



CHULA VISTA ELEMENTARY SCHOOL
DISTRICT

REOPENING PLAYBOOK FOR STAFF

July 30, 2021

TABLE OF CONTENTS

CONTENTS	PAGE
District Values and Commitment	4
Returning to Campus	4
If You See an Unsafe Situation	4
The Pillars	5
Physical Distancing	5
Increased Cleaning and Hygiene	5
Cleaning with Virex II 256	6
Disinfecting with Virex II 256	6
For Custodial Use: Using a Hudson Pump Sprayer to disinfect	7
For Custodial Use: Using TITAN Flexspray Handheld Sprayer	7
Hygiene	7
Health Monitoring and Contact Tracing	8
Staff Health Screening and Temperature Checks	8
Student Health Screening and Temperature Checks	8
COVID-19 Illness and Testing Guide	8
Outbreaks	11
Contact Tracing	11
COVID-19 Testing	11
Side-Effects of Vaccinations and Stay at Home Guidance	12
Personal Protective Equipment and Other Safety Equipment	13
Hand Sanitizer	13
Masks	13
Gowns	14
Gloves	14
Canopies	14
Sprayers/Disinfectant	14

CONTENTS	PAGE
Other Safety and Mitigation procedures	15
Annex Sites	15
Bathrooms	15
Behavioral Signage	15
Budget and Finance	15
Ceremonies	15
Child Nutrition and Meal Services	15
Drinking Fountains and Water Bottles	15
Emergencies	16
Field Trips	16
Purchasing and Procurement	16
Safety Committee Role	16
Staff Lounge/Lunch Areas	16
Transportation	17
Visitor Management	17
Ventilation, HVAC and Air Purifiers	17
Classrooms	18
Considerations for Classroom Set-Up and Operations	18
Ill or Injured Student	19
Human Resources Procedures	20
Record of Revision	24

DISTRICT VALUES AND COMMITMENT

We value the role you play in carrying out our mission to nurture every child's imagination, intellect, and sense of inquiry. Working collaboratively with stakeholders, we tap a collective intelligence rich with the spirit and creativity necessary for students to become difference makers in our community and the world.

With the outbreak of COVID-19 and the school closures that followed, Chula Vista Elementary School District (CVESD) has worked diligently to prepare each school site for our return to in-person instruction. Adhering to state guidelines and local public health directives, we have taken the following measures to prepare for a safe return to full in-person learning and working.

- Mandatory mask requirement when indoors.
- Ongoing collaboration with public health partners to provide voluntary FDA-authorized testing and contact tracing.
- A comprehensive safety plan that addresses safe operation of our District's work.

At CVESD, we recognize that COVID-19 places extraordinary responsibility on all of us. Our values of equality, equity, accountability, ethical responsibility, diversity, teamwork, innovation, and excellence will guide us in our continued response to COVID-19.

RETURNING TO CAMPUS

The District and school sites has revamped the day-to-day use of facilities and school operations to limit staff and student exposure to COVID-19 in accordance with the latest public health information and best practices. The newest state guidance released on July 12, 2021 provides additional opportunities for students to participate in full in-person instruction. We thank you in advance for understanding that your work at school will be different than before the pandemic, and it is okay for things to be different. Because the virus that causes COVID-19 is transmitted when an infected person is near others, mandatory mask wearing will help prevent the spread of the disease.

IF YOU SEE AN UNSAFE SITUATION:

- Please discuss this with the individual immediately to rectify the situation.
- If you are unable to contact the individual who is violating procedure, then contact your administrator.
- If you are unable to contact your administrator, please report the unsafe situation via the Let's Talk reporting procedure at CVESD.org

THE PILLARS

PHYSICAL DISTANCING

The guidance provided by the California Department of Public Health on July 12, 2021 has removed requirements for physical distancing. In order to reduce the spread of COVID-19, staff and students will be required to wear masks while indoors and to keep a seating chart of students when indoors to ensure close contacts can be monitored.

INCREASED CLEANING AND HYGIENE

We have implemented heightened cleaning and disinfecting measures to ensure the health and well-being of staff and students. We are cleaning and disinfecting common areas more frequently and are providing cleaning/disinfecting products to employees. According to the January 14, 2021 document released by the California Department of Public Health, “frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID19 transmission.” Disinfection with specified products, is recommended for schools after a case has been identified in the school, in the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office). With this updated guidance, the District and school sites have moved to cleaning as the primary method and using disinfecting less frequently and when appropriate.

- A cleaning and disinfecting schedule is used to avoid both under- and over-use of cleaning/disinfecting products.
- Increased cleaning and appropriate disinfecting of frequently touched surfaces.
- Thorough cleaning and appropriate disinfecting will be conducted when children are not present to limit their exposure to fumes and/or cleaning materials.
- Disinfect areas where a sick individual or an individual known to have contracted COVID-19 has occupied.
- Use items approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list.

Staff should clean frequently touched surfaces at school daily. Frequently touched surfaces include, but are not limited to:

- Sink handles.
- Shared tables, desks, or chairs.
- Door handles.

- Shared technology and supplies

While cleaning and disinfecting is primarily the role of custodial staff, teachers and other staff are able to engage in cleaning and disinfecting as they deem necessary, as long as students are not adversely affected. It is best to clean when students are not present, and when disinfecting, more product and longer dwell rates are used, so students should not be present.

CLEANING with Virex II 256

- Spray bottles with Virex II 256 will be available for staff.
- CVESD schools uses Virex II 256 for both cleaning and disinfecting. The main difference is the dwell time.
- Cleaning occurs when Virex is sprayed on a surface and immediately wiped down.
- Disinfecting occurs when the Virex is sprayed on a surface with enough to create a 10-minute dwell time (this dwell time is critical for the Virex to disinfect to its fullest extent).
- It is recommended that teachers use poly gloves and a mask if using the Virex spray bottles in their classrooms.
- Due to the high quantity of Virex custodians use, they should use a mask and nitrile gloves. Gowns or coveralls are optional and recommended for custodians.
- Staff should ask custodial staff to fill spray bottles from office or classrooms with the Virex product.

DISINFECTING with Virex II 256

- Spray table/item/unit with enough Virex II 256 to create a 10-minute dwell time (this dwell time is critical for the Virex to disinfect to its fullest extent).
- Re-entry should not be allowed by students during dwell time.
- Rinse/wipe down unit with clean water after disinfecting is completed.
- If disinfecting a piece of electronics (keyboard, mouse, etc.), thoroughly saturate a paper towel or rag with Virex II 256 then wipe on the electronic, enough to make the item wet enough to stay for 5-10 minutes. Reapply after five minutes if drying too fast.
- It is recommended that teachers use poly gloves and a mask if using the spray bottles in their classrooms. And custodians should use a mask and nitrile gloves. Gowns or coveralls are optional and recommend for custodians.
- Staff should ask custodial staff to fill spray bottles from office or classrooms with the Virex product.

FOR CUSTODIAL STAFF: Using a Hudson Pump Sprayer to disinfect.

- Fill container with “**Virex II 256 One-Step Disinfectant Cleaner**” from command center
- Pressure pump container and adjust nozzle to create a fan distribution with enough pressure to create a 10-minute stay time
- Spray areas accordingly
- No re-entry allowed during dwell time
- Rinse unit with clean water after disinfecting is completed

FOR CUSTODIAL STAFF: Using TITAN Flexspray Handheld Sprayer

- Fill container with “**Virex II 256 One-Step Disinfectant Cleaner**” from command center
- Adjust knob fan setting to full and vertical
- ***Adjust knob product dispersion setting to #2**
- ***Adjust air setting to #3**
- Plug unit to power source, wall outlet
- Above adjusted settings will give you enough product for a 10-minute dwell time
- Spray areas accordingly
- No re-entry allowed during dwell time
- Rinse unit with clean water after disinfecting is completed
- ***MUST USE THESE SETTINGS FOR YOUR SAFETY!**

Hygiene

- All staff should use proper hand hygiene throughout the day, this includes using soap and water and rubbing hands for at least 20 seconds. Hand sanitizing should also be for at least 20 seconds and should involve rubbing hands vigorously. Hand washing with soap and water is the preferred method of hand hygiene.
- All staff should use and model the cough/sneeze in the elbow method in order to protect others and provide reminders to students on a regular basis.
- Visual reminders to increase hygiene procedures are posted for staff and students. Teachers are encouraged to use reminders in the classroom, based on the needs of students.

HEALTH MONITORING AND CONTACT TRACING

Staff Health Screening and Temperature Checks

Temperature checks and/or health screening are recommended prior to arriving on campus for the 2021-2022 school year.

Following the [San Diego County COVID-19 Symptom Decision Tree](#), CVESD requires any staff exhibiting a fever or any of the COVID-19 symptoms to immediately go. Staff are expected to abide by the decision tree. The most updated version of the decision tree can be found [here](#).

Student Health Screening and Temperature Checks

Although the current COVID-19 Guidance does not require temperature checks and health screenings for the 2021-22 school year, we recommend that parents/guardians monitor the health of their student and not send students who are ill to school.

What happens to learning if a class or student is quarantined?

If a classroom or student needs to quarantine, the students will follow the COVID-19 decision tree to determine the quarantine method that they will follow. Certain quarantines allow the student to remain on campus and be regularly tested. Those students unable to remain on campus will be offered independent study to ensure they maintain their learning during their quarantine.

COVID-19 ILLNESS AND TESTING GUIDE

County Guidance on PCR and Antigen Tests

There are two main types of tests to determine if someone has the COVID-19 virus: Polymerase Chain Reaction (PCR) test (also known as Nucleic Acid Amplification Test – NAAT) and Antigen test. The County has provided guidance on which type of test school districts can accept. It is important to understand when each test is accepted for CVESD students returning to school campuses.

PCR Test: PCR testing is considered the “gold standard” in SARS-CoV-2 detection. This test detects RNA (or genetic material) that is specific to the virus. It can detect the virus within days of infection, even if the person does not display symptoms. Test turnaround time typically requires two to three days, but results can be obtained in as little as 24 hours. PCR test results are accepted by CVESD for both positive and negative results.

Antigen Test: This test detects protein fragments (known as antigens) specific to SARS-CoV-2. Test turnaround time is usually very quick and, in some cases, results can be reported within 15 minutes. As described above, Antigen testing can be used to verify a negative status for students who are quarantining and have not developed symptoms. For suspected cases of COVID-19, a PCR test will be required for students/staff who are symptomatic.

If symptomatic, staff are encouraged to test with PCR testing rather than Antigen testing if excluded from school following detection of symptoms of COVID-19.

Follow the Procedures Below if You Become Sick or Test Positive for COVID-19 (these procedures apply to members of your household as well)

If you or a household member test positive or if you are considered a close contact of a person who tested positive for COVID, please inform your administrator immediately.

I am sick and do not take a COVID-19 test

If you get sick and you or your healthcare provider decide not to get a PCR or NAAT Test to determine if you have COVID, you may return when:

1. It is at least 10 days from your symptom onset and
2. You are without a fever for 24 hours with no fever reducing medication and
3. Your symptoms are improving.

I am sick and/or test positive with the COVID-19 virus

If you tested positive for COVID-19 through either PCR Test or antigen test, you may return when:

1. It is at least 10 days from your symptom onset or the date you tested positive if asymptomatic and
2. You are without a fever for 24 hours with no fever reducing medication and
3. Your symptoms are improving.

I am sick and test negative for the COVID-19 virus

If you get sick and tested negative for COVID-19 through a **PCR Test**, you may return when:

1. You are without a fever for 24 hours with no fever reducing medication and
2. Your symptoms have been improving for 24 hours and
3. You provide proof of the negative PCR test results to the school site.

IMPORTANT NOTE: Negative Antigen tests are NOT accepted for return to work/school if an individual is symptomatic. Currently San Diego County only accepts negative PCR

Tests for return to work/school after being symptomatic. It is recommended that staff choose to get a PCR Test when symptomatic, to prevent having to retest.

I have symptoms that are a result of a chronic pre-existing condition

If you have a chronic a pre-existing condition, you may return to work with a note from your healthcare provider. The note MUST:

1. Be signed by a licensed MD/DO/NP/PA who manages the condition.
2. Confirm the chronic diagnosis (cite labs, date of record when diagnosed with the condition, etc.).
3. Include the provider's contact information.
4. Explain how the symptoms are unrelated to COVID-19.

In order to avoid being excluded from work for any period of time, staff can provide a doctor's note with pre-existing conditions at the beginning of the school year. This will allow staff to avoid taking sick time due to COVID-19 symptoms.

Actions to take when staff are at home sick

Staff that are sick at home should do the following:

- Stay home: Do not leave your home, except to get medical care. As much as possible, others in the family should stay home. If ANYONE in the house tests positive for COVID-19, no one should leave the house except to seek medical care.
- Take care: Make sure you get rest and stay hydrated.
- Stay in touch with your doctor: For medical emergencies, call 911 and report your COVID-19 diagnosis during call.
- One point of contact: If at all possible, separate yourself from other people and pets in your household.
- Use a face covering. All your caregivers, if any, should also wear one when in the same room.
- Separate bathroom use: Use a separate bathroom from other people, if available. If that is not possible, clean and disinfect the bathroom often.
- Monitor your symptoms: Symptoms of COVID-19 include fever, cough, shortness of breath, runny nose, sore throat, nausea, vomiting, diarrhea, fatigue, new loss of taste/smell, headache, body aches, and/ or poor appetite. Consult with your healthcare provider for ways to monitor symptoms.
- Follow care instructions: If your doctor or local health department has provided specific instructions, follow these directives.
- Wash hands often: Everyone in your family should wash their hands well and often.
- Clean often: Use regular household cleaners or wipes to clean things that get touched often (doorknobs, light switches, toys, remote controls, phones, etc.)

A household member tested positive for COVID-19 or I came into contact with someone who tested positive for COVID-19

If you or a household member have had direct, close contact with anyone who has tested positive for COVID-19 for more than 15 minutes (with or without a mask) in a 24-hour period, you must quarantine unless you are fully vaccinated. A “close contact” is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient’s symptoms began (or, for asymptomatic patients, two days prior to test specimen collection), and until the COVID-19 patient is no longer required to be isolated. Please consult with your school nurse to determine appropriate length of quarantine, if unvaccinated. Students or staff who have tested positive for active infection with SARSCoV-2 virus within the last 90 days or are fully vaccinated are exempt from quarantine procedures.

Outbreaks

As students and staff return to school, CVESD will be proactive. We understand even a single positive case among students and staff could potentially develop into an outbreak. Because outbreak circumstances and work practices vary, CVESD may need assistance from the local health department, and will contact the School COVID Line at Health and Human Services if there is an outbreak or possible outbreak.

Contact Tracing

When any member of the CVESD community becomes ill with COVID-19, the District Emergency Preparedness and Security Manager, COVID-19 Testing Team and/or school nurse will work with the school site to identify those with whom the individual has been in close contact and assess the significance of the exposure. Notifications will be made to all necessary constituents including site staff, teachers, and parents. The District will report all positive COVID-19 cases to the pertinent campus community, including bargaining units, and will provide findings in the contact tracing investigation to the Health and Human Services Agency’s School COVID Team as required.

FOR CLASSROOM TEACHERS: All Classroom Teachers must maintain an accurate seating chart for contract training purposes.

OTHER STAFF MEMEBERS: All staff members who provide additional student instruction (RSP, VAPA, etc.) must maintain accurate seating charts and visit times/days.

COVID-19 Testing

The Chula Vista Elementary School District is committed to providing a safe learning environment for our student and work environment for our staff. The State of California has defined three specific categories of testing including:

- Asymptomatic Testing – Also known as surveillance or monitoring testing, this strategy is utilized most frequently when case rates are high in a region.

- Response Testing – If a case or suspected case occurs at a school site, response testing can help determine if there are additional cases or transmission has occurred at the site.
- Symptomatic Testing – In accordance with the decision tree provided by the San Diego County Office of Education, symptomatic individuals should be referred for testing.

The District will work with local resources including County of San Diego testing locations and partnerships with additional entities to provide testing in accordance with the guidance below.

Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

Side-effects of Vaccinations and stay-at-home guidance

COVID-19 disease and side effects of the Pfizer, Moderna and Johnson and Johnson vaccine share some commonalities. Vaccine side effects are not uncommon for most vaccines. And side effects are typically mild and/or short-lived. Side-effects of the first vaccine for Pfizer and Moderna are less commonly systemic (“systemic”, i.e. general body symptoms not limited to the vaccine site). Non-systemic, or local side effects are not easily confused with COVID-19 disease (i.e., pain, swelling, redness at the vaccination site). Systemic symptoms, on the other hand, from these vaccines can include fatigue, headache, fever, chills, muscle pain or aches, and nausea (and for Moderna, vomiting) are side effects that can be confused with COVID-19 disease.

For school community members who were recently vaccinated and then develop symptoms that may be associated with COVID-19 disease, here are the guidelines to follow:

- Vaccine recipient should stay home throughout the time experiencing symptoms, plus an additional 24 hours after symptoms have resolved.
- If symptoms started one-two days after the first or second vaccine was administered AND symptoms resolved within 72 hours of starting AND there are no other symptoms or signs of COVID-19 being experienced (e.g., loss of taste/smell; sore throat, cough, others), then this individual may return to work/school 24 hours after the side effects have abated.
- If the symptoms: (a) did not start one-two days after the second vaccine was administered OR (b) if all symptoms did not resolve within 72 hours after starting, then do not attribute these symptoms to vaccine side effects. Treat the symptoms as if they are possible manifestations of COVID-19 disease and follow our protocol, as outlined in the [“Decision Tree.”](#)

PERSONAL PROTECTIVE EQUIPMENT AND OTHER SAFETY SUPPLIES

To help contain the spread of COVID-19, CVESD has procured and purchased important supplies and equipment to protect students and staff. CVESD will continue to budget for and distribute additional supplies to individual sites in a timely manner. CVESD is committed to providing safety equipment and supplies to help prevent the spread of the COVID-19 virus, including but not limited to:

Hand Sanitizer

Hand sanitizer or hand sanitizing stations are located in classrooms and common areas such as lunch areas, multi-purpose rooms, front offices, and priority locations identified by the site safety committee. However, it is still recommended that staff and students use hand washing with soap and water as their primary method of hand hygiene.

Staff working with students are asked to monitor the use of hand sanitizer for safety. When administering it to a whole class, it is advised that the teacher/another adult pump the sanitizer rather than having the students self-administer.

Masks

The CDPH announced on July 12, 2021 new mask guidance for schools as follows:

- Masks are optional outdoors for all in K-12 school settings.
- Students are required to mask indoors, with exemptions per [CDPH face mask guidance](#). Adults in school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face covering due to a medical condition, 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.
- Schools will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- 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.

Visitors are required to supply their own masks.

How to Select Your Mask

When selecting a mask, there are many choices. Here are some do's and don'ts.

DO choose a mask that:

- Is made for the type of individual (adult/child) to ensure proper fit.

- Fits snugly over the nose and mouth and under the chin and does not have gaps around the sides.
- Provides for two or more layers of washable, breathable fabric.

DO NOT choose a mask that:

- Is made of fabric that makes it hard to breathe (i.e., vinyl, plastic, etc.).
- Has exhalation valves or vents which allow virus particles to escape.
- Please note that scarves, ski masks, gaiters, and balaclavas are not a substitute for masks.

Gowns

Non-surgical gowns are used in minimal to low-risk situations. The District provides non-surgical gowns for those employees such as Nurses, Attendance/Health Specialists, Student Attendants and other employees who work in special education, who conduct activities where they may come in contact with bodily fluids.

Gloves

Other personal protective equipment such as gloves are provided to staff as appropriate to their position. Each classroom has access to poly gloves for use during cleaning, or any other activities which necessitate protection for the hands (for example, helping a child on a computer). Poly gloves are also be worn by Child Nutrition staff, while Nitrile gloves can be used by Custodians, Nurses, Student Attendants, and Attendance Secretaries/ Health Specialists for many duties.

Canopies

School sites received canopies that can be used at the discretion of the site administrator. These can provide shading for classes meeting outside, as an extra isolation area, or for small group instruction. See your administrator for use of these canopies.

Sprayers/Disinfectant

Each classroom/office area has received a spray bottle with the Virex II 256 cleaner/disinfectant and has access to paper towels. Staff should ensure that cleaning supplies are kept out of the reach of children.

Each site has received two pump sprayers and one Titan Flex handheld disinfectant sprayer. These sprayers will be used by custodial staff when cleaning and disinfecting large areas such as classrooms, multi purpose rooms, and outdoor lunch tables. When these sprayers are in use, staff and students should not be in the room. This will allow for the custodian to quickly and efficiently clean/disinfect the room.

OTHER SAFETY AND MITIGATION PROCEDURES

Annex Sites

Innovation Station, Energy Station, Hydro Station, and Health Station as well as Living Coast Discovery Center and Elite Athlete Training Center will hold sessions in-person for all schools during the 2021-2022 school year.

Bathrooms

Bathrooms are cleaned and stocked with soap throughout the day.

Behavioral Signage

Staff are encouraged to use signage in classrooms, offices and shared places to reinforce proper safety procedures.

Budget and Finance

Site Administration and School Secretaries have been provided procedures for approved COVID-19 related expenses.

Ceremonies

Schoolwide ceremonies and assemblies shall be held via indoors (with limited attendance and required masking), outdoors or via virtual methods according to the most updated guidance.

Child Nutrition and Meal Services

With a return to full in-person instruction, meal service will return to pre-pandemic distribution schedules. Outdoor distribution and consumption is recommended.

Drinking Fountains/Water Bottles

Drinking fountains are now open. Staff and students are encouraged to bring their own water bottles. Staff are encouraged to provide time for students to fill their water bottles at least once while on campus. Staff may choose to run the faucet, while students fill their bottles, in order to prevent multiple students touching the handle.

Emergencies

The Emergency Preparedness and Security Manager has released guidance on conducting emergency drills during COVID. Schools are expected to hold emergency drills during in-person instruction.

Field Trips

In accordance with current safety guidelines, field trips and extracurricular activities are permitted. Innovation Station, Energy Station, Hydro Station, and Health Station as well as Living Coast Discovery Center and Elite Athlete Training Center will hold sessions in-person for all schools during the 2021-2022 school year.

Purchasing and Procurement

Only pre-approved items will be covered by the District funds. Schools have been provided the opportunity to submit their needs for COVID-19 funds to the District office. Schools have been provided with PPE and other supplies.

Safety Committee Role

Schools can utilize the site safety committee to provide guidance on localized decisions regarding COVID-19 mitigation and prevention operations.

Each year, school sites must include at least two different goals/objectives in the Comprehensive School Safety Plan; one for People/Programs and one for Places/Environment. Sites are encouraged to use this opportunity for making changes in procedures, programs, or the environment to further mitigate and prevent the spread of viruses.

Staff Lounge/Lunch Areas

Staff lounges and lunch areas will be open. School sites will have additional identified eating areas for staff. Make sure to familiarize yourself with your school site's areas for eating. Staff should maintain physical distance when unmasked (including while eating).

Transportation

Current health guidelines require mask wearing while on our school buses. Employees driving/riding in the bus are also required to wear a mask when students are present.

Visitor Management

In the case of visitors in a school, the idea of “less is more” is important. Less visitors usually equals more security and safety, even during non-pandemic times, and especially during pandemic times. Most visitors to a school do not need access beyond the front office.

At the beginning and end of the school day, parents/guardians are allowed to walk their child onto campus and remain outdoors. Parents/guardian should not be entering classrooms or other indoor spaces.

Volunteers will be allowed during the 2021-2022 school year with limitations including masking while indoors, proof of vaccination and completing District volunteer procedures.

Ventilation, HVAC System and Air Purifiers

The virus that causes COVID-19 spreads in droplets that are exhaled by someone who has the virus. Ventilation can reduce the amount of viral particles in a specific area by

MEDIFY AIR PURIFIER INSTRUCTIONS

PLEASE BE SURE TO TURN OFF BEFORE LEAVING EACH DAY

Timer Mode: Press TIMER button and choose your options 1, 2, 4, or 8 hours.

VERY IMPORTANT: PLEASE USE THE TIMER EACH TIME YOU TURN THE UNIT ON.

It is strongly suggested that the timer be set to 8 hrs. If the unit is turned off during that time, please reset the timer when turning the unit back on accordingly. The timer will not resume from the first setting.

Manual Fan Adjustment: Press SPEED button to choose speed. Options are 1, 2, 3 or sleep. Please note: Sleep mode will turn off all indicator lights and fan speed will change to lowest setting. Press any button to exit sleep mode.

Ionizer Mode: This is an ON/OFF function. Ionizer produces negative ions to neutralize positively charged particles such as dust, bacteria, mold, pollen and other airborne positive particles.

diluting them and thus help decrease the risk of exposure. CVESD is committed to improving air quality in classrooms by using the following strategies:

- Fresh Air: We encourage teachers and staff to introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. We realize that many of our schools were built without windows, so we encourage frequent exposure to outside air by utilizing outdoor spaces and taking outdoor fresh air breaks. If opening

windows poses a safety or health risk (e.g., by allowing in pollen or exacerbating asthma symptoms) to persons using the facility, we consider alternatives such as using the HVAC system which is set to maximize central air filtration and the Medify Air Purifiers provided in each classroom and office.

- **Systems Maintenance:** The District replaces and checks air filters and filtration systems per manufacturer guidance to ensure optimal air quality. HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.
- **Ventilation While Cleaning/Disinfecting:** Staff should ensure proper ventilation during cleaning and to reduce the risk of infection. When cleaning, staff should air out the space before children arrive.
- **Systems Upgrades and Improvements:** The district has supplied each classroom and common area with an air purifier utilizing a H13 True HEPA Filter.

CLASSROOMS

Considerations for Classroom Set up and Operations

- Eliminate excess furniture
- Arrange desk partitions, if desired
- Develop a routine for sanitizing shared laptops if used on specific days, if necessary (Children are sharing devices).
- Classroom library
 - Manage check in/check out process for library books
- Air Purifier 8-hour timer should be set everyday to prevent leaving the purifier on overnight
- Consider holding parts of class outside, if conducive to lesson planning (work with your administrator for availability)
- Small group instruction and assessments can be implemented
- Breathing break – if schools schedules/approves of a breathing break and allow students to take off masks while they are outside.
- **Decorations and personal items**
 - Less is more...
 - Constant cleaning and disinfecting may result in damage of wall decor
 - Minimize display of personal items or use old items that you don't intend to use again

Ill or Injured Student

A student who is ill or injured is referred to the Health Office by the teacher or other school staff.

- If the student is sent to the Health Office, the student will bring the existing green CVESD Health Office Referral slip completed to contain:
 - The student's first and last name.
 - Teacher's name and the name of person sending the student.
 - A brief description of the problem.
- The student will be met outside the Health Office door by Health Office staff, have their temperature taken and will be screened for COVID-19 symptoms via the Fever/COVID-19 Symptom Decision Tree, and triaged to the correct area for treatment. If the student is sent for possible COVID-19-like symptoms, staff will apply upgraded PPE.
 - **Injury** – HO visits are for serious injuries where students might need continuous monitoring/attention.
 - **Illness** – The student has no COVID-19-like symptoms, the student can rest or wait to go home in the Health Office.
 - **COVID-19-like symptoms are found that are not explained by symptoms consistent with a documented, preexisting condition** – Staff dons higher level of PPE, (N95 mask, gloves, long sleeved gown and face shield), and student enters isolation area to wait for parent pick up. Parent calls from outside the school front door and the student is brought to the parent via an outdoor gate and the parent signs the student out. Instructions are given regarding follow-up treatment.

HUMAN RESOURCES PROCEDURES

- Employees should log into Frontline (the subfinder system) in the same way as in the past to report an absence. Employees requesting a substitute, should use the **Notes to Substitute** section to leave contact information and/or detailed instructions.
- If employees have questions regarding specific COVID-19 leave, they should contact HR for help in determining the kind of leave for which they qualify. The SubDesk will adjust their leave accordingly once approved by an HR Director.
- For teachers who need a substitute, if possible, it is best to have them contact a substitute in advance who they know is able and willing to successfully handle expectations. It is also recommended that school sites secure a pool of substitutes who will be able to assist when needed.
- For classified employees who need to be out for illness or personal business, the leave should be reported into Frontline.
- Please be sure all substitutes are cleared with the SubDesk before they begin their assignment.

Paid leave requirements in response to the COVID-19 global pandemic.

Background:

The Emergency Paid Sick Leave Act (“EPSLA”) and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”) are a part of the Families First Coronavirus Response Act (“FFCRA”) and provide leave to employees for certain reasons related to COVID-19. The EPSLA entitles certain employees to take up to two weeks of paid sick leave. The EFMLEA permits eligible employees to take up to twelve weeks of paid leave to care for a child whose school or day care facility is closed due to COVID-19. (29 C.F.R. §§ 826.10-826.70.) These leaves have been extended until September 30, 2021 under California law as the Federal regulations have expired.

Scenario	Quarantine/Isolation Mandatory	Allowed to Return to Work	Leave Available
I have tested positive for covid-19 and am therefore subject to a quarantine order. (Vaccinated employees must only quarantine if symptomatic.)	Yes.	Follow county health guidelines before returning to work.	Employee will first access up to two weeks (80 hours) of EPSLA leave which provides pay at their regular rate or minimum wage (whichever is greater) (maximum of \$511 per day). Once EPSLA leave is exhausted, employee may access his/her own accrued sick leave, PNL, FMLA leave if the Employee's sickness constitutes a "serious illness," and if, available, catastrophic leave.
I have symptoms of COVID-19 and I am seeking a medical diagnosis.	Yes.	Follow county health guidelines before returning to work.	If the employee is taking affirmative steps to obtain a medical diagnosis, leave under the EPSLA is available to the employee before any other leave. However, the leave is limited to the time the employee is unable to work because he/she is taking affirmative steps to obtain a medical diagnosis. Employee is entitled to leave at their regular pay or minimum wage (whatever is greater), with a maximum of \$511 per day over a two-week period.
I have been advised to self-quarantine by a healthcare provider related to COVID-19 and am unable to work (or work remotely).	Yes	Follow County Health guidelines before returning to work.	Under the EPSLA, the employee is first entitled to leave at their regular pay or minimum wage (whatever is greater), with a maximum of \$511 per day over a two-week period. Once the employee exhausts EPSLA leave, the employee may access his/her own accrued sick leave, PNL, vacation and, if available, catastrophic leave.
I am experiencing "a substantially similar condition" to COVID-19 as specified by certain federal	Possibly. Consult with and follow your healthcare provider's recommendations	Follow County Health guidelines before returning to work.	This provision has not yet been defined. However, if an employee is found to have a "substantially similar condition," the EPSLA provides the employee with leave for up to two weeks of leave at

Scenario	Quarantine/Isolation Mandatory	Allowed to Return to Work	Leave Available
agencies and am unable to work.			<p>2/3 regular pay or 2/3 minimum wage (whatever is greater), with a maximum of \$200 per day.</p> <p>Once the employee exhausts EPSLA leave, the employee may access his/her own accrued sick leave, PNL, vacation and, if available, catastrophic leave. The employee may request to use his or her accrued sick leave prior to accessing the EPSLA leave.</p>
I am concerned for my own health based on a medical condition or risk factor.	No	Yes; however, if remote work might be a reasonable accommodation, you may be permitted to do so. Other reasonable accommodations, such as modification to your work schedule and use of leave may be discussed through the interactive process.	Please notify as soon as possible so the interactive process is convened to discuss reasonable accommodations. If work from home is possible, it may be offered as a reasonable accommodation and no leave shall be used. If essential job functions cannot be modified or accommodated, employee may be permitted to access leave as a form of a reasonable accommodation, including accrued sick leave, PNL, or vacation (if available), and other forms of leave.
I am concerned for the health of a member of my household because of a medical condition or risk factor.	No	Yes, however, with supervisor approval, you may work from home or have a modification to your work schedule, if possible.	If work from home is possible, no leave shall be used. If essential job functions cannot be modified or accommodated, employee may use PNL or vacation.
I am the primary caregiver to an individual who has tested positive for COVID-19 is, therefore, subject to a quarantine or isolation order or the individual for whom I care has	Yes	Yes, however with supervisor approval you may work from home or have a modification to your work schedule, if possible.	<p>Employee will first access EPSLA leave which provides up to 10 work days in two weeks (80 hours) at 2/3 of their regular pay or 2/3 minimum wage (whatever is greater), with a maximum of \$200 per day.</p> <p>Once EPSLA leave is exhausted, employee may access his/her own accrued sick leave, PNL, FMLA leave</p>

Scenario	Quarantine/Isolation Mandatory	Allowed to Return to Work	Leave Available
been advised by a physician to self-quarantine.			(if the employee's sickness constitutes a "serious illness"), and (if available), catastrophic leave.
			Note: Employee may not take paid sick leave under the EPSLA to care for someone who is not an immediate family member and/or does not reside in employee's home.
I am caring for a son or daughter whose school or childcare is closed or unavailable "due to COVID-19 precautions" and am unable to work.	No	Follow county health guidelines before returning to work	Employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave under the EPSLA followed by up to 10 weeks of paid EFMLEA leave) at 40 hours a week, paid at 2/3 of their regular pay or 2/3 minimum wage (whichever is greater), with a maximum of \$200 per day. Once FFCRA is exhausted employee may access their own accrued PNL and/or vacation and, if available, catastrophic leave.
IMPORTANT NOTES:			
<p>*EPSLA for one's self and EPSLA for others, combined, may not exceed 2 weeks total the EPSLA and EFMLEA, even if the employee's child is engaged in distance learning.</p> <p>Leave benefits under the EPSLA and EFMLEA must be applied before the employee's regular accruals are used.</p>			

Record of Revision

The following revisions have been approved by the Office of Emergency Preparedness and Security and Office of Risk Management in concert with all appropriate stakeholders:

Section and Summary of Changes	Date of Revision	Revision Number	Revision Made By
Initial Release	03/26/2021	1.0	
Entire Document Amended to reflect July 12, 2021 CDPH Guidance	07/30/2021	2.0	Anthony Carlton & Sherry Stone

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
OFFICE OF EMERGENCY PREPAREDNESS and SECURITY
84 East J Street
Chula Vista, California 91910
9619) 425-9600 ext. 1327