

Mark West Union School District COVID-19 Safety Plan

APPROVED BY THE SONOMA COUNTY COVID-19 OUTBREAK MANAGEMENT SCHOOLS AND DAYCARE TEAM (2/21)

(Most Recently Updated August 2023 based on the most recent CDPH/SCDH 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.

In March 2023, COVID-19 was reduced from a pandemic to an endemic by the California Department of Health and the Sonoma County Department of Health. By definition, an endemic refers a “disease that regularly occurs within the community”, much like the flu or a cold.

Authority and Responsibility

Dr. Rachel Valenzuela, 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. Classroom/Field Trip Volunteers

- Classroom volunteers and field trip volunteers are not required to present a negative COVID test prior to participation.

2. Face Covering/Masking

- Given that COVID-19 was reduced to an endemic in March 2023 by the CDPH and SCDPH, masks/face coverings are no longer required for students/staff **except** in the case of an “outbreak”. However, if a student or staff members chooses to wear a mask as a personal choice, they may do so without fear of reprisal or harassment.
- If a classroom and/or office reaches the “outbreak” status as defined by the CDPH/SCDPH and CalOSHA General Industry Safety Orders; Non Emergency Standards (effective through 2/3/35), as “3 or more positive cases, in the same classroom or workplace, over a 14-day period” the MWUSD mitigation efforts will be expanded to include *required* indoor masking for everyone in the classroom/office for a 10-day period. If the percentage of positive cases exceeds 50% of a given classroom or office, the district *may* require a closure of the location for 14 days if it has been determined that the spread was definitely school/workplace related.

3. Symptom Monitoring/Sick Protocol

Employees

- Employees are asked to self-screen. If they are sick or symptomatic, they are asked to stay home and test. They are asked not to return until their symptoms have subsided and they are fever free without the assistance of fever reducing medication

Students

- If a student becomes ill while at school, the parent/guardian will be contacted and asked to pick up the student.
- If a student is ill, parent/guardian is asked to keep the student home until they are well. If they have a fever, they must be fever free for 24 hours without the use of fever reducing medication before they can return. If they are exhibiting symptoms, we request that they test before they return. However, a negative test result is no longer required for submission before return.
- If a student has tested negative but remains symptomatic upon their return, it is strongly recommended that they remain masked until their symptoms subside.

4. Routine Testing

- The Mark West Union School District strongly recommends routine, self- testing with an Antigen test. This is a very effective way of determining positive cases that may be asymptomatic.
- Antigen tests are provided to all school sites and may be used on an “as needed basis”. If extended mitigation is required and a classroom requires testing, the Mark West Union School District will provide Antigen test kits to the students in that class *as long as we are able to provide them.*

5. Healthy Hygiene Practices

Cleaning and disinfecting: The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDPH. The latest guidance states that “routine cleaning is sufficient enough to remove the virus.”

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
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol) upon request
- Hand washing/hygiene signs have been placed in all school bathrooms, to promote proper hand washing by students and staff

6. Routine Cleaning and Disinfecting

The Mark West Union School District follows the most recent CDPH guidelines which state that “routine cleaning is sufficient enough to remove the virus.”

7. PPE

- The Mark West Union School District will evaluate the need for PPE (such as gloves and masks) as required by CCR Title 8, section 3380, and provide such PPE as needed. PPE is available to all staff and students upon request.

8. Handling COVID-19 Symptomatic Individual

Handling Exposures at School

- Classroom “group notifications” are no longer required when there is a positive case in a classroom. However, CalOSHA continues to require that staff be notified of a positive case on campus. In the event of a positive case on campus, the principal will send a General Exposure Notification email to staff for the date of exposure.

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
- 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.
- Allowing staff to work remotely when appropriate, during their quarantine without fear of reprisal.
- As long as the staff members symptoms have improved and they do not require fever reducing medication for at 24 hours, they may return to work after Day 5 however, they must wear a face mask through their Day 10 as required by The State of California Department of Industrial Relations, COVID-19 Emergency Temporary Standards (CalOsha) effective through 2/3/25.

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 subsided

9. Plans for an After Exposure Event

COVID-19 testing

- Antigen tests are available to our staff following an exposure if they do not have access to them
- Distribution of Antigen tests provided by the CDP through the SCOE to our families and staff occurs on a regular basis as available
- We will provide additional testing when deemed necessary by Cal/OSHA.

All positive cases *staff* cases will continue to be reported to the CDPH and SCDPH through the SPOT Reporting system. Additionally, all positive cases involving staff are reported to RESIG through the SB1159 Reporting Form by the COVID Coordinator. There is no longer a requirement to report student cases.

Employees and students who test positive will be provided guidance and next steps by the District COVID Coordinator.

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.

10. 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 a positive COVID test result to? Employees should immediately report positive COVID test results **to their site administrator and the District COVID Coordinator, Alicia Mills**. Notification may be made by email, phone or text. Once notified, the District COVID Coordinator will follow up with guidance.

- 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

- 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
- Employees can report symptoms and hazards of COVID-19 to their site administrator 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.
- 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 as needed

11. Family Education

Family Education on Plan Implementation

- The Mark West Union School District COVID Safety Plan is updated bi-annually (February & August) as required by law. The COVID Safety Plan may be accessed on the District and school site websites by clicking the “COVID Information” button on the home page(s).

12. Engineering Controls

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.

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

Mark West Union School District COVID-19 Safety Plan 2020-2021 (Rvsd 8/21, 3/22, 8/22, 2/23, 8/23)

- Staff are encouraged to open doors and windows when weather and air quality permit this. Air Scrubbers may be requested if deemed necessary.

13. Consultation

As of March 2023, COVID-19 was reduced from a pandemic to an endemic which, by definition, means that it is “a disease that regularly occurs within the community” much like the flu and viruses. As such, all employees are provided the district’s COVID Safety Plan in August and may access February updates by going to the District or school site websites.

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, 2022

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 through the SPOT Reporting system and SB1159 Reporting forms (employees)
- 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 Plan (CSP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Staff members who have tested positive for COVID-19, will be reported to the CDPH and the SCDPH through the SPOT system
- Individuals who have tested positive for COVID-19 will have their identity protected as required by confidentiality laws