

# **COVID-19**

## *Safety Plan*

**Updated April 30, 2021**

**The approved COVID-19 Safety Plan (CSP) has been updated per prevailing public health guidelines.**



**DESERT  
SANDS  
UNIFIED  
SCHOOL  
DISTRICT**

# COVID-19 School Guidance Checklist

**Revised: April 30, 2021**  
(per prevailing public health guidelines)  
**January 14, 2021**



Date: 01/29/2021  
Resubmission Date: 02/15/2021  
Updated: 04/30/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Desert Sands USD

Number of schools: 34

Enrollment: 26,987

Superintendent (or equivalent) Name: Scott Bailey

Address: 47-950 Dune Palms Road  
La Quinta, CA 92253

Phone Number: 760-771-8500  
Email: [slbailey@desertsands.us](mailto:slbailey@desertsands.us)

Date of proposed reopening:

Elementary-March 15, 2021

Secondary-March 29, 2021

County: Riverside

Grade Level (check all that apply)

Current Tier: Orange  
(please indicate Purple, Red,  
Orange or Yellow)

✓	TK	✓	2 <sup>nd</sup>	✓	5 <sup>th</sup>	✓	8 <sup>th</sup>	✓	11 <sup>th</sup>
✓	K	✓	3 <sup>rd</sup>	✓	6 <sup>th</sup>	✓	9 <sup>th</sup>	✓	12 <sup>th</sup>
✓	1 <sup>st</sup>	✓	4 <sup>th</sup>	✓	7 <sup>th</sup>	✓	10 <sup>th</sup>		

Type of LEA: Unified School District

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

☒ I, Scott Bailey, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the

**COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#) . For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- ☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- *Maximum number of students in a classroom is based on the size of the classroom and the ability to maintain at least 3 ft of physical distance between student chairs, measured from the center of the back of the chair, when the chair is pushed into the desk or table and a 6 ft distance between student and staff desks, per prevailing public health guidelines.*
- *Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher/staff assisting a student one-on-one), but the duration should be minimized and masks must be worn.*
- *Specialized services can be provided to a child or youth by a support service provider either through a push-in model or small group pull-out model. Small pull-out groups should remain as stable as possible for contact tracing purposes. Specialized services includes but not limited to occupational therapy, speech and language services, and other medical, behavioral, counseling, or educational support services.*
- *During in-person learning, breakfast will be eaten in designated areas at the school site. This allows students to go directly to their classroom or designated area upon entering campus, therefore eliminating morning recess and large gathering of students around campus while waiting for class to start.*

- *Ingress and egress maps of each campus have been created to minimize large numbers of students at any one location. All maps have been approved by district security. Each entrance will have a cart with hand sanitizer and masks for those that arrive without one.*
- *Bathroom passes will be issued this school year. Distance markers have been placed outside of each bathroom for students who are awaiting their turn to use the bathroom. Bathrooms will be cleaned throughout the day.*
- *For elementary, during lunch and recess, classes will remain intact and times for lunch and recess will be staggered so that classes are not mixed.*

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

- *Elementary students will not be departmentalized in cohort settings.*

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

- *Elementary students will be provided electives by classroom.*
- *Secondary students are scheduled in block periods to reduce the number of daily contacts.*

#### **Sample Elementary In Person Schedule**

	<b>Monday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00	Instruction Begins	Instruction Begins	Instruction Begins	Instruction Begins
12:00 - 12:40	Lunch	Lunch	Lunch	Lunch
12:40 - 2:00	Instruction	Instruction	Instruction	Instruction
2:00	Dismissal	Dismissal	Dismissal	Dismissal

Wednesdays are virtual instruction days.

#### **6th Period Day Secondary Schools (Sample Schedule)**

<b>Hybrid Schedule</b>	<b>Minutes</b>				
<b>Bell Schedule</b>		<b>Monday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>

7:40am-8:15am	35 min	Home Room	Home Room	Home Room	Home Room
8:20am-9:40am	80 min	1st Period	2nd Period	1st Period	2nd Period
9:45am-11:05am	80 min	3rd period	4rd Period	3rd Period	4th Period
11:10am-12:30 pm	80 min	5th period	6th period	5th period	6th period
12:30pm-1:10pm	40 min	Teacher Lunch	Teacher Lunch	Teacher Lunch	Teacher Lunch
1:10pm-2:40pm	90 min	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep

<b>Distance (Wednesday Schedule)</b>	<b>All Students</b>
7:40am-8:30am	Office Hours
8:30am-9:05am	Period 1(Distance Learning)
9:10am-9:45am	Period 2 (Distance Learning)
9:50am-10:25am	Period 3 (Distance Learning)
10:30am-11:05am	Period 4 (Distance Learning)
11:10am-11:45am	Period 5 (Distance Learning)
11:50am-12:25pm	Period 6 (Distance Learning)
12:25pm-1:05pm	Lunch
1:05pm-2:45pm	SAST Schedule/Collaboration/ 60 Prep

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

***Each principal has included in their reopening plan a map of specific ingress, egress, and movement tailored to the layout of the site based on CDPH guidelines.***

- *During regular school hours, school sites will restrict non-essential visitors,volunteers, and activities involving other groups.*
- *Classroom spaces will be arranged to allow maximum space for students and staff to maintain social distancing per prevailing health guidelines.*

- *Staff will practice social distancing, including, but not limited to, the following:*
  - *when working indoors or in outdoor area,*
  - *before and after the work shift,*
  - *coming and going from vehicles,*
  - *entering, working, and exiting buildings or other structures, and*
  - *during breaks and lunch periods.*
- *Protection guidelines and signage for student and staff safety are installed at all sites.*
- *Safety barriers have been installed in front offices where public face-to-face interaction occurs and may be used in classrooms.*
- *No sharing of school supplies. Students will be provided their own supply of materials individually labeled.*
- *Student Drop-off/Pick up*
  - *Map designating ingress and egress locations to avoid large groups of students.*
  - *Gates opened prior to the start of school.*
  - *Carts at gates with supplies (hand sanitizer, mask) for students to use upon entry/exit.*
- *Directional signage in hallways during the hybrid model to ensure a steady flow of traffic and prevent large gatherings of students.*

#### **Transportation to and from School**

- *Transporting of students will be managed to avoid close contact. Collaboration between the instructional program staff and school transportation staff will ensure students reliant on school buses will be at school on time.*
- *Every student and driver will be required to wear face coverings. If the student has a verified medical condition, mental health condition, or disability that prevents wearing a face covering, face shield will be provided, as long as their conditions permits it.*
- *Each bus will be equipped with extra unused face coverings for students who may not have one available.*
- *Students will fill each bus starting from the back to the front.*
- *Siblings will be expected to sit with each other.*
- *Vehicles will be cleaned at the end of each bus run.*
- *Should a student become ill while in transit, the student will be seated in front of the bus in isolation.*
- *Hand sanitizer will be made available for students to use when entering and exiting the bus.*

### **Student Meals**

- *Student meals will be served both onsite and offsite (curbside pick-up) to support the student under the hybrid or virtual instructional model.*
- *Grab-and-go meals will be available to students who either participate in 100% distance learning or the hybrid model.*
- *In 100% distance learning, grab-and-go meals will be made available for parent pick-up on designated distribution days.*
- *When attending school, students will be served individually plated or bagged meals for breakfast and lunch when at school.*
  - *Grab-and-go meals will also be made available for parents to pick-up on days when students are at home under the hybrid model.*
- *Outdoor seating will be arranged to allow social distancing per prevailing public health guidelines for students when eating outside. Elementary students will remain with their classrooms during lunch.*

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- *All staff are expected to wear face coverings (except when eating or drinking) whether at the workplace or performing work off-site:*
  - *When interacting in-person with any staff or member of the public.*
  - *Working in or walking through common areas such as the hallways, stairways, elevators, in a vehicle traveling with others, and parking lots.*
  - *Staff with verified medical conditions, mental health conditions, or disabilities, that prevent wearing a face covering are exempt.*
  - *Persons exempt from wearing a face covering due to a medical condition, as confirmed by school district health team, will be provided a face shield with a drape as an alternative face covering, as long as their condition permits it.*
- *All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.*
- *In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.*
- *Workers or other persons handling or serving food must use gloves in addition to face coverings.*
- *All students preschool through high school are expected to wear face coverings on school grounds and the bus subject to the following exemptions:*
  - *If they are under the age of 2.*



- *Have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering.*
  - *When it would inhibit communication with a person who is hearing impaired.*
- *Students and staff will be reminded not to touch the face covering and to wash their hands frequently.*
- *A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a labeled (student name/room number) plastic baggie or another safe and clean area until it needs to be put on again.*
- *Participants in youth and adult sports should wear face coverings when participating in the activity.*
  - *If sports participants will be frequently or consistently within six feet of each other during play and face coverings can be worn without compromising player safety, they should be worn; this includes most low- and moderate-risk sports, except for swimming and diving.*
  - *Sports participants on the sidelines must wear face coverings at all times.*
- *Schools will provide a face covering to any student who inadvertently fails to bring a face covering to school to prevent unnecessary exclusions.*
- *In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.*
- *Students who are excluded from school because they will not wear a face covering will be assigned to distance learning.*
- *Information contained in the **CDPH Guidance for the Use of Face Coverings** along with training/lessons will be provided to all students, families, and staff.*

☑ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

### **Students**

- *Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for COVID-19.*
- *Prior to arriving at school or to the bus stop, parents are required to complete a 'Daily Health Checklist' on their student(s).*
- *Daily Health Checklist for Students*
  - *Does your child have a fever? A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher.*
  - *Is your child experiencing known COVID-19 symptoms, such as: chills, cough, fever, shortness of breath, respiratory illness, sore throat, or new loss of taste/smell?*

- *In the last 14 days, has your child been directed to self-quarantine by a physician?*
- *Has your child been exposed to anyone who has tested positive for COVID-19 in the last 14 days?*
- *If the parent can answer yes to any of the questions above, they must not send their child to school and should follow public health guidelines regarding testing for COVID-19 virus. The absence will need to be reported to the school. The student will not be penalized for the COVID related absence and can participate through Distance Learning, if health conditions permit.*

### **Staff**

- *Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift and should stay home and follow public health agency guidelines.*
- *Staff Daily Health Checklist*
  - *Do you have a fever? A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher.*
  - *Are you experiencing known COVID-19 symptoms, such as: chills, cough, fever, shortness of breath, respiratory illness, sore throat, or new loss of taste/smell?*
  - *In the last 14 days, have you been directed to self-quarantine by medical personnel?*
  - *Have you been in contact with anyone who has tested positive for COVID-19 in the last 14 days?*
- *Students and staff should self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.*
- *Any students or staff exhibiting 1 or more symptoms will be required to wait in the identified isolation area until they can leave the work area or school site or be picked up by a parent/guardian and recommended for COVID-19 testing at their medical provider, DSUSD/RUPH Public Health testing site located at the former Amistad High School, or at a location of their choice.*
- *Nurse/designee, with appropriate PPE, will monitor the student in the isolation room until parent/guardian arrives and provide the parent/guardian with information on testing options and COVID-19 Return to School Information.*
- *Parents must have current emergency contact information on file and be prepared to pick up their student immediately if they develop COVID-19 symptoms.*
- *Unless Riverside County Public Health recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test result for the symptomatic individual are known.*
- *In the event a student or staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.*
- *Student and staff with symptoms of COVID-19 infection will be advised not to return*

*for in-person instruction or work until they have met CDPH criteria to discontinue home isolation for those with symptoms:*

- *At least 24 hours have passed since resolution of fever without the use of fever reducing medications and*
- *Other symptoms have improved; and*
- *They have a negative COVID test OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition such as allergies or asthma OR a health care provider has confirmed an alternative named diagnosis OR at least 10 days have passed since the date of the specimen collection of the positive COVID test.*

☑ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

#### **Handwashing and Hand Sanitizer**

- *Front offices will have free standing hand sanitizer dispensers for hand hygiene.*
- *Classrooms without sinks will have wall mounted sanitizer dispensers.*
- *Portable handwashing stations are available outdoors at school sites to supplement healthy hygiene practices.*
- *Teachers will review healthy hygiene practices daily with students.*
- *Staff is encouraged to develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing and sneezing.*
- *Signage is posted in high visibility areas to remind students and staff of proper techniques for hand washing and covering of coughs and sneezes and other prevention measures.*

#### **Disinfecting**

- *Each school site is supplied with high-capacity disinfectant sprayers for custodial use.*
- *Custodians will clean high-touch areas, restrooms, and common areas nightly.*
- *Employees will need to complete an annual 20-minute training as required by the Healthy Schools Act in order to use disinfectants.*
  - *All departments and classrooms are provided with disinfecting material consistent with the Healthy Schools Act following the completion of the annual training.*

### **Air Filtration**

- *Heating, ventilation, and air conditioning (HVAC) system air filters have been replaced with higher-efficiency filtration. Filters will be hospital laboratory level or better, as defined by ASHRAE.*
- *Classrooms and office areas have also been supplied with individual HEPA Filter air purification units.*
- *UL 2998 standard certified (Environmental Claim Validation Procedure for Zero Ozone Emissions from Air Cleaners) bipolar ionization air purifiers have been installed on HVAC systems district wide.*
- *Teachers can open or crack classroom doors and windows to increase air circulation of outdoor air.*

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

*The Assistant Superintendent of Student Support Services has designated the Lead School Nurse as the primary contact with Riverside County Public Health with assistance of the district health personnel team to support district contact tracing and communication to Riverside County Public Health through submission of exposed and confirmed positive student cases in the School COVID-19 Contact Line List at [rivco-schools@ruhealth.org](mailto:rivco-schools@ruhealth.org), and notification of exposed persons through district notification letters. (see appendix for sample notification letters) All staff and parents can also notify, ask questions, and provide information through the [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us) or by the school nurse COVID hotline at (760)238-9968.*

### **Notification of Confirmed Case of Student**

- *Notification of a confirmed case of a student through the site principal or parent directly contacting the [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us).*
- *The following information is gathered by district health personnel:*
  - *Student name and DOB*
  - *School site/Grade/Teacher's name*
  - *Determine instructional status-hybrid or distance learning*
  - *Date of last day at the site*
  - *Date of positive test*
  - *Parent contact information*
- *District health personnel inputs information into the district tracking spreadsheet*

- *Lead nurse contacts student's parent/guardian to*
  - *Check on their health.*
  - *Discuss return to school criteria.*
  - *Complete contact tracing information through parent, teacher and student.*
- *Three letters are distributed to appropriate personnel utilizing public health templates: (See appendix sample letter notifications)*
  - *General letter to site/department/school of a positive COVID case.*
  - *Close contact letters to those determined through contact tracing with recommendation for testing and quarantine dates.*
  - *District letter to the positive employee/student providing return to work/school criteria and tentative return date.*
  - *School COVID-19 Contact Line List is completed and emailed to rivco-schools@ruhealth.org.*
  - *Maintenance and Operations Department is contacted to provide deep disinfecting of the affected area(s).*

### **Notification of Exposed Students**

*Per CDPH, measures to be taken when a student has symptoms or is a contact of someone infected.*

- *Student(s) will be sent home if at school and exhibiting COVID-19 symptoms.*
  - *Student(s) will be directed to get COVID-19 testing.*
- *Student(s) in close contact with a confirmed COVID-19 case.*
  - *Student(s) will be sent home if at school.*
  - *Student(s) will be excluded from school for 10 days from last exposure, per CDPH quarantine recommendations.*
  - *Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).*
  - *School/classroom remain open.*
  - *School community notification of known exposure will be considered. No action needed if exposure did not happen in the school setting.*
- *Confirmed COVID-19 case infection.*
  - *Notify the local health department.*
  - *Exclude student from school for 10 days from last positive COVID test.*
  - *Identify school contacts, inform the local health department of identified*

*contacts, and exclude contacts from school for 10 days after the last date the case was present at school while infectious.*

- *Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).*
  - *Disinfection and cleaning of classroom and primary spaces where case spent significant time.*
  - *School remains open.*
  - *School community notification of known cases will be provided, including notification of persons with potential exposure if case was present in school while infectious.*
- *Symptomatic persons test negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.*
  - *May return to school after 24 hours have passed without fever and symptoms have improved.*
  - *School/classroom remain open.*
  - *Community notification if prior awareness of testing will be considered.*

#### **Cluster or Outbreak Investigations**

*CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).*

- *School Closure Determinations*
  - *Situations that may indicate the need for school closure:*
    - *Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring.*
    - *Closure should be done in consultation with Riverside County Public Health. Situations that may indicate the need for school closure:*
      - *Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.*
      - *Within a 14-day period, at least three outbreaks have occurred in the school AND more than 55 of the school population is infected.*
      - *Riverside County Public Health may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.*

- *Length of closure: 14 days, or according to a decision made in consultation with the Riverside County Public Health.*
- *If a school is closed, when may it reopen?*
  - *Schools may typically reopen after 14 days and if the following have occurred*
    - *cleaning and disinfection,*
    - *public health investigation, and*
    - *consultation with Riverside County Public Health.*
- *District-wide Closure Determination*
  - *District should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the Riverside County Public Health.*
  - *District may typically reopen after 14 days, in consultation with the Riverside County Public Health.*

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet Minimum: 3 feet If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

*On March 20, 2021 the California Department of Public Health in alignment with new guidance issued by the Centers for Disease Control and Prevention recommended a new distance standard for K-12 schools from 6 feet separating student chairs to 3 feet between student chairs. Six foot distancing still remains for students when eating and drinking (as practicable), staff to student distance, and adult to adult distance. The district also continues to have the additional measures in place for all classrooms such as:*

- *Classrooms without sinks will have wall mounted hand sanitizer dispensers.*
- *UL 2998 validated ozone free plasma air needlepoint bipolar.*
- *Filter upgrades installed to HVAC systems.*
- *HEPA based fan powered, commercial grade stand-alone units in office areas and classrooms.*
- *Outdoor handwashing stations.*

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

*Staff/Families - Live community forums will be hosted via virtual **Streamyard**. These sessions will be translated into Spanish and ASL. Additionally, the sessions will be recorded and posted on the district website for staff/parents/community. The trainings will include, but not limited to:*

- *Proper use of PPE and the removal, and washing of face coverings.*
- *Social distancing expectations.*
- *Health screening practices.*
- *COVID signs and symptoms.*
- *The importance of staff and students not coming to work/school if they have symptoms, or if they live with or have had close contact with someone diagnosed with COVID.*
- *The district's protocols and procedures to follow when staff or students become sick at school and preventive measures to protect staff and students from COVID-19 illness.*
- *Informational links and resources are also posted on the district website pertaining to COVID safety along with social emotional wellness directly related to coping with stress and anxiety, grief, and other mental health needs and links to resources for support.*
- *All employees have completed the mandated COVID-19 courses in the annual KeenanSafe Schools trainings.*

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

*School officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be recommended to take a COVID19 test and instructions will be provided by the district health team by phone contact and in writing while waiting for test results.*

- *If symptomatic, district health personnel will recommend testing at their medical provider, DSUSD/RUPH Public Health testing site located at the former Amistad School site, or at a location of their choice.*
  - *If positive, the district health personnel will contact employee for contact tracing information and provide return to work criteria. (see appendix for sample notification letter)*
  - *If staff is identified as a close contact. (A close contact is defined as a*



*person who is <6 feet from a case for >15 cumulative minutes within a 24 hour period) to an individual with a confirmed case of COVID-19, district health personnel will be provide notification to self-quarantine. (see appendix for sample notification letter)*

- *Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 case are not required to quarantine if they meet all of the following criteria:*
  - *Are fully vaccinated. (i.e.  $\geq 2$  weeks following receipt of the second dose in a 2-dose series)*
  - *Are within 3 months following receipt of the last dose in the series and have remained asymptomatic since the current COVID-19 exposure.*
  - *Persons who do not meet all three of the above criteria should continue to follow current CDPH quarantine guidance after exposure to someone with suspected or confirmed COVID-19.*
- *With the passage of [AB 86](#), California Department of Public Health has indicated that this bill supersedes the Consolidated Guidance with respect to asymptomatic student testing. AB 86 ends any asymptomatic testing requirements for all tiers except purple. Asymptomatic testing will be available for both staff and students by appointment on designated days at the district office.*

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

*School officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be recommended to take a COVID-19 test and instructions will be provided to the parent/guardian by the district health team verbally and in writing while waiting for test results.*

*If symptomatic, district health personnel will recommend to the parent to take their child for COVID-19 test at their medical provider, DSUSD/RUPH Public Health testing site located at the former Amistad School site, or at a location of their choice.*

- *If positive, district health personnel will contact parent, student, and teacher for contact tracing information and provide return to school criteria. (see appendix for sample notification letter)*
- *If a student is identified as a close contact (A close contact is defined as a person who is <6 feet from a case for >15 cumulative minutes within a 24 hour period) to an individual with a confirmed case of COVID-19, district health personnel will be provided notification to self-quarantine. (see appendix for sample notification letter)*

- Per the passage of [AB 86](#) California Department of Public Health has indicated that this bill supersedes the Consolidated Guidance with respect to asymptomatic student testing. AB 86 ends any asymptomatic testing requirements for all tiers except purple. Asymptomatic testing will be available for both staff and students by appointment on designated days at the district office.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

- Identified case information data will be shared with public health professionals to ensure that state and local public health experts can respond to confirmed cases of COVID-19
  - *who have been present at a school site,*
  - *to track and understand the extent of disease transmission within the state, and*
  - *to support communities with appropriate prevention strategies and support.*
- District is authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases.
- District will notify its local health officer of any known case of COVID-19 among any student or employee who was present at a school site within the 10 days preceding a positive test for COVID-19:
  - *The full name, address, telephone number, and date of birth of the individual who tested positive.*
  - *The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and*
  - *The full name, address, and telephone number of the person making the report.*
  - *The School COVID-19 Contact Line List containing information regarding the confirmed case and close contacts will be emailed to [rivco-schools@ruhealth.org](mailto:rivco-schools@ruhealth.org) within 24 hours from the time district health personnel are made aware of a new case.*

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

*The Superintendent or designee regularly communicates with all stakeholders regarding relevant information related to school re-opening plans, health and safety developments/reminders, vaccine clinic opportunities for employees, and district case rates and exposures, consistent with privacy requirements such as FERPA and HIPAA, utilizing information on and from the following platforms, but not limited to:*

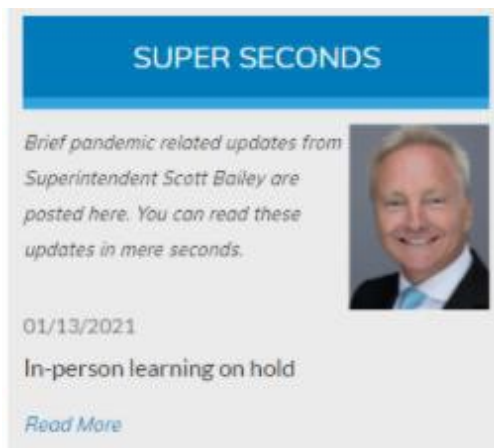
- [DSUSD COVID-19 DASHBOARD](#) - Recent COVID-19 cases and quarantines in Desert Sands schools.
- [State of California Safe Schools for All Hub](#) - California's Safe Schools for All Plan provides the support and accountability to establish a clear path to minimize in-school transmissions and enable, first, a phased return to in-person instruction, and then ongoing safe in-person instruction.
- [DSUSD COVID 19 Vaccination Clinics](#)

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. In partnership with several medical and pharmaceutical teams, the district has and will continue to provide vaccination clinics to our students, families, and community members at locations throughout the district, including school sites and the district office. The district is completing a campaign video utilizing district students, staff, and families encouraging everyone to **Get Vaccinated!**

COVID 19 CLINIC					
DATE	TIME	PROVIDER	LOCATION	VACCINE	
March 13, 2021	8:00am-4:00pm	Walgreens Pharmacy	LQHS	J&J 1 Dose	Phase 1A & 1B
April 24, 2021	8:00am-5:00pm	Desert Oasis Healthcare	LQHS	Pfizer Dose 1	
May 15, 2021	8:00am-5:00pm	Desert Oasis Healthcare	LQHS	Pfizer Dose 2	
May 19, 2021	10:00am-4:00pm	Albertsons Pharmacy	LQHS	Pfizer Dose 1	12yrs+
June 9, 2021	10:00am-4pm	Albertsons Pharmacy	LQHS	Pfizer Dose 2	12yrs+
May 25, 2021	12:00-3:00pm	Rite Aid/DHCF	DRA	Pfizer Dose 1	12yrs+
May 25, 2021	5:00-8:00pm	Rite Aid/DHCF	PDCMS	Pfizer Dose 1	12yrs+
May 26, 2021	12:00-3:00pm	Rite Aid/DHCF	Summit/Horizon	Pfizer Dose 1	12yrs+
May 26, 2021	5:00-8:00pm	Rite Aid/DHCF	TJMS	Pfizer Dose 1	12yrs+
May 27, 2021	12:00-3:00pm	Rite Aid/DHCF	JGMS	Pfizer Dose 1	12yrs+
May 27, 2021	5:00-8:00pm	Rite Aid/DHCF	PDHS	Pfizer Dose 1	12yrs+
June 1, 2021	12:00-3:00pm	Rite Aid/DHCF	Amistad	Pfizer Dose 1	12yrs+
June 1, 2021	5:00-8:00pm	Rite Aid/DHCF	CMPMS	Pfizer Dose 1	12yrs+
June 2, 2021	12:00-3:00pm	Rite Aid/DHCF	SHHS	Pfizer Dose 1	12yrs+
June 2, 2021	5:00-8:00pm	Rite Aid/DHCF	LQMS	Pfizer Dose 1	12yrs+
June 3, 2021	12:00-3:00pm	Rite Aid/DHCF	IMS	Pfizer Dose 1	12yrs+
June 3, 2021	5:00-8:00pm	Rite Aid/DHCF	IHS	Pfizer Dose 1	12yrs+
June 15, 2021	12:00-2:00pm	Rite Aid/DHCF	DRA	Pfizer Dose 2	12yrs+

June 15, 2021	5:00-7:00pm	Rite Aid/DHCF	PDCMS	Pfizer Dose 2	12yrs+
June 16, 2021	5:00-7:00pm	Rite Aid/DHCF	TJMS	Pfizer Dose 2	12yrs+
June 17, 2021	12:00-2:00pm	Rite Aid/DHCF	JGMS	Pfizer Dose 2	12yrs+
June 17, 2021	5:00-7:00pm	Rite Aid/DHCF	PDHS	Pfizer Dose 2	12yrs+
June 22, 2021	5:00-7:00pm	Rite Aid/DHCF	CMPMS	Pfizer Dose 2	12yrs+
June 23, 2021	12:00-2:00pm	Rite Aid/DHCF	SHHS	Pfizer Dose 2	12yrs+
June 23, 2021	5:00-7:00pm	Rite Aid/DHCF	LQMS	Pfizer Dose 2	12yrs+
June 24, 2021	12:00-3:00pm	Rite Aid/DHCF	IMS	Pfizer Dose 2	12yrs+
June 24, 2021	5:00-8:00pm	Rite Aid/DHCF	IHS	Pfizer Dose 2	12yrs+
July 2021	TBD	Rite Aid/DHCF	DEC-North	Pfizer/ REQ Vaccines for School Entry 12yrs+	
August 2021	TBD	Rite Aid/DHCF	IMS	Pfizer/ REQ Vaccines for School Entry 12yrs+	
August 2021	TBD	Rite Aid/DHCF	TJMS	Pfizer/ REQ Vaccines for School Entry 12yrs+	
August 2021	TBD	Rite Aid/DHCF	DRA	Pfizer/ REQ Vaccines for School Entry 12yrs+	

- [Super Seconds](#) - Quick updates available on the district's webpage.



[www.dsusd.us](http://www.dsusd.us)

- *Email and written communications.*
- *Cabinet COVID Updates presented at school board meetings.*
- *Notification letters*
  - *School Exposure Letter, which will be sent to notify parents of a confirmed COVID-19 case at a school site.*
  - *School Outbreak Letter, which will be sent to notify parents/staff of a possible outbreak at a school site.*

- *School Closure Letter, which will be sent to notify parents/staff of a school closure due to an ongoing COVID-19 outbreak.*
- *AB 685 Compliant Notification, which will be sent to notify staff regarding a positive COVID-19 case in a department or site.*
- *Close Contact Letter, which will be sent to notify employees or students that are deemed close contacts per CDPH criteria.*
- *COVID-19 Positive Case Letter, which will be sent as a follow-up to a phone call with a school nurse to employee or parent/guardian of a student with positive COVID-19 results providing resources and return to work/school criteria.*

- *School Exposure Letter, which will be sent to notify parents of a confirmed COVID-19 case at a school site.*



## DESERT SANDS UNIFIED SCHOOL DISTRICT

47-950 Dune Palms Road • La Quinta, California 92253 • (760) 777-4200 • FAX: (760) 771-8505  
BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Linda Porras, Gary Tomak  
SUPERINTENDENT: Scott Bailey

Date \_\_\_\_\_

Dear Parents/Guardians,

We would like to inform you that we have been notified about a confirmed case of COVID-19 (Coronavirus Disease 2019) in a member of our school community. The individual who tested positive (the "case") was last on school premises on [DATE]. All school areas where the case spent time will be cleaned and disinfected before they are in use again.

Our school is working with Riverside County Public Health to follow up with the case and will reach out to all persons who are identified as having had close contact with the case to recommend home quarantine and COVID-19 testing. If you or your child are not contacted, it means that you or your child were not identified as exposed to the case.

Please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

STUDENT SUPPORT SERVICES DIVISION

Laura Fisher, Assistant Superintendent

Dr. Charity Plaxton-Hennings, Senior Director, Special Education; Larry Bellanich, Director, Child Welfare & Attendance

*The Future Is Here!*

- *School Outbreak Letter, which will be sent to notify parents/staff of a possible outbreak at a school site.*



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BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Linda Porras, Gary Tomak  
SUPERINTENDENT: Scott Bailey

Date \_\_\_\_\_

Dear Parents/Guardians, Teachers, and Staff Members,

We would like to inform you that we are working with Riverside County Public Health on their investigation of a COVID-19 outbreak in our school community. Our school is also working with Riverside County Public Health to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
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Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

STUDENT SUPPORT SERVICES DIVISION

Laura Fisher, Assistant Superintendent

Dr. Charity Plaxton-Hennings, Senior Director, Special Education; Larry Bellanich, Director, Child Welfare & Attendance

*The Future Is Here!*



- *School Closure Letter, which will be sent to notify parents/staff of a school closure.*



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BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Linda Porras, Gary Tomak  
SUPERINTENDENT: Scott Bailey

Date \_\_\_\_\_

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with Riverside County Health Officer, Dr. Cameron Kaiser, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID19 and to clean and disinfect the school before reopening on [DATE].

During school closure, the school will switch to online teaching to continue our classes; please see attached information sheet on how students can sign in to continue their schoolwork online. Riverside County Public Health will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

STUDENT SUPPORT SERVICES DIVISION  
Laura Fisher, Assistant Superintendent

Dr. Charity Plaxton-Hennings, Senior Director, Special Education; Larry Bellanich, Director, Child Welfare & Attendance  
*The Future Is Here!*



- *AB 685 Compliant Notification, which will be sent to notify staff regarding a positive COVID-19 case in a department or site.*



## DESERT SANDS UNIFIED SCHOOL DISTRICT

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 BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Tricia Pearce, Linda Porras  
 SUPERINTENDENT: Scott L. Bailey

[DATE]

**Re: AB 685 Notice of Potential Exposure to COVID-19**

Dear Employee:

This is to notify you that within the last business day we have learned a person at your worksite has either:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health;
- Received a positive COVID-19 diagnosis from a licensed health care provider;
- Been issued a COVID-19-related order to isolate provided by a public health official; or
- Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

You are being provided with this notice because you were on the premises at the same worksite as the above-referenced individual within the infectious period as defined by the State Department of Public Health. As a result, you may have been exposed to COVID-19 and should monitor whether you develop any COVID-19 related symptoms, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

A complete list of COVID-19 symptoms is available at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- *AB 685 Compliant Notification, which will be sent to notify staff regarding a positive COVID-19 case in a department or site. (Cont.)*

In the event that you experience any of these symptoms, please immediately contact the Human Resources department and **do not report for work.**

The following benefits may be available to you should you require time off due to COVID-19:

- SB 95 COVID-19 Supplemental Sick Leave
- Workers' Compensation benefits
- Sick leave and extended illness leave provided by collective bargaining agreement, policy or statute (Education Code sections 44977 and 44978 for certificated K-12 staff; Education Code sections 45191 and 45196 for classified K-12 staff; Education Code sections 87780 and 87781 for community college faculty; Education sections 245-249 for employees not qualifying for other sick leave).
- Industrial accident and illness leave provided by collective bargaining agreement, policy or statute (Education Code section 44984 for certificated K-12 staff; Education Code section 44192 for classified K-12 staff; Education code section 87787 for community college faculty; and Education Code section 88192 for community college classified staff).
- Twelve weeks of federal Family Medical Leave Act leave / California Family Rights Act leave.
- Available vacation, comp-time or unpaid leave (if applicable) provided by collective bargaining agreement, policy or statute.

Please note that these benefits are only available to the extent you are eligible and have not already exhausted them. For more information regarding these benefits, please contact Personnel Services at (760) 771-8693 Classified; (760) 771-8691 Certificated.

Desert Sands USD shall not discriminate, harass, or retaliate against an employee for disclosing a positive COVID-19 test or diagnosis, or an order to quarantine or isolate issued by a public health official. Likewise, Desert Sands USD shall not discriminate, harass, or retaliate against an employee for utilizing any benefits they may be entitled to, including those listed above.

Please be assured that we are taking all necessary and recommended precautions in an effort to help keep our working environment safe. Specifically, we are following the CDS's latest guidance regarding disinfection and workplace safety, including when an employee becomes sick with COVID-19, available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

This may include the following measures:

- Separating employees who appear to have COVID-19 symptoms.
- Opening outside doors and windows to increase air circulation in the area.
- Cleaning and disinfecting all areas used by the sick employee, with a disinfectant on List N: Super 60/Waxie 764.

- *AB 685 Compliant Notification, which will be sent to notify staff regarding a positive COVID-19 case in a department or site. (Cont)*

As always, please continue to observe the following standard practices:

- Do not come to work sick under any circumstances.
- Follow the social distancing protocols while at work.
- Wear a face-covering.
- Follow applicable Shelter-in-Place Orders and limit any non-essential travel.
- Avoid touching your eyes, nose, and mouth.
- Use a tissue to cover your cough or sneeze, and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Regularly wash your hands with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands with soap and water if they are visibly dirty.

We are committed to providing a safe environment for all of our employees. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information.

If you have any COVID related questions or concerns, please contact the non-urgent school nurse hotline [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us) or (760) 238-9968.

Sincerely,



Laura Fisher  
Assistant Superintendent, Student Support Services

- *COVID Exposure Guidance for Schools-Sent to those deemed as Close Contact.*



## DESERT SANDS UNIFIED SCHOOL DISTRICT

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BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Tricia Pearce, Linda Porras  
SUPERINTENDENT: Scott L. Bailey

[DATE]

Dear [EMPLOYEE NAME],

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one student or staff member in the [DEPARTMENT] on [DATE]. You may have had an exposure to this case due to your close proximity to the person with the confirmed case of COVID-19 in the [DEPARTMENT] and (1) were within 6 feet of the infected person for more than 15 minutes, even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

- ☐ Please begin to self-quarantine. You may return to work **10 days** from the date of last exposure to the infected person to prevent illness in new persons, provided you remain symptom free. Your estimated date of return to work is [DATE]. See Home Quarantine Guidance <https://www.rivcoph.org/coronavirus>.
- ☐ If you are deemed to be fully vaccinated, please provide a copy of your vaccine record. If you choose to test, you will need to self quarantine until you receive and report your results. Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 case are not required to quarantine if they meet all of the following criteria:
  1. Are fully vaccinated (i.e.  $\geq 2$  weeks following receipt of the second dose in a 2-dose series)
  2. Are within 3 months following receipt of the last dose in the series
  3. Have remained asymptomatic since the current COVID-19 exposure

Persons who do not meet all three of the above criteria should continue to follow current CDPH quarantine guidance after exposure to someone with suspected or confirmed COVID-19.

All symptomatic persons with an exposure should get tested. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites:

<https://gettested.ruhealth.org/> Individuals who need assistance finding a medical provider, can contact RUHS Community Health Center <https://www.ruhealth.org/en-us/community-health-centers>.

STUDENT SUPPORT SERVICES DIVISION

Laura Fisher, Assistant Superintendent

Dr. Charity Plaxton-Hennings, Senior Director, Special Education; Larry Bellanich, Director, Child Welfare & Attendance

*The Future Is Here!*

- *COVID Exposure Guidance for Schools-Sent those deemed as Close Contact (cont.)*

If you develop symptoms (fever and cough or shortness of breath, loss of taste or smell), you should begin self-isolation. See Home Isolation Instructions. If you should develop serious or concerning symptoms, seek medical attention.

[https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/HealthProviders/HomeisolationenCoV\\_English\\_V3.pdf?ver=2020-06-15-165345-317&timestamp=1592265237996](https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/HealthProviders/HomeisolationenCoV_English_V3.pdf?ver=2020-06-15-165345-317&timestamp=1592265237996)

If your symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of great importance to us. For additional questions about Coronavirus in Riverside County, please visit Riverside County Department of Public Health coronavirus webpage at <https://www.rivcoph.org/coronavirus>.

If you have any questions or concerns please contact the non urgent school nurse hotline at 760-238-9968, [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Fisher".

Laura Fisher  
Assistant Superintendent, Student Support Services



- *COVID-19 Positive Case Letter, which will be sent as a follow-up to a phone call with a school nurse to employee or parent/guardian of a student with positive COVID-19 results providing resources and return to work/school criteria.*



## DESERT SANDS UNIFIED SCHOOL DISTRICT

47-950 Dune Palms Road • La Quinta, California 92253 • (760) 777-4200 • FAX: (760) 771-8505  
BOARD OF EDUCATION: Ana M. Conover, Donald B. Griffith, Wendy Jonathan, Tricia Pearce, Linda Porras  
SUPERINTENDENT: Scott L. Bailey

Date:

[Parent or Guardian or Employee Name]:

On [DATE] you informed us of your positive COVID 19 test. First and foremost, I hope that your student is feeling well/you are feeling well. If at any time you experience serious or concerning symptoms please seek medical attention.

Per the Centers for Disease Control (CDC) directives, you need to Isolate at home. ISOLATION keeps someone who is sick or tested positive for COVID-19 away from others, even in their own home. Monitor your student's symptoms. If they have an emergency warning sign (including trouble breathing, seek emergency medical care immediately. While isolating at home:

- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a mask when around other people, if you are able to.

You will need to Isolate for 10 days at a minimum from the date of your positive test. If you are experiencing symptoms you will need to STAY HOME until after your symptoms have resolved.

DSUSD follows the public health guidance which states that in order to return to school, the following criteria must be followed:

- at least 10 days since a positive test **and**
- at least 24 hours with no fever without fever-reducing medication **and**
- your symptoms have improved.
- A negative COVID test is not required.

If you tested positive for COVID-19, but do not have symptoms you will need to stay home until after 10 days have passed since your positive test.

The estimated date of return to hybrid learning for your student is [DATE]. If your student is feeling well they may continue to connect through distance learning. Please contact the school if your student is too ill to connect to distance learning.

Please feel free to reach out to me should you have questions or concerns.

All non-urgent questions can be directed to the school nurse hotline 760-238-9968 or [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us).

Take care,

Susan Kadel RN, BSN

Lead School Nurse

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Desert Sands Teachers Association

Date: 01/21/2021

Name: California School Employees Association

Date: 01/22/2021 & 01/27/2021

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: District Advisory Committee (DAC), Native American Parent Advisory Committee, District English Learner Advisory Committee (DELAC), Special Education Parent Advisory Committee (SEPAC), Migrant Education Parent Advisory Committee, African American Parent Advisory Committee

Date: 01/25/2021

Board Approval: 01/28/2021

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer for Riverside County has certified and approved the CSP on this date: February 19, 2021. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# **DESERT SANDS UNIFIED SCHOOL DISTRICT**

**COVID-19 PREVENTION PROGRAM**  
(February 18, 2021 2:30pm)



## **COVID-19 PREVENTION PROGRAM**

### **PURPOSE**

In an effort to protect the health and safety of our employees, Desert Sands Unified School District (DSUSD) has prepared a COVID-19 prevention program ("Program") intended to provide information related to the prevention of coronavirus, describe DSUSD policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control ("CDC"), state and local public health agencies, and DSUSD operations.

The Prevention Program is intended to comply with state and local law regarding employees' safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

The Assistant Superintendent of Business Services and Assistant Superintendent of Student Support Services have overall responsibility for managing the DSUSD COVID-19 Prevention Program. In addition, DSUSD expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas.

### **SCOPE**

This program applies to all DSUSD employees and contains general prevention best practices as well as DSUSD policies and procedures related to COVID-19 in the workplace.

### **WHAT IS COVID-19**

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Chills
- Cough

Shortness of breath or difficulty breathing  
Fatigue  
Muscle or body aches.  
Headache  
Loss of taste or smell  
Sore throat  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea

Laboratory testing is necessary to confirm an infection.

### **COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or eyes.

### **INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS**

DSUSD will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Where possible encourage remote work.
2. Establishment of guidelines for maintaining a distance of at least six feet between persons, and use of video and/or telephonic meetings.
3. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
4. Direct employees to self-screen for COVID-19 symptoms prior to entering the facility for their shift and stay home and seek medical treatment if they are experiencing any COVID related symptoms in the past 48 hours.
5. If an employee becomes symptomatic with COVID-19 while at work, they will be

directed to leave the workplace and recommend COVID-19 testing.

6. DSUSD will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
  - a. Reduced staffing to accommodate the need for workers in the workplace,
  - b. Reduce the number of persons in an area at one time
  - c. Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
  - d. Staggered arrival, departure, work, and break times.
  - e. Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees
7. Employees will have access to appropriate PPE products (i.e. face covers, soap/sanitizer, gloves, sanitizing/disinfectant materials, and paper towels in the workplace).
8. Wash hands frequently with soap for at least 20 seconds and use hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer does not work if the hands are soiled, so every effort must be made to wash hands before applying hand sanitizer.
9. All staff are to wear face coverings (except when eating or drinking) whether at the workplace or performing work off-site in the district, when interacting in-person with any staff or member of the public, working in or walking through common areas such as the hallways, stairways, elevators, in a vehicle traveling with others, and parking lots. Staff with verified medical conditions, mental health conditions, or disabilities that prevent wearing a face covering are exempt when confirmed by school district health personnel. Exemptions to face covering must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
10. DSUSD will maximize the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation. In addition, UL 2998 validated ozone free plasma air needlepoint bipolar ionization has been installed on HVAC units, filter upgrades installed to HVAC systems, and HEPA based, fan powered, commercial grade stand-alone units placed in buildings and workplaces.
11. Signs and/or instructions placed in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

## **INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS**

DSUSD takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:

Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. DSUSD will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

1. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
2. Conduct quarterly inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public. This inspection will include:
  - a. Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards
  - b. Places and times
  - c. Potential for COVID-19 exposures and employees affected, including members of the public
  - d. Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
3. Correction/preventive measures of COVID-19 hazards include, but not limited to:
  - a. Moving indoor tasks outdoors or having them performed remotely
  - b. Increasing outdoor air supply when work is done indoors
  - c. Improving air filtration
  - d. Increasing physical distancing
  - e. Install physical barriers
  - f. Alternating scheduling of staff
  - g. Reduce capacity in areas
  - h. Implement remote work as feasible
  - i. Enhance safety signage in the workplace
  - j. Additional COVID-19 safety training
4. Managers with the support of the district's occupational health and safety team will conduct quarterly risk assessments to determine the possibility of exposure risk in order to put in place appropriate district preventive measures.
5. Continue to evaluate DSUSD policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed, augmented, or amended to further reduce or eliminate COVID-19 hazards.
6. DSUSD will conduct specific inspection of a facility or workplace by identifying and correcting hazards following any positive COVID-19 case in the workplace.

7. In order to protect employees in the workplace, DSUSD will also investigate each positive COVID-19 case to help identify those employees who were deemed close contacts with the infected employee and require all those exposed to:
  - a. Employee(s) will be directed to get COVID-19 testing
  - b. Employee(s) will be excluded from work for 10 days from last exposure, and per CDPH quarantine recommendations plus an additional 4 days with a surgical mask and monitoring symptoms
  - c. Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion, if negative).
8. Identification of potential workplace hazards will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors, and will be reported to the appropriate personnel.
9. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and correction/preventive measures of COVID-19 hazards will be implemented in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

## **EMPLOYEE RESPONSIBILITIES**

During the COVID-19 public health emergency, DSUSD employees have a collective responsibility to ensure the protection of all people in the workplace to comply with DSUSD policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift and should stay home and follow public health agency guidelines, if they experienced any of the following symptoms in the past 48 hours:
  - a. Do you have a fever? A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher.
  - b. Are you experiencing known COVID-19 symptoms, such as: chills, cough, fever, shortness of breath, respiratory illness, sore throat, or new loss of taste/smell?
  - c. Have you been directed to self-quarantine by medical personnel?
  - d. Have you been in contact with anyone who has tested positive for COVID-19 in the last 14 days?
2. Staff should self-monitor throughout the day for signs of illness
3. Any staff exhibiting 1 or more symptoms will be required to wait in the identified isolation area until they can leave the work area and recommended for COVID-19 testing at their medical provider, DSUSD/RUPH Public Health testing site located at the former Amistad High School, or at a location of their choice.

4. Unless Riverside County Public Health recommends otherwise, there is no need to exclude asymptomatic contacts (staff) of the symptomatic individual from work until test results for the symptomatic individual are known.
5. In the event a staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.
6. Staff with symptoms of COVID-19 infection will be advised not to return for work until they have met CDPH criteria to discontinue home isolation for those with symptoms:
  - a. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - b. Other symptoms have improved; and
  - c. They have a negative COVID test OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition such as allergies or asthma OR a health care provider has confirmed an alternative named diagnosis OR at least 10 days have passed since the date of the specimen collection of the positive COVID test.
7. Employees shall practice physical distancing and remain at least 6 feet apart. Mitigating measures when six feet apart cannot be achieved will include, opening windows, ensuring face coverings are worn, and improved air filtration as referenced in **Infection Prevention Measures - Control of COVID-19 Hazards**. In addition, physical distancing can be achieved with remote work and the use of video or telephonic meetings.
8. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, sanitizing wipes, hand sanitizer, and disinfecting supplies are provided for employee use to clean and disinfect shared workspaces and work items before and after each use.
9. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
10. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
11. Employees must not share personal items with co-workers (for example, dishes, cups,

utensils, towels). 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. Where there must be sharing of tools, the items will be disinfected or sanitized between uses by the employee. Sharing of vehicles will be minimized, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

12. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.
13. Employees will be provided with cleaning products and/or disinfectant into the workplace.

### **PERSONAL PROTECTIVE EQUIPMENT**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures (for example, hand washing, wearing face coverings). Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

DSUSD will supply all necessary and required PPE, including face coverings. DSUSD will replace any damaged PPE. If employees wish to use additional PPE, they must make the request of the manager or supervisor who will consult with school district health personnel to approve all reasonable requests.

### **CLEANING AND DISINFECTION POLICY AND PRACTICE**

The DSUSD recognizes that high traffic and high touch common areas in the workplace need cleaning and disinfecting to limit the spread of the COVID-19 virus.

DSUSD custodians will clean common areas and objects nightly using high capacity disinfecting misters and clean with sanitizing agents. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, elevator buttons, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

## **INVESTIGATING AND RESPONDING TO COVID-19 CASES**

DSUSD will consult with state and local public health agencies for mitigation practices and responsible protocols. DSUSD will follow the California Department of Public Health strategies, listed below, for returning employees to work. The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department and unique circumstances. Negative COVID-19 tests are not required in order to return to work.

***Symptomatic Positive:*** Employees with symptoms who are laboratory confirmed to have COVID-19.

1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
2. At least 10 days have passed since the last positive COVID-19 test; and
3. Other symptoms have improved.

***Asymptomatic Positive:*** Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days have passed since the date of their last positive COVID-19 test. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

***Symptomatic Negative:*** Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.

***Asymptomatic Negative:*** Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 10 days after the last known contact with the case-patient, and return with a surgical face mask for 4 days following the 10 day quarantine at home.

***Symptomatic Untested:*** Employees who had symptoms of COVID-19 but were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

***Asymptomatic Untested:*** Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms **or** employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should quarantine at home for 10 days after the last known contact with the case-patient, and return with a surgical face mask for 4 days following the 10 day quarantine at home.

School district health personnel are responsible for contact tracing, such as creation and submission of lists of exposed employees, communication to the local health department, and notification of exposed persons.

If an employee tests positive for COVID-19, DSUSD will immediately inform co-workers of their



possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). DSUSD will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

DSUSD will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

DSUSD staff will be notified based on the following procedure:

1. Employees notify supervisor of a positive COVID test
2. Supervisor emails the district (Personnel/Student Services designated staff) with the following information
  - a. Employee/Student name
  - b. Job title/Site
  - c. Date of last day at the site
  - d. Date of positive test
  - e. Contact number
3. Personnel informs employee of COVID leave information
4. Student Services staff inputs information into the district tracking spreadsheet
5. Lead nurse contacts employee to
  - a. Check on their health
  - b. Discuss return to work/school criteria
  - c. Complete contact tracing information
6. Three letters are distributed to appropriate personnel utilizing public health templates
  - a. General letter to site/department/school of a positive COVID case
  - b. Close contact letters to those determined through contact tracing with recommendation for testing and quarantine dates
  - c. District letter to the positive employee/student providing return to work/school criteria and tentative return date
  - d. School COVID-19 Contact Line List is completed and emailed to [rivco-schools@ruhealth.org](mailto:rivco-schools@ruhealth.org)
  - e. Maintenance and Operations Department is contacted to provide deep cleaning of the affected area(s)

Following a confirmed COVID-19 Case, the following cleaning and disinfecting procedure will be enacted.

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has been completed.
2. Staff can open outside doors and windows and use ventilating fans to increase air circulation in the area.

3. Apply cleaners and disinfectants on surfaces and objects of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required)

## **SYSTEM FOR COMMUNICATION**

Communication between employees and DSUSD on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All DSUSD employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the nurse hotline at (760) 238-9968 or email [schoolnurse@desertsands.us](mailto:schoolnurse@desertsands.us), who will triage the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed, they are encouraged to report it to their supervisor or manager. DSUSD will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
4. DSUSD will provide COVID-19 testing to potentially exposed employees.
5. COVID-19 testing is provided at the Desert Sands Unified School District's former Amistad High School site at 44801 Golf Center Parkway, Indio, CA or multiple locations throughout Riverside County provided by the Riverside County Department of Public Health Department, which can be found at <https://gettested.ruhealth.org/>, or the employee's medical provider network at no cost to the employee.

Notification of Close Contacts. Employees identified as a close contact to an individual with a confirmed case of COVID-19 will be provided notification to self-quarantine. Employees instructed to self quarantine due to a close contact may return to work 10 days from the date of last exposure to the infected person provided the employee remains symptom free and wears a surgical mask for the first 4 days upon the employee's return.

General Notification. Employees in the same location at the same worksite of an individual who has been confirmed with COVID-19 within the infectious period, defined by the State Department of Public Health, will be provided notification that the employee may have been exposed to an individual with a confirmed case of COVID-19 in the workplace and should monitor for any COVID-19 related symptoms. Employees who have been provided the general notification and experience any COVID-19 related symptoms should contact their supervisor/manager and not report for work.

## **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

DSUSD will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak.

A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14-day period.

1. DSUSD will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours.
2. All employees will be tested as frequently as required by the local health department for a COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. DSUSD will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in Responding to Positive or Suspected COVID-19 Cases in the Workplace.
4. DSUSD will immediately investigate and determine COVID-19 hazards that may have contributed to the outbreak in accordance with Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.
5. DSUSD will perform a review of its COVID-19 procedures and controls, and implement changes where needed. The investigation and review will be documented and include review of:
  - a. Leave policies and practices to insure employees are encouraged to remain home when sick;
  - b. COVID-19 testing process;
  - c. Outdoor air circulation;
  - d. Physical distancing, face coverings or use of other PPE;
  - e. Mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible

with the system, including portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems;

- f. Additional respiratory protection needs;
- g. COVID-19 hazard to be corrected before continuing operations;
- h. Control measures as required by Cal/OSHA.

6. Notify the local health department as required by law.

### **POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE**

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

Families First Coronavirus Response Act (FFCRA) Leave. The Federal “Families First Coronavirus Response Act,” also known as HR 6201, provides most employees with two weeks of paid leave for coronavirus-related absences, and extends Family Medical Leave Act (FMLA) leave. Specifically, HR 6201 provides as follows, effective April 1, 2020:

- A. 80 Hours of paid sick leave for full-time employees (pro rata for part-time) at the employee’s regular rate of pay (up to \$511 per day and \$5,110 in total) if:
  - a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
  - b. The employee has been advised by a health care provider to self-quarantine because of COVID-19; or
  - c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- B. 80 hours of paid leave for full-time employees (pro rata for part-time) at two-thirds the regular rate of pay (or state minimum wage, whichever is greater) up to \$400 per day and \$2,000 total if:
  - a. The employee is caring for an individual subject to an order or advised to self-isolate;
  - b. The employee is caring for their own child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
  - c. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- C. Such leave as provided by HR 6201 shall be available to all employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employee.
- D. HR 6201 extends FMLA leave in various ways, including making it available to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee’s minor child if the child’s school or place of care has been closed due to a COVID-19 related public health emergency, and making it a paid leave at  $\frac{2}{3}$  pay after the first 10 days of

unpaid leave are taken under HR 6201. The District allows employees to utilize any previously-accrued sick or vacation leave to substitute for the initial 10-day period of unpaid leave provided by HR 6201, as well as to fill any gap in pay resulting from the  $\frac{2}{3}$  formula in HR 6201.

- E. Paid-leave requirements of the Families First Coronavirus Response Act expire December 31, 2020.

Families First Coronavirus Response Act (FFCRA) Leave Extension. The District will extend the deadline to use Emergency Paid Sick Leave from December 31, 2020 through March 31, 2021.

- A. Employees may use their emergency paid sick leave for the reasons outlined below:
  - a. The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19.
  - b. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
  - c. The employee has been advised to self-quarantine by Risk Management and/or District Administration due to workplace exposure to COVID-19
  - d. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - e. The leave above shall be paid at 100% of the employees base daily rate.
- B. Employees will not receive any additional leave in addition to eight (80) hours granted under the FFCRA. Rather, employee will be extended the deadline by which they must use the leave previously provided. For example, if an employee used 30 hours of FFCRA leave prior to the December 31, 2020 expiration, they would have 50 hours of District-paid COVID-19 leave remaining. An employee need not have commenced FFCRA sick leave prior to December 31, 2020 to be eligible for leave under this MOU (e.g. an 8 hour employee, for example, who has never utilized FFCRA sick leave, retains his or her full 80 hours of FFCRA sick leave). However, employees that have received the full balance of FFCRA approved leave prior to December 31, 2020 have exhausted FFCRA sick leave, and shall not receive additional District-paid COVID-19 leave.
- C. In order to receive District-paid COVID-19 leave, employees must provide the following verification:
  - a. For an employee with a confirmed positive COVID-19 test, the employee must provide Personnel Services a copy of the positive test result.
  - b. For an employee subject to a quarantine order, the employee must provide the name of the government entity that issued the order, or a doctor's note, or documentation from a health care professional directing the employee to quarantine.
- D. The FFCRA leave extension will expire on March 31, 2021.
- E. If a governmental body reinstates COVID-19 leave or otherwise provides additional leave related to the COVID-19 pandemic, the District will discontinue providing the FFCRA leave extension. Additionally Governmental COVID-19 leave will be applied retroactively to leave provided in the FFCRA extension to the extent permitted by law.

Leave Pursuant to Collective Bargaining Agreement. Employee leave provisions for paid

and unpaid leaves of absence are provided for in accordance with the collective bargaining agreement and or memorandum of understanding between the Governing Board and employee bargaining units.

Workers' Compensation Benefits. If an employee believes they contracted a COVID-19-related illness as a result of their employment, the employee may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, the employee may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, the employee would notify the District that the employee believes their COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

Earnings Continuation. If the COVID-19 exposure is work related, the employee is required to quarantine, is able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation.

## **REPORTING, RECORDKEEPING, AND ACCESS**

DSUSD is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of DSUSD efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

## **TRAINING AND INSTRUCTION**

DSUSD will provide effective training and instruction that includes:

1. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be

entitled under applicable federal, state, or local laws.

3. The fact that:
  - a. COVID-19 is an infectious disease that can be spread through the air.
  - b. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - c. An infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. 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
6. 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.
7. 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.
8. 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 be notified of the training and all employees are required to participate.