

# 2019-20 COVID-19 School Guidance Checklist Supporting Documentation



Brawley Union High School District  
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## 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.

Students will be assigned into stable groups to insure that:

- Students stay in the same stable group assigned
- Group sizes determined by the maximum capacity for students in their assigned group's learning spaces while maintaining 3- 6-ft physical distancing between students
- During In-Person class meetings, each stable group should be in a separate room and not mix with other stable groups
- Teachers should remain primarily with one stable group of students, when feasible
- Contact tracing can be effectively implemented

***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?)***

Stable group sizes will vary but will conform to the 6' minimum physical distancing requirements when practicable. Some factors that determine stable group sizes include physical classroom size, layout and student need. At this time, the District is proposing to follow the current California Department of Public Health (CDPH) guidance related to stable groups or cohorts.

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

Students are assigned to a class. Students remain in the classroom with the teacher for the duration of the class period.

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

Elective courses will follow the same guidelines as departmentalized classes.

## 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 stable groups.***

Each site has implemented procedures to support 6-ft physical distancing for staff and students as they enter, exit and move throughout the day, including:

- Identified several entry and exit points for all staff, students and parents.
- Stable groups of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off student(s) at the

designated student drop off zones.

- Parents that need to escort student(s) onto campus and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Placing signs and/or markers to assist with physical distancing, including:
  - “Six Feet Apart” markers where students or staff are required to assemble or wait in line
  - “One Way” markers or arrows to establish single direction flow in hallways and sidewalks
  - Restroom procedures:
    - Limit entry to students from specific classrooms nearby
    - Limit the number of students using it at one time
    - Indicate where to wait in line

## Face Coverings and Other Essential Protective Gear

***How CDPH’s face covering requirements will be satisfied and enforced for staff and students.***

Clean, new face coverings are provided to students and staff. Site and district administration will ensure that it is properly worn by employees/students over the nose and mouth anytime they are on campus (indoor and outdoor), including non-employees, and where required by orders from the California Department of Public Health (CDPH) or the Imperial County Public Health Department.

All staff and students will utilize face coverings as indicated by evolving recommendations from the Center for Disease Control, and the California Department of Public Health and/or the Imperial County Public Health Department.

Staff and students have access to the following Personal Protective Equipment (PPE) at their school site or District Office and may request them as needed:

- Face Masks
- Face Shields

- Gloves
- Hand Sanitizer
- Disinfecting materials and supplies.

Face coverings must be worn by students and staff:

- While waiting to enter the school campus
- While on school grounds (except when physically distanced eating or drinking)
- While leaving school
- While on a school bus
- When participating in sports following the California Interscholastic Federation (CIF) guidelines for individual sports.

Types of face coverings allowed include: Washable

Cloth Face Coverings

- Washable/reusable cloth face coverings are appropriate for all situations.
- Cloth face coverings may be fashioned from household items or made at home from common materials and should:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Include multiple layers of fabric- At least 2 layers (including Gators)
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried without damage or change to the shape

Disposable Face Covering

- Disposable masks provided to employees, students, staff, and visitors when they forget to bring a washable face covering.
- Disposable masks are not superior to washable face coverings.

Face Shields

A reusable face shield with a drape should be used in place of a washable cloth face covering under the following circumstances:

- When a person is likely to interact with a person who has a hearing impairment, note: All students who attend school with a student(s) or staff member who has a hearing impairment should be provided face shields
- When providing or participating in a form of therapy that requires the student/client and/or therapist to see the other person's face
- By students who cannot medically tolerate a cloth face covering over the nose and mouth
- When necessary as protection from possible contact with bodily fluids (along with a cloth face covering)

The Following types of face coverings are not permitted:

- Face Covering with Valves/Vents - Per the CDC, masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others
- Mouth Shields - This type of face covering does not completely cover the nose and mouth

Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

All students are required to wear face coverings unless exempt.

We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individual exemption. Students unable to wear a cloth facial covering will be required to wear a plastic face shield and drape. Those who are exempt from wearing a facial covering and who cannot or chose not to use a plastic face shield will be given the option of distance learning only. Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning only.

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

- Individuals who
  - are younger than 2 years old
  - have trouble breathing
  - are unconscious or incapacitated
  - are unable to remove the face covering without assistance
- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart
- 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.

All visitors are mandated to wear a face mask when coming onto any school campus.

## 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.***

All staff and students will be screened before coming onto campus. The Brawley Union High School District has contracted with Frontline School Health Management Program to provide staff and students with the ability to monitor and report their health screening. Staff and students will self-screen before coming to campus and report their screening in the Frontline School Health Management Portal. Once the staff and student have passed the screening questions, they will be allowed to come onto school campus.

We screen all employees, students and visitors with symptom screening and temperature check

- At secure entrances to prevent entry if necessary
- Prior to entering district offices and/or school sites
- Prior to boarding school bus
- When engaging in work/school activities

Temperature check includes:

- Use of non-contact thermometers
- Denying entry and sending home any individual with temperature  $\geq 100.4^{\circ}\text{F}$ . May not return until criteria is met to return

Screening questions may include the following questions:

- *Do you have a cough, nasal congestion, or runny nose?*
- *Are you experiencing shortness of breath or difficulty breathing?*
- *Are you having muscle pain or fatigue?*
- *Do you have a headache (that is not normal for you)?*
- *Do you have a sore throat?*
- *Do you have a temperature  $100.4^{\circ}\text{F}$  or higher?*
- *Are you experiencing chills?*
- *Are you experiencing a new loss of taste or smell?*
- *Are you experiencing nausea, vomiting or diarrhea?*
- *Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?*

If a staff member or student do not pass the health screening, they will be given isolation instructions and sent home. In order for a staff member or student who wishes to return to school before the 10 day isolation period is over, they must provide a doctor's note that indicates the symptoms are not related to COVID, a decrease in the symptoms, fever free without medication for 24hrs., or a negative COVID test.

When the individual that is required to isolate is able to return to campus after the 10 days isolation period, he/she will strictly adhere to all recommended interventions as stated in this document.

## 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.***

Staff and students shall be trained and reminded to sanitize their hands frequently focusing on COVID-19 prevention measures :

- After use of a tissue to wipe their nose
- Cough/sneeze inside a tissue or their elbow
- Before and after eating
- After using a shared resource
- After blowing nose, coughing or sneezing
- Before and after using the restroom
- Before entering a classroom or office
- After prolonged exposure to high touch areas

Each site is using print resources as instruction for staff and students in handwashing and other hygiene practices. Examples include:

- [Fight Germs! Wash Your Hands! | CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [Wash Your Hands! | CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [How to Handrub | WHO](#)
- [How to Handwash | WHO](#)

In order to implement effective hand sanitizing procedures, we:

- Stock cleaning supplies, hand sanitizer and wipes for each stable group/classroom and make them visible and well identified
- Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures
- Every student is provided a mask and hand sanitizer upon entry into the bus.

The District will install hand sanitizer stations in classrooms, high traffic areas and outside places on campus.

Signage has been placed throughout all the school campuses and District Office reminding individuals of proper hygiene.



## 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.**

Scenario	Immediate Action	Communication
<p><b>Scenario 1</b></p> <p>A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4 or higher</p>	<p>Student/staff sent home</p> <p>Student/staff instructed to get tested</p>	<p>No action is needed</p>
<p><b>Scenario 2</b></p> <p>A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<p>Student/staff sent home</p> <p>Student/staff instructed to get tested</p> <p>Student/staff instructed to quarantine, even if they test negative, for the full number of days specified in the local public health officer order <a href="#">Health Officer Order Quarantine</a> after:</p> <ul style="list-style-type: none"> <li>● date of last exposure to COVID-19 positive non-household contact or</li> <li>● COVID-19 positive household member completes their isolation</li> </ul> <p>If student/staff test positive, see Scenario 3 below</p>	<p><i>For the Involved Student Family or Staff Member:</i></p> <p>Template Document: Household Member or Close Contact With COVID-19 Case</p>

	School administrator notified	
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<b>Scenario 3</b> A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• Student/staff instructed to isolate for 10 days after symptom onset or longer if required by health care provider (If never symptomatic, isolate for 10 days after positive PCR test.)</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine according to Imperial County Public Health Officer orders <a href="#">Health Officer Order Quarantine</a> .</li> <li>• Consult with Health In stable classrooms, stable groups: entire stable group</li> <li>• In other settings: use seating chart, consult with teacher/staff</li> <li>• School administration notified</li> <li>• Public Health Department notified</li> </ul>	<i>For Positive Case Student Family/Staff:</i> Template Document: COVID-19 Case  <i>For Student Families and Staff Members Identified as Close Contacts:</i> Template Document: Household Member or Close Contact With COVID-19 Case  <i>For Potentially Exposed Students Families and Staff Members:</i> Template Document: Potential Exposure
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<b>Scenario</b>	<b>Immediate Action</b>	<b>Communication</b>
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A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic )	Student/staff may return to school at a minimum of 72 hours (3 Days) after resolution of fever and improvement in other symptoms	Student/family, staff to bring evidence of negative COVID-19 test
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A student or staff member tests negative after	Student/staff must remain in quarantine for the full number of days specified in the the local public health officer orders after  1) date of last exposure to COVID-19 positive non-household contact or	No action is needed
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Scenario 2 (close contact)

2) date that COVID-19 positive household member completes their isolation

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.

## Physical Distancing

### ***How space and routines will be arranged to allow for physical distancing of students and staff.***

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

All sites having instituted procedures to minimize mixing, implemented 6-ft. physical distancing, and maximize space and physical barriers in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- Altered classroom layouts to maximize space and barrier between students. Student chairs are ideally 6-ft apart, but in some cases will be at a minimum 3-ft apart
- Altered office, reception area, and all other common space layouts for 6-ft. physical distancing
- During meal service
- While students and staff leave campus

All sites having posted signs in meeting rooms limiting the capacity and layout for 6-ft. physical distancing or maximum space/barriers between individuals. Placed signs and/or markers to assist with 6-ft. physical distancing:

- “6 Ft. Apart” markers where students or staff are required to assemble or wait in line

- “One way” markers or arrows to establish single direction flow in hallways and sidewalks

At restrooms to:

- Limit entry to students from specific classrooms nearby
- Limit the number of students using it at one time
- Indicate where to wait in line

All sites have implemented procedures to support 6-ft physical distancing for staff and students as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
- Identify several entry and exit points for all staff, students and parents.
- Stable groups of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off students at the designated student drop off zones.
- Parents that need to escort students to their school campus and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.

Placing signs and/or markers to assist with physical distancing, including:

- “6 Ft. Apart” markers where students or staff are required to assemble or wait in line
- “One Way” markers or arrows to establish single direction flow in hallways

At restrooms to:

- Limit entry to students from specific classrooms nearby
- Limit the number of students using it at one time
- Indicate where to wait in line

Buses:

To the greatest extent possible students will be staggered on the buses and masks will be required. When this is not feasible, students may sit two to a seat, wearing a face mask at all times. At least two windows will be opened for increased air flow, weather permitting.

Buses will be equipped with extra unused face coverings for students who forgot to bring one. Every student will be provided with hand sanitizer upon entry into the bus.

Physical Space:

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

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

- Limit the number of individuals in the given situation
- Limit the amount of time individual participants are allowed
- Ensure that face coverings are worn at all times
- Ensure that the space is well ventilated
- Ensure that signage and other signals (i.e. markings on ground) are well visible

## Staff Training and Family Education

***How staff will be trained and families will be educated on the application and enforcement of the plan.***

Resources are available at <https://www.brawleyhigh.org> We will provide families and staff information, instructions and training 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.

Families are provided information and training on the above guidelines via the District webpage and social media. Links to CDC guidelines are posted, and flyers are sent home.

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 site administrator
- 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
- 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.
- 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.

## 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:***

The Brawley Union High School District is implementing symptom and exposure screening based on CDPH recommendations:

- Available testing sites and locations will be provided to employees, including those offering tests at no cost.
- Employees experiencing symptoms or exposed to someone with COVID-19 will be directed to stay home to and encouraged to test.
- Symptomatic employees will be required to complete the isolation period or CDPH criteria to return to work.
- Exposed employees will be required to complete the quarantine period and CDPH criteria to return to work.
- The District is following the testing protocols outlined in Senate Bill 86.
- Surveillance testing of staff is offered once every two months via the district's Self-Insured Schools of California (SISC) health insurance provider. The Self-administered home test kits are provided to staff who signed up.
- The District is exploring enrollment in the CDPH/CDE CA K-12 Antigen Testing Program to offer employees surveillance and response testing on an opt-in basis. Testing cadence will be determined based upon the California Blueprint for a Safer Economy assigned tier.

The Brawley Union High School District is also testing staff when there are multiple COVID-19 cases

or major outbreaks based on Cal/OSHA requirements:

- All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period. If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the Imperial County Public Health Department.

## 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:**

- Available testing sites and locations will be provided to students and parents, including those offering tests at no cost.
- Students experiencing symptoms and students who are exposed to someone with COVID-19 will be directed to stay home to and encouraged to test.
- Students who are experiencing symptoms will participate in Distance Learning until the isolation period has been completed or the student has met CDPH criteria to return.
- Students who are exposed to someone with COVID-19 will participate in Distance Learning until the quarantine period has been completed.
- The District is exploring enrollment in the CDPH/CDE CA K-12 Antigen Testing Program to offer students surveillance and response testing on an opt-in basis. Testing cadence will be determined based upon the California Blueprint for a Safer Economy assigned 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 state [Reporting Requirements](#) and local public health requirements ([ICPHD COVID-19 Case & Exposure Reporting for Schools](#)).

## 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 community, students, teachers, and parents receive notification via Aeries communication tools, and other means as needed. Staff, students and parents will receive legally required notices when staff and/or students are identified as potential exposures. Notifications will not include the identity of the positive case.