

Reopening & COVID-19 Mitigation Plan Template

School / District: Oxnard Union High School District

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS
Deborah Salgado	Assistant Superintendent HR	District Office	Deborah.salgado@oxnardunion.org	(805) 385-2525 (office) (805) 243-8313 (cell)
Lisa Wyrick	School Nurse	District Office	lisa.wyrick@oxnardunion.org	(805) 385-5833
Guadalupe Reyes-Castillo	Director English Learner Services	District Office	Guadalupe.reyes@oxnardunion.org	(805) 385-6857 (office) (805) 216-0816 (cell)

Promote Healthy Hygiene Practices								
<p>Describe your plan to:</p> <ol style="list-style-type: none"> Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough) Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene 								
<p>Oxnard Union High School District will promote healthy hygiene practices by putting in place several actions to lower the risk of exposure and spread of COVID-19.</p> <p>These actions are as follows:</p> <ul style="list-style-type: none"> Human Resources will make available Educational Materials to instruct school staff, students, and families about best hygiene practices. This information will be shared through global email to staff, Parent Square for families, and on district website. Available materials: How to Protect Yourself & Others from COVID-19 https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf 	<table border="1"> <thead> <tr> <th>Person(s) responsible</th> <th>Date of Implementation</th> </tr> </thead> <tbody> <tr> <td>Deborah Salgado</td> <td>August 24, 2020</td> </tr> <tr> <td>Josh Brown</td> <td>August 24th, 2020</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Deborah Salgado	August 24, 2020	Josh Brown	August 24 th , 2020	
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<ul style="list-style-type: none"> • <u>Prevent the Spread of COVID</u> https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young_Mitigation_recommendations_and_resources_toolkit_01.pdf Tips for Stopping the Spread of Germshttps://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf • <u>How to Wash Your Hands</u> https://www.cdc.gov/coronavirus/2019-ncov/downloads/Handwashing-poster-adults.pdf • <u>Key Times to Wash Your Hands</u> https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-wash-hands-poster.pdf • <u>How to Safely Wear and Take Off Your Mask</u> https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf • <u>Stay Home If You're Sick</u> https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-stay-home-when-sick.pdf <ul style="list-style-type: none"> • M&O will have all sinks operational at all sites. Handwashing protocols will be posted on all entrances https://www.cdc.gov/coronavirus/2019-ncov/downloads/Handwashing-poster-adults.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/key-times-wash-hands-poster.pdf • Touchless hand sanitizer stations will be placed at all building entrances and classroom entrances. How to Use Hand Sanitizer https://images.app.goo.gl/nQs9cByUgSrWzYwe7 • Students will be instructed, by teachers and staff, to follow handwashing guidelines. Students will be given ample opportunities to wash and sanitize hands • Proper use and care of face coverings will be reinforced with staff and students. • All employees will have access to appropriate PPE. This can include face masks, face shields, gloves, personal hand sanitizer, disinfecting wipes, Plexiglass dividers, and spray cleansing disinfectant. Any employee caring for a person with symptoms of COVID-19 will have gowns and N95 masks available for use. • District warehouse will keep one month of PPE and cleaning supplies in inventory at all times. 		
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Intensity Cleaning, Disinfecting, and Ventilation

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

	Person(s) responsible	Date of Implementation
<p>Daily cleaning will be performed by custodial and maintenance staff at each site.</p> <ul style="list-style-type: none">a. Friday will be a designated day of week for deep cleaning protocols<ul style="list-style-type: none">i. Contracted services can be utilized for deep cleaning to eliminate employee exposure to pathogensii. Deep cleaning and sanitization protocols will be initiated per case of occurrence and may require multiple locations based on exposure leveliii. District locations, classrooms and or workstations identified for mitigative cleaning must be kept clear of students and employees until inspection/clearances have been providediv. The MOT Department will maintain a 5 day a week/8 hour day work duration on a Monday through Friday weekly scheduleb. All custodial and maintenance staff will be provided with PPE (masks, gloves, and hand sanitizer) during each shift; PPE should be new for each shift and disposed of at the end of each shiftc. Student classrooms will be cleaned and sanitized between cohorts; Bathrooms, common use areas and high frequency touched areas will be cleaned and sanitized two to three times daily and more frequently as in person use of the campus increases.d. Primary daily function of Bus Drivers will be student transportation and maintaining a clean and sanitized vehicle for student use. Bus Drivers will be cross trained for custodial job functions and District cleaning protocols. Bus and student transport vehicles must be cleaned between trips during the day, and at the beginning and end of every work shift.e. In classrooms, offices, and shared interior spaces, ventilation will be assisted with portable classroom air scrubbers that exchange the classroom air through HEPA filters 5 to 6 times per hourf. EPA approved COVID cleaning product Waxie 730 is used to clean classrooms, offices, and shared interior spaces	Josh Brown	August 3, 2020

Implementing Distancing Inside and Outside the Classroom

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. *(Include school / district bell schedules.)*
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)*

** Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

During Distance Learning and Hybrid Distance Learning non-essential visitors will not be allowed on campus. Students, Staff, and essential visitors (primarily parents and guardians) will check into campus through a single point of entry with temperature checks and passive screening. Staff and essential visitors will enter through the school office. Students will wait to enter campus through a gate while six feet apart and will be reminded to socially distance when walking to class and between classes.

When Hybrid instruction is permitted, students will be divided into 4 cohorts (one for each day Monday through Thursday) to meet the cohort limit of 14 students and to maintain social distancing. To account for the safe entry and exit of students from campus and to help with transportation social distancing requirements that limit a 75 student bus to 15 students with seating for one student only every other row, Hybrid instruction will be limited to activity based labs in selected classes. These activity-based classes will be designed to limit the number of students on campus at any time to 10% (or less) of the total school population.

Classroom and other interior campus space measurements will be 50 square feet per student and teacher creating at least six feet of space between students and teacher/staff and at least six feet distancing between student desks in classrooms. All cohorts not on campus will attend live Synch meetings online and have work to do Asynch through Google Classroom and Canvas classroom. Additional outdoor seating will be placed around campus to keep students socially distant. Breakfast and Lunch will be grab and go and students will not be permitted to sit closer than six feet from one another during any common time. Students will exit campus through one single point of exit.

Person(s) responsible	Date of Implementation
Dr Tom McCoy	Tentatively allowed beginning October 21

Limit Sharing		
Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)		
No sharing of equipment, devices, or storage will be allowed. All students have 1:1 devices and online textbooks as well as an online library.	Person(s) responsible	Date of Implementation
	Reina Bejerano	August 3, 2020
Train all Staff and Educate Families		
Describe your plan to:		
<ol style="list-style-type: none"> 1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness 2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA 		
<u>1. Staff training and educating families</u>	Person(s) responsible	Date of Implementation
<p>The district will train all staff and provide educational material to families regarding COVID-19 specific safety actions. How to Protect Yourself & Others</p> <p>The COVID-19 specific safety actions are as follows:</p> <ul style="list-style-type: none"> • COVID-19 specific symptom identification • physical distancing guidelines and its importance • use of face coverings • hand washing guidelines • prevention measures and transmission of illness • screening procedure, including checklist – all sites, including the District office have a QR code for use in accessing the passive screening questions that all persons answer before entering a building. Both an English and a Spanish version of the checklist is provided electronically and by paper at the entrance points of sites and consists of the following: 	Deborah Salgado	July 23, 2020 (staff) August 24, 2020 (families)
	Deborah Salgado	October 6, 2020

COVID-19 DAILY SYMPTOM CHECKLIST

Name:	Date:	
Location/Rm#		
Temperature _____ °F		
Do you currently have a...?	(circle)	
• Fever (>99.5)	Yes	No
• Cough	Yes	No
• Shortness of Breath/Difficulty Breathing	Yes	No
• Extreme Levels of Fatigue	Yes	No
• Muscle or Body Aches	Yes	No
• Headache	Yes	No
• New Onset of Loss of Taste or Smell	Yes	No
• Sore Throat	Yes	No
• Congestion or Runny Nose	Yes	No
• Nausea/Vomiting	Yes	No
• Diarrhea	Yes	No
Have you or anyone in your household had exposure to or acquired COVID-19 (within the past 14 days)	Yes	No
Have you been in close proximity to any individual who has tested positive for COVID-19? (within the past 14 days)	Yes	No

Deborah Salgado

(surveillance and monitoring reporting form in use as of July 2020)

<p>2. Additional staff training will also include: cleaning and disinfecting; use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons, and HIPAA-FERPA.</p> <p>Training of staff and educating families will be conducted using Parent Square, and online courses assigned by Human Resources.</p>		
<p>Check for Symptoms - Screening Staff, Students, and Visitors</p>		
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Screen all students, staff, and visitors entering school facilities 2. Monitor students and staff throughout the day for signs of illness 3. Support ill students and staff to remain at home without fear of reprisal 		
<p><u>Staff/Students/Visitors</u></p> <ul style="list-style-type: none"> • Staff will enter the campus through a single point of entry in the school office and will have a temperature check and participate in passive screening • Visitors must sign in at front desk of sites through the Raptor System and be checked in with a temperature check and passive screening • Students enter through a single point of entry and have a temperature check and passive screening • Staff will follow District guidelines for sick call-out, and will not come to school site or classroom if sick or showing symptoms of COVID-19 • Staff will inform District within 24 hours if they or a member of their household contracts COVID-19 • Staff will provide doctors or public health release before returning to a school site if tested positive for COVID-19 • Staff/Students/Visitors will verify temperature daily before entering a school site <ul style="list-style-type: none"> • Receive forehead scan by District representative or/ • Walk through Thermal scanner on the way into campus • Temperature must be less than 99.5 degrees on the forehead or thermal scan • Temperatures above 99.5 staff and students will be referred to the school nurse for an oral thermometer temperature check/staff and students will be sent home if the temperature is confirmed above 99.5 • Visitors above 99.5 degrees must leave campus and are referred to their medical caregiver • Staff/Students/Visitors must wear masks prior to entering District property 	<p>Person(s) responsible</p> <p>Jeff Weinstein Josh Brown Site Principals</p>	<p>Date of Implementation</p> <p>July 6, 2020</p>

<ul style="list-style-type: none"> • Social distancing of 6FT minimum must be maintained • Masks must be worn on face as designed for coverage of mouth and nose • Masks can be a fabric self-supplied style or medical style supplied from District • Masks must be worn at all times when on campus indoors or outdoors • Masks must be worn according to CDC and CDPH guidance <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</p> <ul style="list-style-type: none"> • Staff/Students/Visitors must sanitize hands upon entering building, classroom, and frequently during their time on campus • Hand sanitizer stations will be placed outside of each classroom and the site office • Staff/Students/Visitors may use a personal bottle of sanitizer • Staff/Students/Visitors must wash hands with soap and water if sanitizer is not available • Staff will monitor students and one another for symptoms of COVID-19 • All persons suspected of COVID-19 symptoms will be referred to the school administration and/or the School Nurse • Staff meeting with persons suspected of COVID-19 symptoms will wear necessary PPE and be trained in screening procedures • Staff/Students sent home with suspected symptoms of COVID-19 will be directed to a local testing site and can return to school based on local and state guidance <p>https://vcportal.ventura.org/covid19/docs/Student_Symptom_Decision_Tree.pdf</p> <ul style="list-style-type: none"> • Students in quarantine will work in an Asynchronous environment and will be unable to access the campus • Staff in quarantine will work from home as they are able or will access available FFCRA leaves through the District Human Resources Department 		
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Plan for When a Staff Member, Student, Visitor Becomes Sick

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the covidschools@ventura.org email

Health Office Management-

If a student is symptomatic while entering campus or during the school day:

1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. Staff assisting student should wear appropriate PPE and follow universal precaution guidelines.
2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in the isolation area until they can be transported home or to a healthcare facility.
[CSNO COVID-19 Screening Flow Chart.docx](#)
3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. Parents should be notified to call their primary medical doctor for referral to a site for COVID-19 testing. For those students that do not have a usual source of care, coordinate with the VCPH PHN to arrange for same day testing through the Public Health Lab (PHL) by contacting 805-981- 5101 and follow the prompts for K-12 schools.
4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. Some chronic, pre-existing conditions can cause similar symptoms. Assessment of duration and intensity of symptoms is critical.
[SCHOOL HEALTH OFFICE VISITS GUIDELINES.docx](#)

Person(s) responsible

Deborah Salgado

Date of Implementation

August 23, 2020

<p>5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.</p> <p>6. Notify OUHSD liaison in HR, who will use covidschools@ventura.org and VCPH Share Point to receive local guidance.</p> <p>7. Follow District communication response tree regarding potential illness. Fever: COVID-19 Symptom Decision Tree.docx</p> <p>8. Follow district cleaning, disinfecting and sanitizing protocols</p> <p><u>CDC</u>: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</p> <p><u>CDC Exposed to COVID-19</u>: CDC- When to Quarantine</p> <p><u>CDC- Had or Likely had COVID-19</u>: CDC- When I can be around others</p> <p>Please see VCPH Guiding Principles for additional information on close contacts https://drive.google.com/file/d/1Qllk3MCBtHnHZJnCq5AbwwhS0Ew0_A7Ox/view</p>		
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Maintain Healthy Operations - Surveillance and Reporting

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.

<p>HR will coordinate with Ventura County Office of Education (VCOE) and VCPH to know how, when, and what information will be collected and reported to VCPH, and then disseminate that information to the school sites. The Surveillance Monitoring and Reporting Process will be maintained in HR and collects the following data on reported cases of COVID-19</p>	Person(s) responsible	Date of Implementation																		
	Deborah Salgado	August 24, 2020																		
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<p>Site personnel will be identified who will monitor attendance rates weekly, looking at classroom, grade-level, and school site attendance. Appropriate information will be shared with VCOE and VCPH as needed.</p>						
<p>Consideration for Partial or Total Closure</p>						
<p>Describe your plan to:</p> <ol style="list-style-type: none"> 1. Communicate with VCPH prior to any school closure* 2. Communicate school closures with families and staff 3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction* <p><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>						
<p>The Interim Superintendent will communicate with the VCPH Liaison to confirm the scope and sequence of events that require a school closure.</p> <p>The Interim Superintendent and the Site Principal will communicate with students, staff, and parents through Parent Square the rationale for the closure (without disclosing individual personal information), the predicted length of the closure, recommended self-quarantine information and information from VCPH on how to access COVID-19 testing.</p> <p>The courses at the effected site will change to fully remote Distance Learning, per the District's existing protocols, during the length of the closure</p>	<table border="1"> <thead> <tr> <th data-bbox="1226 524 1633 565">Person(s) responsible</th> <th data-bbox="1633 524 2009 565">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 565 1633 881">Dr. Tom McCoy</td> <td data-bbox="1633 565 2009 881">TBA/TBD as needed</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Dr. Tom McCoy	TBA/TBD as needed	
Person(s) responsible	Date of Implementation					
Dr. Tom McCoy	TBA/TBD as needed					
<p>Strategic Recovery Planning Team (Optional)</p>						
<p>Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.</p>						
<p>Plan: The safety plan will be reviewed each Quarter: October, January, April, July</p>	<table border="1"> <thead> <tr> <th data-bbox="1226 992 1633 1032">Person(s) responsible</th> <th data-bbox="1633 992 2009 1032">Date of Implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 1032 1633 1065">Jeff Weinstein</td> <td data-bbox="1633 1032 2009 1065">Ongoing</td> </tr> </tbody> </table>	Person(s) responsible	Date of Implementation	Jeff Weinstein	Ongoing	
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Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on 8/4/2020

<p>COE Internal: Date Received: _____ Date Reviewed: _____ Date sent to VCPH: Date of confirmed receipt by VCPH:</p>

This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.

Quarter System Schedule w/8:30 start time



	Monday	through	Thursday		
8:30	Period 1	10:00			
10:00	Lunch A	10:36	10:08	Period 2B	11:38
10:44	Period 2A	12:14	11:38	Lunch B	12:14
12:22	Period 3	1:52			
2:00	Period 4	3:30			

	Friday					
8:30	Common Time*	9:30				
9:30	Period 1	10:45				
10:45	Lunch A	11:21	10:53	Period 2B	12:08	
11:29	Period 2A	12:44	12:08	Lunch B	12:44	
12:52	Period 3	2:07				
2:15	Period 4	3:30				

- *Faculty Meeting/Town Hall
- *Department Meeting
- *5 Collab Meetings/year
- *Voluntary ILT PD
- FHS start time 930am

	Back to School/Grade 8 Showcase	
8:30	Period 1	9:30
9:38	Period 2	10:38
10:46	Period 3	11:46
11:54	Period 4	12:54
12:54	Lunch	1:30

	Finals	
8:30	Period 1/3	10:30
10:38	Period 2/4	12:38
12:46	Lunch	1:22