

Cleaning and Disinfection

The District will be regularly cleaning and disinfecting its premises. Cleaning/disinfecting schedules may vary based on the type of surface and amount of use. Premises will be cleaned and disinfected with appropriate materials in accordance with CDPH/CDE/local public health department guidance for schools.

- In anticipation of heightened cleaning efforts throughout the campus, Willows Unified School District reassigned classified personnel staff to Murdock Elementary to assist in the increased sanitation efforts as recommended by the current health and safety guidelines. As recommended by CDC, the following protocols will be in place prior to the opening of school for in-person instruction.
- Training Staff: Completion of Target Solutions safety training modules provided by Golden State Risk Management will be required by all classified and certificated staff prior to the opening of school. Staff will participate in the following trainings:
 - Coronavirus 101 - What You Need to Know (Newest Version)
 - Coronavirus 102 - Preparing your Household
 - Coronavirus 104 - Transitioning to a Remote Workforce
 - Coronavirus 105 - Cleaning and Disinfecting your Workplace
 - Coronavirus 106 - DIY Cloth Face Coverings
 - Respiratory Protection (EDU)
 - Aerosol Transmissible Diseases (EDU)
 - Emergency Preparedness & Response
 - Smart Workplaces: Preparing for a Pandemic Flu Outbreak
- The training modules will ensure that all staff who use cleaners and disinfectants read and understand instruction labels, understand safe and appropriate use, and are using the product appropriately.
- Limit use of shared objects: Funds have been utilized for additional school supplies to be purchased in order to limit the use of school supplies that are traditionally shared among students. Each student has a school supply box at home and one at school so that materials will not be shared or transferred from home to school.
- There will be a schedule developed for increased cleaning and disinfection of high-touch surfaces: Light switches, Door handles, Handrails, Drinking fountains, Sinks, Restroom surfaces, Instructional materials, Playground materials/equipment, Desk/chairs/tables, Transportation seats, Keyboards, Phones, Headsets, Copy/fax machines.
- Classroom surfaces will be cleaned prior to each cohort arriving, for example, prior to the AM cohort starting and between the AM and PM cohort.
- Timing of increased cleaning and disinfection: When students are not present, sufficient time to air out space prior to students arriving, isolating and disinfecting areas used by sick individuals. Wait at least 24 hours (or as long as possible) prior to isolating and disinfecting.
- Sufficient school-appropriate cleaning supplies to deep clean/disinfect school buildings and sites in accordance with CDPH/CDE/local public health department guidance for

schools will be provided: Hand sanitizer, Soap, Handwashing stations, Tissues/paper towels, No-touch trash cans.

- Safe and correct application of disinfectants when using PPE.
- Sufficient ventilation during school/business hours and when disinfecting.

Cohorting

- Instruction: Murdock Elementary will implement a hybrid model reducing the class sizes in half by meeting with half the class enrollment in each of an (AM/PM) in-person instructional model. Based on square footage and desk size, social distancing will be maximized to the extent possible with fewer students in the room plus the teacher and at times, an aide. Small group work areas will be limited in order to minimize congregating.
- Lunch: Lunch and breakfast will be provided in a “grab and go” manner. AM students will eat breakfast in their classroom and grab their lunch on the way out the door. PM students will eat lunch in their classrooms and grab their next day’s breakfast on the way out the door.
- Recess: There will be no recess scheduled during the hybrid (AM/PM) schedule.
- Library & Media Lab: The library and media lab will remain closed to students during the hybrid schedule.
- School Bus: Seating assignments will be made to allow siblings together and appropriately spaced from other sibling groups. All other students will ride one person in each seat. When weather allows, windows will be down to provide maximum ventilation. Masks, as on campus, will be required. Also, school bus drivers will have access to the online form as described in the section Health Screenings for Students and Staff. This form will notify the driver on who or who has not completed the health screening form. Students will not be allowed on the bus without the completion of the form. Bus will be properly sanitized before and after every morning and afternoon route.
- Other notable exceptions
 - No whole school assemblies until allowed by public health.
 - No band classes will be held.
 - No field trips will be taken until allowed by public health.
 - No access to water fountains, students need to bring refillable water bottles (water bottles can be provided).
 - Sports are postponed until further notice.
 - Classroom volunteers will not be approved.

Entrance, Egress, and Movement Within the School

Access to District schools and sites by nonessential visitors will be limited. Due to the nature of the COVID-19 pandemic, the District may not be able to provide advance notice of changes to policies and procedures for access to school and District sites by those other than students and staff. Parents, family members, and all community members are strongly encouraged to contact the district office at 530-934-6600 to inquire about the District’s campus access procedure and need to schedule an appointment for any District-related business.

- It is important to note that the Murdock Elementary campus has no indoor hallways.
- There will be temporary fencing erected in the front of the school to create one point of entry and another point of entry at the back of the school by the fenced parking lot gate.
- Access to the campus will be minimized to faculty, staff, students and essential personnel. There will be very limited to no access to non-essential visitors and volunteers.
- All faculty, staff, students and visitors will be required to participate in pre-screening upon arrival at the two points of entry.
- During hours of instruction the only entry/exit point will be the front of campus.
- Masks will be required upon entry of either location and hand sanitizing stations will be established to be compliant with hygiene requirements.
- Signage will be provided in walkways throughout the campus to reinforce social distancing.
- Parents will be encouraged to remain in their vehicles during drop off and pick up. Parents that need to escort younger children will be required to wear a mask and practice physical distancing.

Face Coverings and Other Essential Protective Gear

- All staff and students in 3rd grade and above will be required to wear a cloth face covering, mask, or face shield while at school or on a school bus. Students in 2nd grade and below are strongly encouraged to wear a face covering, mask, or face shield, while at school or on a school bus.
- Protective Equipment
 - Access and availability of protective equipment that complies with CDPH/CDE/local public health department guidance for schools. The following will be provided at Murdock Elementary School:
 - Surgical masks, face shields, disposable gloves for screenings
 - Face coverings and disposable gloves for front office and food service employees
 - PPE for staff engaged in deep cleaning and disinfecting following Cal/OSHA standards
 - Plan for continuity of supply for protective equipment is on file at the district office
 - Thermometers have been purchased for temperature screening.
 - Requirements for different populations (e.g., students with disabilities, and individuals with medical, toileting, lifting, and/or mobility assistance needs) may be modified on a case by case basis.

Health Screenings for Students and Staff

- Appropriate hand-washing, sneezing, face covering use, and other safe hygiene practices will be taught and encouraged throughout the 2020-2021 school year. Sharing of belongings is discouraged, and sharing of supplies will be minimized to the extent possible and practicable. Where sharing occurs, cleaning and disinfecting between uses is strongly encouraged.

- Any student or staff exhibiting a fever of greater than 100.3 or other symptoms while on District premises during school operation hours will be immediately sent home. The District will also encourage students and/or staff to stay home if anyone in their household is exhibiting any COVID-19 symptoms. The District will consult with local health authorities to determine whether surveillance testing may be implemented based on local disease trends. Staff may be tested periodically as testing capacity and as practicable. Additional COVID-19 prevention measures may be implemented pending further state and/or local guidance, resources, and/or technical assistance for COVID-19 investigations in school settings.
- Encourage screening at home (e.g., parents, older siblings, employees themselves)
- The district will establish and communicate appropriate hand-washing, sneezing, and face covering use techniques, sanitizing practices/requirements for students, families, and staff, face mask/covering policy, limit/avoid sharing of materials, health office triage plan and transportation practices.
- Parents/guardians will be educated on the screening criteria prior to in-person learning. This training will occur via recorded videos and pushed out through emails. Parents must sign-off that they have watched the videos before their child will be allowed to return to in-person learning.
- Each morning, prior to dropping child(ren) off at school or getting on the bus, parents/guardians will screen their child for the following criteria: Fever greater than 100.3 or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, sore throat, congestion, or runny nose, recent loss of smell or taste and diarrhea.
- Active monitoring/screening at school sites. The district will provide prior to opening school all of the following: Hygiene training for staff, Sufficient equipment for training, Proper disinfecting and disposing of screening items, Isolation area(s) for suspected symptomatic individuals which must be sufficiently large for social distancing within the area(s).
- At both points of entry established on the Murdock Elementary campus, active temperature screening and symptom screening/questioning will be conducted for anyone entering the campus.
- Becoming Ill at School - Should either student or staff become ill during the school day, they will be separated from the class and sent home immediately. The district will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.

Healthy Hygiene Practice

- Students will be educated frequently on the importance of hygiene and respiratory etiquette.
- Hand sanitizer stations will be positioned outside every classroom, common areas and building entrance.
- Students will wash their hands anytime they use the restroom.
- Staff will model proper handwashing techniques and reinforce handwashing throughout the day.

Identification and Tracing of Contacts

- The district administrator, administrative assistant, and the district nurse will be the designated staff to support local contact tracing. The district nurse assigned to Murdock Elementary will be the contact person for the local health department to contact regarding COVID-19.
- The district nurse will assist in the documentation and tracking of potential exposure. When warranted, local public health officials will be notified along with parents.

Physical Distancing

- The number of individuals on campus will be limited to half the student enrollment in the AM/PM sessions thereby creating class sizes half of the regular class sizes.
- CDPH requires that all adults maintain six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable during school activities.
- Appropriate signage and barriers to direct traffic and daily reminders to socially distance while at school during normal school/business hours.
- Plan to limit gatherings at various times
- Privacy boards/clear screens in office and classrooms when social distance can't be met
- "Grag and Go" (AM/PM) food service periods establishing physical barriers at appropriate areas, signage to ensure physical distancing, cleaning and trash removal plans
- New transportation routes have been established to accommodate capacity limitations and limiting one student per seat except for siblings.

Staff Training and Family Education

- As outlined in Cleaning and Disinfecting, staff will participate in training specific to safety and hygiene regarding the Coronavirus.
- Staff will be provided with educational materials for implementing protocols in their classrooms and with students.
- Families will receive a copy of the Willows Unified School District Reopening of Schools Safety Plan.
- COVID-19 resources are posted on the district website.
- Hand washing instructions provided to every student to share at home.

Testing of Students and Staff

Protocols when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines https://files.covid19 .	<ul style="list-style-type: none">● Send home● Recommend testing (If positive, see #3, if negative, see #4)● School/classroom remain open	No Action needed

	ca.gov/pdf/guidance-schools.pdf		
2.	Close contact (†) with a confirmed COVID19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	Consider school community notification if prior awareness of testing

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

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

Triggers for Switching to Distance Learning

Circumstances may require the District to close individual or multiple schools and/or premises during the 2020-2021 school year. Individual school closures will be dependent on a number of factors, including the number of COVID-19 cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Glenn County Public Health. The District will also comply with applicable local, state, and/or federal public agency findings, guidance, and/or orders that recommend school closure(s) for public health and safety reasons.

If an individual or multiple District schools close, current public health guidance anticipates that the District will be able to reopen after fourteen days and the following have occurred: cleaning and disinfection, public health investigation, and consultation with the local public health department. Students, families, and the community will be notified after it is determined schools are safe to physically reopen.

According to the California Department of Public Health, “Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and the current guidance from the Local Health Officer. School closure will occur when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/students/staff have cases within a 14 day period.” Currently, we may reopen after 14 days and the following have occurred:

- Thorough cleaning and disinfecting of the campus
- Public health investigation
- Consultation with the local public health department

Communication Plans

The following guidance to staff and parents will be provided prior to returning to in-person learning:

It is necessary for us to communicate when there are confirmed positive COVID-19 cases at Murdock Elementary. There is a fine line between keeping our school community informed and protecting an individual's privacy. The purpose of this communication is to share with you how, and when, we plan to communicate COVID-19 information involving Murdock students and staff. First, let's define our terms. Confirmed positive cases (verified by any County Public Health Department) are "Positive". People who are "Positive" are isolated in their home by Public Health request. A person who has been in contact with a confirmed "Positive", within 6-feet or less, for 15 minutes or more (with or without a mask) will be referred to as a "Close Contact". People identified, by Public Health, as "Close Contacts" are quarantined to their home and advised by public health to get tested. Public Health will direct the "Close Contacts" as to if, or how long, they should self quarantine. Someone who is in contact with a "Close Contact" is referred to as a "Secondary Contact". "Secondary Contacts" are to monitor their symptoms and can continue going to school or work. If they become symptomatic, they should contact public health and their health care provider. When we become aware of a confirmed "Positive" case, either from the employee, student's family, or the public health officials directly, we will be in contact with public health for contact tracing and next steps. We will supply Glenn County Public Health with contact tracing information relative to our site. Health officials will interview, reach out, and provide assistance directly to individuals with an elevated risk of exposure who may have been in recent close contact with the student or staff member. We will communicate confirmed positive cases districtwide in a general sense informing stakeholders that a staff member, or student, tested positive. We will not state the person's name and be very nondescript about their role or position. We are all asked to please respect everyone's privacy during this time. If you suspect you have had Close Contact with someone who later was confirmed Positive, call Glenn County Public Health at 530.934.6588. You do not need to wait for the Contact Tracers to call you. The Centers for Disease Control and Prevention (CDC) recommends contacting your doctor if you believe you have been exposed to COVID-19 and develop a fever and other symptoms, such as coughing or difficulty breathing. Thank you for your continued support toward our collective purpose of slowing the spread of COVID-19, ensuring the health and safety of our students and staff, maintaining relationships, and facilitating student learning. By working together, we will meet the challenges of these unprecedented times.