

**Mark West Union School District
Covid-19 Safety Plan**

**APPROVED BY THE SONOMA COUNTY COVID-19 OUTBREAK MANAGEMENT
SCHOOLS AND DAYCARE TEAM**

(Updated August 2021 based on new CDPH Guidelines)

This Safety Plan is designed to document the preventative steps being taken to reduce the spread of COVID-19 in the Mark West Union School District. This plan is available for public review on the District website as well as school websites throughout the district.

Authority and Responsibility

Ronald M. Calloway, Superintendent has overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CSP 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.

1. Stable Group Structures

- Under the new guidance from the CDPH, each classroom will become its own Stable Group and will no longer be split into two different cohorts. The number of students per Stable Group will follow the most recent CDPH guidelines. Students will attend school 5 days a week. All sites, including John B. Riebli Elementary, Mark West Elementary, San Miguel Elementary and Mark West Charter will follow the same schedule.
- Stable Groups will maintain masking and maintain 3 foot distancing or the most recent distancing standards established by the CDPH
- Students requiring special services or support through their IEP's will continue to receive their support services

2. Visitors/Volunteers/Vendors

- If you wish to visit the campus, appointments are strongly encouraged; virtual whenever possible
- Only 1 visitor/family will be allowed in school offices at a time. Virtual appointments are encouraged
- Parent volunteers will not be allowed on campuses. Parents volunteering for field trips must show proof of vaccination

- ALL visitors and vendors are required to sign in and out of each location they enter and indicate the time of arrival and exit.

3. Ingress/Egress

Ingress

General Guidelines

- Prior to leaving home, families are asked to review the "[Daily Parent Checklist](#)" provided to all families in the form of a 5x7 magnet

4. Movement within the School

Campus Access

- Nonessential visitors will be restricted from entering campus by locked gates. All visitors/vendors will knock on the door of the school office to receive assistance. Visitors/vendors entering offices will be temperature screened. Parent volunteers will not be allowed on campus.

Inside Classrooms

- When in the classroom, students will remain at individual desks in accordance with the most recent distancing standards established by the CDPH. Face masks are required indoors at all times.
- Each student's belongings will be separated from others' and in individually labeled containers or cubbies.

Outdoor Spaces

- Face masks are strongly encouraged outside

5. Face Coverings/Other PPE

- We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors. Additionally, Sonoma County Department of Public Health requires the use of face covering inside and strongly recommends the use of masks outside
- Face coverings are required indoors for all persons (staff, students, parents, or community members) who are at any district or school site. In an instance where a staff member/visitor/student arrives on campus without a mask, a mask will be provided to him/her. Face covering must be well fitted (no gaps)
- Concerns regarding Covid-19 protocols can be addressed with the site administrator without fear of reprisal. The site administrator will notify anyone not wearing a mask of the requirement to do so and will ask the person to leave campus immediately if they do not comply with the request.
- The District has purchased an ample supply of face masks. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety (E.g. DHH)

students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).

- Employees have received COVID-19 online training and the proper use and etiquette of all face coverings through Target Solutions and the Redwood Empire Schools Insurance Group (RESIG)
- Masks with valves, gators, bandanas, and scarves are not allowed and the wearer will be provided with an alternate, compliant mask.

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. A note from a medical doctor may be required.

Enforcement of Face Coverings

- Parents are being encouraged to work with their child in becoming compliant with wearing a mask. Students are encouraged to contact their child's teacher if they have concerns that their child may struggle with wearing a mask. Teachers will then be encouraged to notify the site administrator who will identify the appropriate staff member to work with the family.
 - Supports to include:
 - Determining the root cause for the refusal
 - Positive behavioral systems for building mask wearing endurance
 - Trialing of different types of masks/face covering
- Teachers will discuss the routines in the classroom before students return. These will include the class rules for asking for a mask break, when masks must be worn and the steps that the teacher will take if the student is refusing to wear a mask.

Consequences for refusal may include:

- Verbal reminder to wear the Face Covering appropriately and offer a mask break
- Verbal reminder of why we need to wear face coverings
- Consultation with Parent about the need for the student to comply
- Consultation with Behavior Specialists on positive strategies to enforce mask wearing
- Consultation with the family about having the student continue in Distance Learning and not participate in in-person instruction (Last resort)

6. Symptom Monitoring/Sick Protocol

Employees

- Employees are asked to self-screen. If they are ill or symptomatic, they are asked to stay home and test prior to return
- Employees shall use hand sanitizer and be encouraged to wash their hands thoroughly, multiple times daily
- If screening onsite is necessary, face coverings are used during screening by both screeners and employees and, if temperatures are measured, non-contact thermometers are used.

Employee – Proof of Vaccination Requirement by September 24, 2021 by order of Dr. Mase, Sonoma County Department of Public Health

Pursuant to the [CDPH Guidance for Vaccine Records Guidelines & Standards](#), only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

B. Schools must have a plan in place for tracking verified worker vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

C. Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Testing Platforms Under the September 24, 2021 Order

Testing requirements:

A. Asymptomatic **unvaccinated** or incompletely vaccinated workers are **required to undergo** diagnostic screening testing.

B. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested **at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

C. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

D. Schools with workers required to undergo workplace diagnostic screening testing should have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments. There are IT platforms available that can facilitate these processes for schools.

Definitions: For purposes of this Order, the following definitions apply:

A. "Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:

1. By the US Food and Drug Administration (FDA) , are listed at the [FDA COVID-19 Vaccines webpage](#)
2. By the World Health Organization (WHO), are listed at [WHO COVID-19 Vaccines webpage](#)

B. "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of **fully vaccinated**.

C. "Transitional Kindergarten" means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

D. "Unvaccinated" means persons who have not received any doses of COVID-19 vaccine or whose status is unknown.

E. "WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

F. "Worker" refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

As of August 2021, most MWUSD staff members have been vaccinated.

Student Screening

- Symptom check protocols will be provided for all families through the [Daily Checklist](#); a 5x7 magnet that will be distributed to all families in early March
- If a student becomes ill while at school, parent guardian will be contacted and asked to pick up the student. Student will be separated if symptomatic and school may require a negative test result

before student returns

7. Routine Testing

Routine/Asymptomatic testing plan for staff by tier

- The Mark West Union School District partnered with Color/Valencia Labs to provide onsite, optional, weekly, PCR COVID-19 testing for all employees. The Mark West Union School District will follow the most current State and County Health Department guidelines for testing.

Routine/Asymptomatic testing plan for students by tier

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8. Physical Distancing

The Mark West Union School District will continue to follow the most recent physical distancing guidelines established by the CDPH at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where required physical distancing cannot be achieved. In these situations the encounter will be kept brief and masks will be required at all times on campus.

- Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This did include the need for moving desks, rerouting traffic, and installation of plexiglass or other types of dividers.
- For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other MWUSD staff), at least one “room” per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 3 feet apart (or the most recent guidelines established by the CDPH) to ensure social distancing can be maintained when testing
- The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.

9. Healthy Hygiene Practices

Link to [Custodial Checklist](#)

Cleaning and disinfecting: The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDC [CDC Cleaning and Disinfecting Protocols](#)

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have installed hand sanitizer at the entrance/exit in every classroom and workspace

- Evaluate hand washing facilities to ensure they are clean and contain the proper supplies in sufficient quantities
- Determine the need for additional facilities
- Encourage and allow time for employee hand washing, encouraging employees to wash their hands for at least 20 seconds each time
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol)
- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival at school (use hand sanitizer if there is no sink in the classroom), after being outside for physical activity; before and after break; prior to leaving school for home and; after sneezing, coughing, or nose blowing
- Hand washing/hygiene signs will be placed in all school bathrooms, to promote proper hand washing by students and staff
- Supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items
- Additional hand sanitizing stations have been installed in all classrooms and offices. Staff and students will be required to use their stations as the enter/exit

Additional Health Measures

The following additional measures have been taken to ensure the health of students and staff:

- Parents will be encouraged to provide “easy open” snacks that their child can easily open without adult assistance

10. Routine Cleaning and Disinfecting

The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDC [CDC Cleaning and Disinfecting Protocols](#) [Custodial Checklist](#)

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

- Custodial staff in the Mark West Union School District have been thoroughly trained in the proper cleaning and disinfecting of classrooms, offices, workspaces, indoor/outdoor common areas, and frequently touched surfaces within the school
- Cleaning supplies will continue to be stored away from children
- Schedules will be set up to provide for cleaning and disinfecting during the day and to provide increased cleaning and disinfecting and to disinfect due to COVID. Cleaning schedules will be shared with all staff.
 - Classrooms: Daily disinfecting by custodians
 - Offices: Daily disinfecting by custodians
 - Indoor/Outdoor Common Areas: Daily disinfecting by custodians

- Restrooms: Disinfecting every 2 hours
- A complete disinfecting protocol will occur on the site for which a positive COVID-19 case was reported. This will include all the exposed and potentially exposed office/work areas on the site, as well as, the restrooms and shared spaces. For disinfecting, the trained custodial staff will use an electrostatic sprayer with Alpha Hydrogen Peroxide solution.

10. Plan for Shared Items

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:

- The Mark West Union School District will 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.
- Discourage sharing of items that are difficult to clean or disinfect
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time; clean and disinfect between use
- Avoid sharing electronic devices, toys, books, and other games or learning aids
- Students will be assigned their own electronic device if used in the classroom and one will be provided for them in the event of a return to Distance Learning.

11. Handling COVID-19 Symptomatic Individual

Handling Exposures at School

The most recent guidance from the CDPH and Sonoma County Department of Public Health defines a close contact as someone who was within "6 feet, for 15 minutes or more over a 24 hour period" of the positive case.

- When a positive case has been reported at school, the following steps are initiated by the COVID Coordinator:
 - Positive case is contacted to determine date of the onset of symptoms and positive test date.

- Determination of vaccination status of positive case
- Contact tracing is initiated
- Based on information gathered through contacting tracing, exposure level is determined. Following determination of exposure level, students who are considered close contacts may be advised to follow a Modified Quarantine or full, 10 day quarantine based on whether or not the exposure was mask on mask or unmasked
- Details of findings shared with site principal and superintendent
- Follow up letters sent to families and staff as determined by contact tracing
- In accordance with state and local regulations, the COVID Coordinator will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality as required by state and federal laws including the Americans with Disabilities Act (ADA) and HIPAA.
- Staff and families will be notified of testing options to meet the requirements of modified quarantine (when advised) and guidance as to return date for positive cases
- Fully vaccinated staff members will be allowed to return but advised to test

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 without fear of reprisal
- Exclude employees/students with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case without fear of reprisal
- 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 employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Providing employees at the time of exclusion with information on available benefits
- Allowing staff to work remotely when appropriate, during their quarantine without fear of reprisal. Support student through Independent Study if appropriate during their quarantine

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until **ALL** of the following have occurred:

- At least 24 hours have passed since a fever has resolved without the use of fever-reducing medication
- 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 without fear of reprisal

12. Plans for an After Exposure Event

Identification and Tracing of Cases/Contacts/Testing: 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. 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.

The Mark West Union School District COVID Coordinator will work in coordination with the County Health Department through their existing protocols for contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary. Contacts will be identified based on the duration of the contact, the proximity of the contact, and the number of people. Employees who had potential COVID-19 exposure in our workplace will be: Contacted by the COVID Coordinator with guidance and next steps and offered information about COVID-19 testing.

Employees will be provided information about benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

District procedures will be updated and shared with staff as they are revised. 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.

13. Communication Plan

Communications Plan for Cases and Exposures

System for Communicating

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

Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees should immediately report COVID-19 symptoms and possible hazards to their site administrator. If a possible hazard is identified, the employee or administrator should file a work order immediately. The Maintenance Department will respond to the employee and site administrator with their findings (if any)

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been communicated. Those that may have a severe illness that could put them at increased risk, may contact Irma Fernandez, Personnel Technician, at the District Office. An interactive process will be initiated to determine eligibility for workplace accommodations due to an increased risk of severe illness. Each interactive process interview will remain confidential
- The Mark West Union School District has partnered with Valencia Labs/Color Labs to provide self-administered testing kits. The process will be communicated with staff and the Mark West Union School District will follow all State and County guidelines regarding testing by tier
- Optional self- testing is currently being provided weekly for staff and students
- 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
- Testing is available at various places throughout Sonoma County. A complete list can be found at the following website: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>
- 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 have been communicated

- If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- The District will provide COVID-19 testing through Valencia Labs/Color Labs at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at the worksite.
- 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
- Ongoing communication and emails will be sent to employees related to COVID-19 updates and reminders.

14. Staff Training

Staff Training on Implementation

All staff in the Mark West Union School District are required to complete online, COVID-19 training, presented by the Redwood Empire Schools Insurance Group (RESIG) through Target Solutions

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 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

Employees will receive training specific to their job description. Training will focus on:

- Cleaning and disinfecting.
- Proper use of PPE
- Positive Case Procedures
- Social distancing
- Handwashing
- Safety on campus
- Transportation staff have already been trained on proper cleaning procedures.

15. Family Education

Family Education on Plan Implementation

- Specific protocols around face coverings, social distancing, health screening and cleaning procedures will be shared
- Site and district plans will be available for families to review and updates will be provided through
 - Updates to COVID Information link on the District website which include a monthly record of positive cases in the district
 - Video updates from the Superintendent (English) and Assistant Superintendent (Español)
 - Email communication through School Messenger
 - Posting to the District's social media platforms; Facebook and Instagram
 - Email communication from the site administrators

16. Engineering Controls

The Mark West Union School District installed cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance.

For example, plexiglass barriers will be provided for high-traffic school site main office areas and district office locations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. The Maintenance and Operations staff will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

In common areas where 6 foot distancing is not possible, we have purchased and placed the Pullman Holt Air Scrubber 8600 which runs 24 hours a day.

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

- Staff are encouraged to open doors and windows when weather and air quality permit this. They are also advised to turn off the Air Scrubbers when they open windows doors
- When staff need to meet or talk for more than 15 minutes, it is recommended they meet outdoors or via Zoom
- In the event that doors/windows need to remain closed due to poor air quality, use of the Air Scrubber 8600's will be implemented

17. Consultation

Labor units and parent groups have met and discussed the return to in-person learning plans and safety precautions.

Certificated Union: MARFAC

Previously approved - [MOU between the Mark West Union School District and MARFAC regarding Reopening During COVID-19](#)

Classified Union: CSEA #570

Previously approved – [MOU between the Mark West Union School District and CSEA #570 regarding Reopening During COVID-19](#)

School Site Councils – week of February 1, 2021

Reporting/Record Keeping/Access

- 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 (CPP)/COVID-19 Safety Program (CSP) in accordance with CCR Title 8 section 3203(b)
- Make our written COVID-19 Safety Program (CSP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request

- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed
- ALL staff and students who have tested positive for COVID-19, will be reported to the County Health Dept. Data on the number of cases and workplaces/campuses will be maintained
- Upon approval, this document will be available to all employees and their agents upon request
- Individuals who have tested positive for COVID-19 will have their identity protected as required by confidentiality laws

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.