registered nurses.

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

- Notified via email with available testing information as well as leave information including:

Policies

RUSD has policies and employee contract provisions regarding COVID-19 related benefits to which employees may be entitled to, including, but not limited to, *Family Medical Leave Act/California Family Rights Act Leave*, workers' compensation, and personal leave rights. RUSD policies may be found [here](#). The most relevant policies are in the 4000 – *Personnel*, series.

Leaves

Information on leaves, identified in article XVI the RCTA Collective Bargaining Agreement are available [here](#) and in article VII in the CSEA Collective Bargaining Agreement available [here](#). If employees wish to take an applicable leave of absence, they should contact their immediate supervisor, or otherwise follow the District's normal leave of absence procedures.

RUSD has policies protecting employees from discrimination, harassment, and retaliation (see BP and AR 4030, *Nondiscrimination in Employment*). These policies continue to apply during the COVID-19 pandemic. Under federal and state laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

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:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor.
- Employees can report symptoms and hazards without fear of reprisal. RUSD has policies protecting employees from discrimination, harassment, and retaliation (see BP and AR 4030, *Nondiscrimination in Employment*). These policies continue to apply during the COVID-19 pandemic. Under federal and state laws, employers are prohibited from discriminating and/or retaliating in any

way against employees who have been potentially exposed to or diagnosed with COVID-19.

- 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.
- 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 via email notification.
- Information about COVID-19 hazards employees (including other employees 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.

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.

COVID-19 Training Roster from our professional learning platform 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 RUSD policies and employee contract provisions regarding COVID-19 related benefits to which employees may be entitled to, including, but not limited to, *Family Medical Leave Act/California Family Rights Act Leave*, workers' compensation, and personal leave rights. RUSD policies may be found [here](#).
- 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 RUSD Contact Tracing Notification 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.

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.
-

[Type Title of owner or top management representative formally approving the program and have them sign and date]

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			
Gowns			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

(This is completed in the RUSD Technology Services COVID-19 Data Collection website by RUSD contact tracing registered nurses)

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: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name and ID :		Position: Unit Member Status:	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date the COVID-19 case was last present in the workplace:		Date tested positive:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
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):			

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to the CPP if a workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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.
 - [describe other applicable controls].

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 will need to be added to the CPP should a workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

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**.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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

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

K12csp@cdph.ca.gov

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

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

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

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

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

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

Please provide specific information regarding:

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

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

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

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

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

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

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

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

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

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

Maximum: _____ feet

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

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

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

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

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

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

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

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

Riverside Unified School District

School Terms and Attendance

Site Name	Address	Phone
John Adams Elementary	8362 Colorado Ave., Riverside, CA 92504	(951) 352-6709
Louisa May Alcott Elementary	2433 Central Ave., Riverside, CA 92506	(951) 788-7451
Patricia Beatty Elementary	4261 Latham Ave., Riverside, CA 92501	(951) 276-2070
Bryant Elementary	4324 Third St., Riverside, CA 92501	(951) 788-7453
Castle View Elementary	6201 Shaker Dr., Riverside, CA 92506	(951) 788-7460
Emerson Elementary	4660 Ottawa Ave., Riverside, CA 92507	(951) 788-7462
Benjamin Franklin Elementary	19661 Orange Terrace Pkwy., Riverside, CA 92508	(951) 571-6502
Fremont Elementary	1925 Orange St., Riverside, CA 92501	(951) 788-7466
Harrison Elementary	2901 Harrison St., Riverside, CA 92503	(951) 352-6712
Hawthorne Elementary	2700 Irving St., Riverside, CA 92504	(951) 352-6716
Highgrove Elementary	690 Center St., Riverside, CA 92507	(951)788-7296
Highland Elementary	700 Highlander Dr., Riverside, CA 92507	(951) 788-7292
Andrew Jackson Elementary	4585 Jackson St., Riverside, CA 92503	(951) 352-8211
Thomas Jefferson Elementary	4285 Jefferson St., Riverside, CA 92504	(951) 352-8218
John F. Kennedy Elementary	19125 Schoolhouse Ln., Riverside, CA 92508	(951) 789-7570
Lake Mathews Elementary	12252 Blackburn Rd., Riverside, CA 92503	(951) 352- 5520
Liberty Elementary	9631 Hayes St., Riverside, CA 92503	(951) 352-8225
Longfellow Elementary	3610 Eucalyptus Ave., Riverside, CA 92507	(951) 788-7335
Longfellow Elementary @ Lincoln HS site*	4341 Victoria Ave., Riverside, CA 92507	(951) 788-7371
Madison Elementary	3635 Madison St.,Riverside, CA 92504	(951) 352-8236
Magnolia Elementary	3975 Maplewood Pl., Riverside, CA 92506	(951) 788-7274
Mark Twain Elementary	19411 Krameria Ave. ,Riverside, CA 92508	(951) 789-8170
Monroe Elementary	8535 Garfield Ave., Riverside, CA 92504	(951) 352-8241
Mt. View Elementary	6180 Streeter Ave., Riverside, CA 92504	(951) 788-7433
Site Name	Address	Phone
Pachappa Elementary	6200 Riverside Ave., Riverside, CA 92506	(951) 788-7355
Thomas Rivera Elementary	20440 Red Poppy Ln., Riverside, CA 92508	(951) 697-5757
William Howard Taft Elementary	959 Mission Grove Pkwy. North, Riverside, CA 92506	(951) 776-3018

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

Victoria Elementary	2910 Arlington Ave., Riverside, CA 92506	(951) 788-7305
George Washington Elementary	2760 Jane St., Riverside, CA 92506	(951) 788-7305
Woodcrest Elementary	16940 Krameria, Riverside, CA 92504	(951) 776-4122

* In the event of construction at Longfellow Elementary, students and staff may temporarily be moved to Lincoln High School campus.

Enrollment

School	PK	TK	K	1	2	3	4	5	6
John Adams Elementary	22	12	42	41	27	40	42	37	40
Louisa May Alcott Elementary	0	8	48	50	55	68	57	64	66
Patricia Beatty Elementary	32	10	28	43	29	40	47	38	33
Bryant Elementary	0	6	26	41	24	28	31	38	33
Castle View Elementary	15	15	36	52	65	57	47	48	58
Emerson Elementary	23	10	36	51	35	55	60	44	40
Benjamin Franklin Elementary	1	13	71	75	83	64	99	187	89
Fremont Elementary	8	11	50	35	44	40	50	22	42
Harrison Elementary	30	2	30	41	31	32	34	32	37
Hawthorne Elementary	33	9	54	45	49	58	45	42	44
Highgrove Elementary	28	9	61	52	55	59	60	48	55
Highland Elementary	26	7	40	47	46	52	68	49	52
Andrew Jackson Elementary	16	9	61	77	46	53	53	58	52
Thomas Jefferson Elementary	54	13	70	65	73	70	83	75	76
John F. Kennedy Elementary	7	11	88	84	83	67	103	86	99
Lake Mathews Elementary	0	17	72	64	70	79	74	79	75
Liberty Elementary	22	6	29	53	45	45	39	48	40
Longfellow Elementary	30	10	49	43	56	44	42	43	38
Longfellow Elementary @ Lincoln HS site*	30	10	49	43	56	44	42	43	38
School	PK	TK	K	1	2	3	4	5	6
Madison Elementary	13	8	35	43	48	44	37	57	54
Magnolia Elementary	17	6	39	51	46	39	63	45	57
Mark Twain Elementary	2	21	86	90	89	94	101	88	102
Monroe Elementary	28	8	41	38	48	44	58	37	45
Mt. View Elementary	42	8	65	57	61	47	62	42	48
Pachappa Elementary	30	11	58	46	46	60	61	40	55

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

Thomas Rivera Elementary	14	12	64	67	75	58	78	55	83
William Howard Taft Elementary	2	12	36	45	46	45	45	47	56
Victoria Elementary	2	5	37	42	41	40	55	48	61
George Washington Elementary	0	9	48	59	60	75	70	73	69
Woodcrest Elementary	4	10	49	50	55	56	47	57	57

* In the event of construction at Longfellow Elementary, students and staff may temporarily be moved to Lincoln High School campus.

Staff

School	Staff On Campus
John Adams Elementary	50
Louisa May Alcott Elementary	58
Patricia Beatty Elementary	48
Bryant Elementary	39
Castle View Elementary	55
Emerson Elementary	55
Benjamin Franklin Elementary	78
Fremont Elementary	62
Harrison Elementary	69
Hawthorne Elementary	74

School	Staff On Campus
Highgrove Elementary	70
Highland Elementary	63
Andrew Jackson Elementary	70
Thomas Jefferson Elementary	60
John F. Kennedy Elementary	63
Lake Mathews Elementary	64
Liberty Elementary	62
Longfellow Elementary	67
Longfellow Elem @ Lincoln HS*	102
Madison Elementary	50

School	Staff On Campus
Magnolia Elementary	58
Mark Twain Elementary	76
Monroe Elementary	63
Mt. View Elementary	70
Pachappa Elementary	56
Thomas Rivera Elementary	45
William Howard Taft Elementary	55
Victoria Elementary	55
George Washington Elementary	49

* In the event of construction at Longfellow Elementary, students and staff may temporarily be moved to Lincoln High School campus.

Cleaning and Disinfection:

Cleaning Frequency: Cleaning and disinfecting schedules have been established in order to avoid both under- and over-use of cleaning products.

- Classrooms will be cleaned and sanitized daily, including student and staff sneeze guards.
- All bathrooms will be cleaned and sanitized daily by night custodial staff.
- Daytime custodial staff are scheduled to service and spot clean restrooms twice a day.
- Frequently Touched Surfaces: All spaces will be cleaned daily by custodial staff and high touch areas will be sanitized up to 3 times per day.
- Electrostatic disinfection technology will be used for daily sanitization of classrooms.
- Extra attention will be given to high-touch surfaces.
- High-touch surfaces in the school include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs
- Best Time to Clean: Primary cleaning will be performed when children are not present in order to limit their exposure to fumes and/or cleaning materials. Areas will be thoroughly ventilated before staff and children arrive each day.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

- Lunch tables, benches, and other shared surfaces will be cleaned between use.
- Buses will be cleaned between routes.
- Classrooms and offices will be cleaned daily.

Cohorting

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts. Students have been assigned to a group to reduce the number of students on campus and in classrooms at one time to promote social distancing. Each group is approximately 50% of the student population. Classes are divided in half between groups as closely as possible. Group A will physically attend school on Tuesdays (in phase 2) and Mondays and Tuesdays (in phase 3 of in-person instruction) and Group B will physically attend school on Thursdays (in phase 2) and Thursdays and Fridays (in phase 3 of in-person instruction). Wednesdays will be used for deeper cleaning and sanitization between groups. Within the groups, each class is its own cohort following several parameters to reduce cohorts of students from coming in contact with one another.

- Movement of students and teachers or staff will be minimized as much as practicable. Elementary students will attend recess and eat lunch with their cohort of students, will avoid touching others, and maximize distance from one another.
- Space between desks will be maximized and markings on classroom floors will be used to promote distancing.
- Social distancing will be used to the extent practicable in locations where students assemble, including lunch and recess/stretch breaks. In the classroom, student desks will be a minimum of 4 feet apart and teacher desks will be a minimum of 6 feet apart.
- Services for special education, intervention, and art provided by individuals outside the cohort will be provided virtually.
- Times for arrival, recess, lunch, and dismissal will be staggered to reduce cohorts coming on contact with each other.
- Recess (time slot and location) has been scheduled to allow for only one stable cohort at a time in each designated area.
- Lunch will have designated eating areas, one area per stable cohort within the rotation schedule.
- Lunch recreation will have designated recreational areas, one area per stable cohort within the rotation schedule.

Entrance, Egress, and Movement Within the School:

In order to reduce the number of contacts between individuals within the school, the following procedures will be utilized for moving within the school campus:

- School sites will have designated routes for entry and exit to campus.
- Families will be assigned specific entry/exit gates.
- Entry/exit gates will be staffed by school personnel.
- School sites will use floor markings to designate paths of travel across campus.
- School sites will use floor markings to designate where students stand to maintain social distance.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

- Students will be greeted by site staff at their car upon drop off or in the arrival zone for walkers and directed to floor markers to wait for temperature scanning before entering campus.
- Meetings with families and the public will be conducted by telephone or videoconference.
- Space between desks will be maximized.
- Markings on classroom floors will be used to indicate a safe path of travel.
- Times and locations for arrival, recess, lunch, and dismissal will be staggered to reduce cohorts coming on contact with each other.
- Sites will utilize a protocol to interact safely with parents for students arriving late or leaving early.
- Visitors and volunteers on campus will be restricted.
- Each school site has submitted a map detailing plans for ingress and egress.

Face Coverings and Other Essential Protective Gear:

Student and staff safety will be supported through the use of Personal Protective Equipment (PPE) following California Department of Public Health (CDPH) Guidance, all students and staff (including visitors and vendors) are required to use face coverings:

- When on the bus
- Waiting to enter school and offices
- When on school and district property (except when eating or drinking)
- When leaving school
- Face coverings will be provided to all staff and students
- Face shields will also be provided to staff with specific job specifications and some students with special needs
- Students may bring personal face coverings/neck gaiters following the dress code policy
- Gowns and gloves will be provided for job classifications requiring them
- In order to comply with the California Department of Public Health (CDPH) Guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions
- School sites will have signage posted throughout campus to remind students and staff of healthy hygiene practices, social distancing, and face coverings

Health Screenings for Students and Staff:

Guidelines for self-screening:

- Students and adults are recommended to self-screen for COVID-19 symptoms such as fever, cough, shortness of breath, muscle aches, headache, loss of taste or smell, congestion, sore throat, congestion or runny nose, nausea or vomiting. Anyone experiencing these symptoms should not come to school.
- Student temperatures will be checked upon arrival to campus. Anyone with a fever of 100.4 or higher should not come to school and will be sent home.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

- RUSD has arranged for testing for school site staff at least every two months as per the recommendation of California Department of Public Health (CDPH) guidelines
- School staff includes teachers, paraprofessionals, cafeteria workers, custodians, or any other school employee that may have contact with students or other staff.

Healthy Hygiene Practices:

To maintain and promote healthy hygiene, the following will be implemented:

- Follow Five Steps to Wash Your Hands the Right Way
- Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.
- Follow these five steps every time.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
- Handwashing protocol will be posted at all sinks.
- Stations with hand sanitizer will be placed in areas across campus, including, but not limited to: near lunch areas, entrances to campus, entry to bus, and in classrooms without sinks.
- Use of drinking fountains will be suspended except for the filling of water bottles.
- Students will not share school or personal items and will be provided supplies such as books, pencils, scissors, crayons, etc.

Identification and Tracing of Contacts:

RUSD will follow the California Department of Public Health ([CDPH](#)) guidelines.

When staff is notified of a student or employee testing positive for COVID-19, they shall notify the site or department administrator. The site or district administrator will:

- a. Ensure the student or employee is not at school/work. If they are at school/work, the individual will be isolated and sent home without delay. If there is a medical emergency, 911 will be called immediately.
- b. Notify the Cluster RN immediately. If after hours or on the weekend, the cluster nurse will be notified on their district cell phone or a manager in the Personnel Office will be notified.

Cluster RNs will carry out the following protocol when a student or staff member is identified as having potential COVID-19 symptoms.

- Cluster RN will contact the individual or parents of students to conduct an assessment and recommend testing for COVID-19. The individual or parent will be asked to notify the Cluster RN as soon as COVID-19 test results are received to determine next steps.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

- Cluster RN will be the liaison with RCPH, the District Lead Nurse, and the District Personnel Office.
- Cluster RN will follow up with the individual or parent in 2 or 3 days if they have not contacted the Cluster RN.

Cluster RN will send an email to the following staff ensuring they are aware of an employee exposure:

If Classified Employee	If Certificated Employee
Assistant Superintendent, Pupil Services/SELPA	Assistant Superintendent, Pupil Services/SELPA
Assistant Superintendent, Personnel	Assistant Superintendent, Personnel
Lead Nurse	Lead Nurse
Director, Maintenance, Operations & Transportation	Director, Maintenance, Operations & Transportation
Director, Benefits & Risk Management	Director, Benefits & Risk Management
Director, Classified Personnel	Director, Certificated Personnel
Assistant Director, Classified Personnel	Assistant Director, Certificated Personnel

The Cluster RN will

- Complete the RCDPH intake form
- Complete the RUSD Tracing Form for employees who tested positive which includes:
 - Employee information (first and last name, phone number, position).
 - Where on the school site/work site the individual who tested positive spent time or frequented.
 - The date that the individual tested positive and the people placed on quarantine who will need to be contacted for follow up.
 - The first potential date that the individual who tested positive would be able to return to the school/work site.
 - The first potential date that the persons on quarantine would be able to return to the school/work site.
 - The date and time the person who tested positive and the persons needing to quarantine were contacted, including whether or not they spoke to the person, left a message, or were unable to make contact or leave a message and date and times of follow up attempts.
 - Date the quarantine letter went out to individuals who were placed on quarantine.
 - Date that the notification of a positive case form went out to students/staff at the site.
 - The date that public health was notified.
- Request site cleaning by notifying Maintenance and Operations and indicate what rooms/locations to disinfect.
- Determine the letters that will need to go home to parents if there is a positive case in the classroom or at the school site.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

Physical Distancing:

Students and adults on campus will keep 6 feet of distance between themselves and others to the extent practicable. Several structures will be in place to maintain physical distancing:

- Students will be split into two groups with approximately 50% of students on campus at a time.
- Floor markings will indicate locations to stand to maintain 6 feet of distance.
- Teacher and other staff desks will be at least six feet away from other staff and student desks.
- Every attempt will be made to meet 6 feet between student desks. If it is not possible to accommodate the number of students in the size of the classroom at 6 feet even with dividing the students into two different groups, desks will be spaced at a minimum of 4 feet.
- Desk partitions have been installed on student desks.
- Desks will be arranged all facing forward in a way to minimize face-to-face contact. i.e. all facing forward.
- Lunch areas will be marked with locations to sit that are physically distanced.
- Teachers and students will have plexiglass partitions.
- School sites will have signage posted throughout campus to remind students and staff of healthy hygiene practices, social distancing, and face coverings.
- Alternative spaces will be utilized to increase space and will be assigned to specific cohorts.
- The bus will be loaded from back to front with rows skipped between students to provide physical distancing. The bus will be unloaded front to back.
- Employees will have staggered break schedules to ensure physical distancing in break rooms and will be directed not to congregate.
- Meetings will occur virtually.

Staff Training and Family Education:

Staff will be trained and families will be educated on the application and enforcement of the plan, the signs and symptoms of COVID-19 and healthy hygiene practices to prevent the spread of COVID-19. Staff have completed online trainings through Keenan Safe Schools and the CDC on the following topics related to COVID-19:

- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- What you Need to Know About Handwashing
- Outlines the proper use of antimicrobial products and pesticides

Family members and students have received videos and print materials on the following information:

- CDC information on how to wear and remove a face mask correctly, how to clean and disinfect your home if someone has COVID-19, stopping the spread of germs, symptoms of COVID-19.
- District protocols for self assessment prior to coming to school, entering and exiting campus, temperature scanning, face coverings, physical distancing, hand washing, use of supplies, moving across campus.
- Families receive reminders and updates on social media, via the RUSD website and auto dialers sent out to families.

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

- Posters will be spread throughout all schools and offices to remind about hand washing, social distancing, how to wear a mask and healthy hygiene practices. In addition, site administration will review the plan with their families when they return.

Testing of Students and Staff:

Student temperatures will be checked upon arrival to campus. Anyone with a fever of 100.4 or higher should not come to school and will be sent home.

RUSD will follow the California Department of Public Health ([CDPH](#)) guidelines.

Student or Staff with:	Action
1. COVID-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> Send home Recommend testing (if positive, see #3, if negative, see #4) School/classroom remain open No school community notification
Student or Staff with:	Action
2. Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open Consider school community notification of a known contact
3. Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify Riverside County Public Health. Isolate the case and exclude from school for 10 days from last positive test. Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts and prioritize symptomatic and asymptomatic individuals in primary spaces where case spent significant time. (but will not shorten 14- day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open School community notification of a known case
4. Tests negative after symptoms	<ul style="list-style-type: none"> May return to school after symptoms resolve, if no fever without using fever reducing medication within 24 hours. School/classroom remain open

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Employee and Student Testing

- Once schools are providing in-person instruction, it is required that surveillance testing be implemented based on the local disease trends.
- RUSD has arranged for testing for school site staff and students at least every two weeks as per the recommendation of California Department of Public Health (CDPH) guidelines and every week if the case rate is greater than 14.
- School staff includes teachers, paraprofessionals, cafeteria workers, custodians, or any other school employee that may have contact with students or other staff.

Triggers for Switching to Distance Learning:

RUSD will follow County Public Health Directives for returning to Distance Learning:

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Public Health Officer.
- Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.
- The County Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- A superintendent should close a school district if 25% or more of schools in the district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

Communication Plans:

Student or Staff with:	Communication
1. COVID-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)	No school community notification
Student or Staff with:	Action
2. Close contact with a confirmed COVID-19 case	Consider school community notification of a known contact <ul style="list-style-type: none"> ● Letter sent to those who may have been exposed by

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

	<p style="text-align: center;">Superintendent Designee: District Lead Nurse</p> <ul style="list-style-type: none"> ● COVID-19 Exposure Outside of School Letter Adult/Child
3. Confirmed COVID-19 case infection	<p>School community will be notified of a known case via letter from the district</p> <ul style="list-style-type: none"> ● Letter sent to those who may have been exposed by Superintendent Designee: District Lead Nurse ● COVID-19 School Wide/Site Wide Notification Letter of a Positive Case - sent to school community ● COVID-19 Exposure Outside of School Letter Adult/Child - sent to only those who have been exposed
4. Tests negative after symptoms	<p>No school community notification</p>

Consultation:

The following consultation took place with Labor Organizations:

- Riverside City Teachers Association on October 5, 2020
- California School Employee Association Chapter 506 on October 16, 2020

The following consultation took place with Parent and Community Organizations:

- Parent Teacher Association on December 3, 2020
- District English Learner Advisory Council
- District African American Parent Advisory Council