

Woodland Joint Unified School District

COVID-19 Student Health & Safety Protocols

COVID-19 Site Specific Plan: Health and Safety Protocols for In-Person Learning



Woodland Adult Education

575 Hays Street
Woodland, California 95695

Principal: *Karin M. Liu*

The health and safety of our students, staff, and families is the top priority when making the decision to physically reopen our schools. Woodland Joint Unified School District will be following the guidelines of the California Department of Public Health's (CDPH) *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year*. The CDPH document is found [here](#) for your review. The following are health and safety student protocols that will be followed in WJUSD that adhere to CDPH guidance to ensure the safety of students and staff.

Please note that the protocols may be subject to change based on modifications to the guidance from the public health agencies and other officials. Please check the district and school website for the latest updates.

PRE-ARRIVAL

Passive (Self) Screening:

Staff and students must self-screen for symptoms at home daily. This is called passive screening. The COVID-19 Daily Symptom Screening for Students and Staff and Return to Work Requirements (Appendix A and B) are included in this guide. The following are considerations for self-screening:

Prior to coming to school, please complete the following checklist daily:

- Do you have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Do you have a sore throat, congestion or a runny nose?
- Do you have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for adults with chronic allergic/asthmatic cough, a change in your cough from baseline)?
- Do you have diarrhea, nausea or vomiting?
- Do you have a new onset of headache, body aches or fatigue?
- Do you have a new loss of taste or smell?
- Are you living with someone in the household that has tested positive for COVID-19 OR are you living with someone in the household who is awaiting their test results for COVID-19?
- Have you had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

If you answered **YES** to any of the daily screening checklist questions, **YOU MUST STAY HOME** from school and please do the following:

- Notify your teacher that you are going to be absent.
- Follow-up with your physician to discuss your symptoms and illness.

Staff and students who are ill, and who have had known exposure to a person with COVID-19, must stay home until they have met the CDPH criteria to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
 - The staff or student has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

Individuals with Close Contact to Persons with COVID-19

Staff and students who have had close contact with someone who tests positive for COVID-19 must stay home and self-quarantine.

ARRIVAL & DISMISSAL

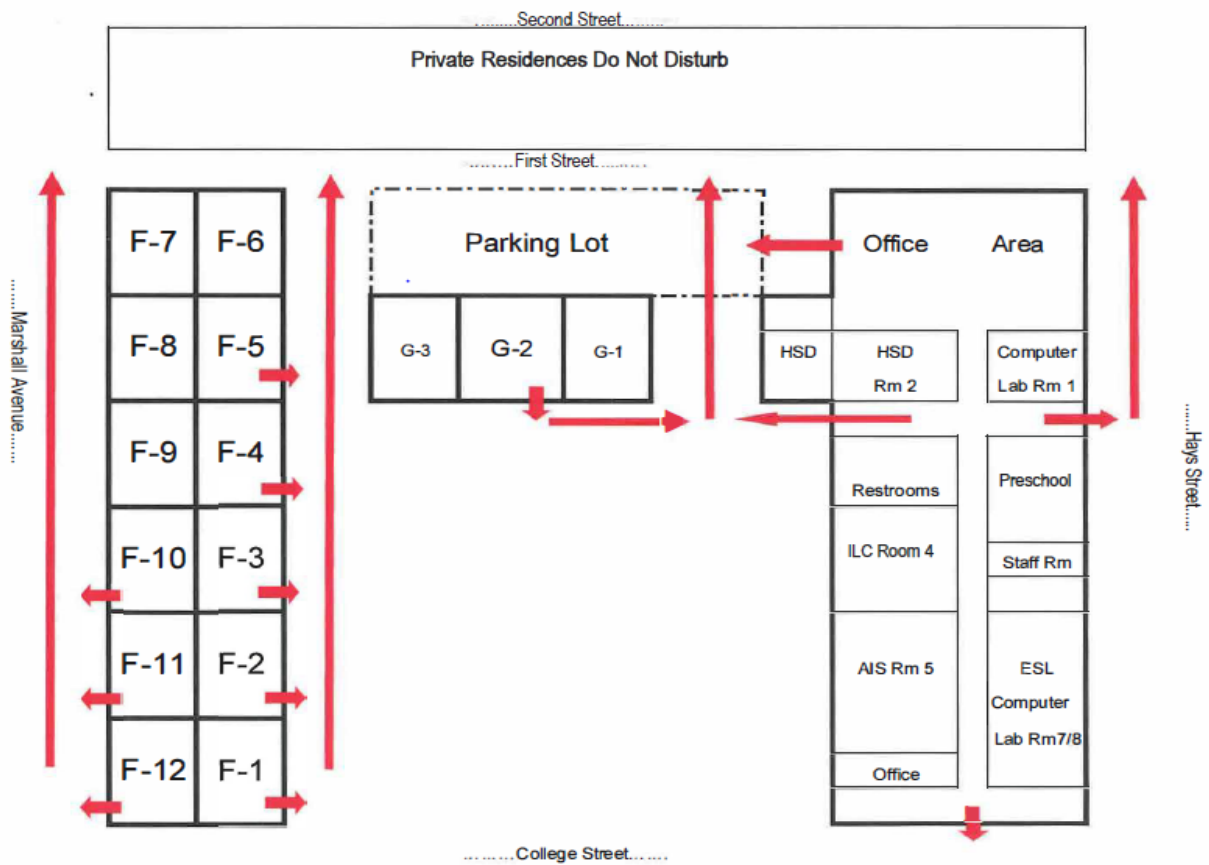
Entrances & Exits

- Students may arrive on campus no earlier than 15 minutes before class start time.
- Students and staff must enter through required entry and exit locations depending on classroom assignment.
- Once on campus, do not congregate with other students and make sure to maintain social distancing guidelines.
- Your classroom teacher will instruct you regarding parking and entry points prior to your return to school. See site map.
- Visual cues, barriers and/or signage will be used to direct traffic flow, minimize crowding, and ensure distancing.
- Once you enter your classroom, make sure to sanitize your hands.
- Signage will be used to provide reminders on preventing the spread of COVID-19, frequent handwashing, and wearing a mask at all times while on campus.
- Once class or teacher appointment time ends, students must leave campus and not linger about.





Woodland Adult Education Site Map



Active Screening - Temperature Checks and Identifying Ill Persons on Site

Active screening requires all students and staff entering a site to be screened for illness. The Daily Student Health Check at School Entry (Appendix C)

- 1.) At this time, **ESL, Independent Study, High School Subjects, Adult Basic Education, and Test Preparation** students will be screened daily outside their assigned classroom for symptoms of illness. Screening will include:
 - Temperatures checks using a no-touch thermal scan thermometer prior to entry into class.
 - Visual checks by school staff for signs and symptoms of illness.
 - Independent Study students will be required to text their teacher that they are on campus. The assigned teacher will meet the student at the Hays Street entrance doors and perform the screening at this entry point prior to allowing admittance to the classroom.



- 2.) **Kryterion, HiSET, Pearson Vue, and WJUSD HR Testing** students will be screened in the front office prior to entering their classroom.



- 3.) **Staff** will be screened daily by completing a health-screening questionnaire and taking their temperature using a no-touch thermal scan thermometer.

If a student or staff member has any sign of illness or has been exposed to COVID-19, they may not enter the school site or District building and will be sent home.

STUDENT SCHEDULE

Students in Adult Independent Study, High School Subjects, Adult Basic Education, and Test Preparation will be contacted by their assigned teacher regarding appointment times.

English as a Second Language/English Learner Acquisition students will need to arrive on campus at least 10 but no more than 15 minutes prior to class start time in order to allow enough time for active screening and temperature checks.

English as a Second Language/English Learner Acquisition morning (AM) schedule is as follows:

Teacher	Subject	Classroom	Days	Time
Tracy Kitz	ESL/ELA Level 3	F-1	Mon & Tues	12:00 p.m. - 2:00 p.m.
Brenda Harris	ESL/ELA Level 4	F-2	Mon & Tues	10:00 a.m. - 12:00 p.m.
Lisa Patterson	ESL/ELA Level 2	F-3	Mon & Tues	10:00 a.m. - 12:00 p.m.
Cece Drissia	ESL/ELA Level 1	F-10	Mon & Tues	9:00 a.m. - 11:00 a..m.

English as a Second Language/English Learner Acquisition evening (PM) schedule is as follows:

Teacher	Subject	Classroom	Days	Time
Tracy Kitz	ESL/ELA Level 3	F-1	Weds & Thurs	6:00 p.m. - 8:00 p.m.
Brenda Harris	ESL/ELA Level 4	F-2	Weds & Thurs	6:00 p.m. - 8:00 p.m.
Cece Drissia	ESL/ELA Level 1	F-10	Weds & Thurs	6:00 p.m. - 8:00 p.m.
Heidi Paugh	ESL/ELA Level 2	F-11	Weds & Thurs	6:00 p.m. - 8:00 p.m.

FACE COVERINGS

Wearing a Face Mask

Wearing a face mask protects others and ourselves and they work best when everyone wears one. All staff, students, parents/guardians and visitors are required to wear a face mask at all times.

Face masks could be medical procedure masks (sometimes referred to as surgical masks or disposable face masks) or cloth masks made with breathable, tightly woven fabrics. The [CDC recommends](#) that face masks be made of two or three layers of materials and fit properly on the face (completely covering nose and mouth and fit snugly against the side of the face with no large gaps on the sides).

Face masks with exhalation valves or vents are not allowed and scarfs or ski masks wore on the face do not substitute for a face mask.

Students and parents/guardians will be informed on the types of face masks, proper use, removal and washing of reusable cloth masks. See Appendix D for the [CDC's poster, "How to Safely Wear and Take off A Mask"](#). Face masks should follow WJUSD dress code standards.

[California state guidance](#) allows for times when a face mask can be temporarily removed in the following situations:

When people are eating or drinking (6 feet of distance must still be maintained from other persons who are not members of the same household).

When a person is not sharing a room or enclosed space with others.

When persons are engaged in outdoor work or recreation when alone or when they can maintain a distance of 6 feet from one another.



Face Covering/Mask Guide

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

Gaiters and Face Shields



Wear a gaiter with TWO layers, or fold it to make two layers



Caution: Evaluation is ongoing but effectiveness is unknown at this time

Wear a mask **correctly** and **consistently** for the best protection.

- Be sure to wash your hands before putting on a mask
- Do **NOT** touch the mask when wearing it

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape

Special Situations: Children



If you are able, find a mask that is made for children



If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin



Do **NOT** put on children younger than 2 years old

Special Situations: Glasses



If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging



Woodland Joint Unified School District

Face Covering/ Mask Guide pg. 2

Do NOT wear a mask (When around other people)



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear

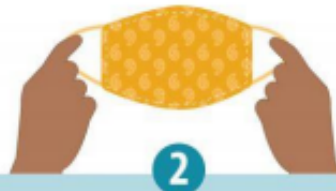


On your arm

How to take off a mask



Carefully, untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Guidance for Daily Use of Face Mask

- Use a freshly washed or clean face mask for each day.
- Clean hands with soap and water or use hand sanitizer before touching the face mask.
- Avoid touching the front of the face mask and use the ties, bands or loops.
- Apply face mask before coming onto campus or into the worksite.
- Avoid eating or drinking while wearing the face mask.

How to Remove a Face Mask

- Clean hands with soap and water or use hand sanitizer before touching the face mask.
- Avoid touching the front of the face mask and use the ties, bands or loops.
- Throw any disposable face mask in a waste container.
- Wash cloth face masks by hand with warm water and soap or in the washing machine.

Exceptions to the Use of a Face Mask

A cloth face mask should not be worn in the following situations:

- Children age 2 and younger
- For individuals with a medical exemption from a physician (for example, individuals with some respiratory health conditions)
- For individuals who are hearing impaired, where the ability to see the mouth is essential for communication (face shields with drapes would be recommended in this situation)
- When it is inappropriate for the developmental level of the individual
- For individuals with a medical or mental health condition, or disability that prevents wearing a face mask
- For individuals who are unable to remove a face mask without assistance

Face Shields with Drapes

Face shields with a cloth drape may be used by teachers to enable students to see their faces and to avoid potential barriers to phonological instruction. Face shields with a cloth drape can be used for those who are hearing impaired and for those who are unable to wear face masks for medical reasons.

Refusal to Wear Face Mask

Continual efforts will be made using positive reinforcement teaching strategies to ensure face masks are worn properly. If a concern about wearing masks arises, the administrator, assigned School Nurse, Health Technician or assigned supervisor should be notified immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all. In the event that a student who is not exempt from wearing a face mask continually refuses to wear one, the YCDPH requires schools to provide distance learning for this student.

HAND WASHING/SANITIZING

Hand Washing and Respiratory Hygiene

All students and staff must wash hands frequently. If soap and water are not available, use district approved hand sanitizer with at least 60% alcohol. Access to hand washing or hand sanitizer and face coverings will be available at or near entrances of campus. Staff will schedule time for handwashing or the use of hand sanitizer by students throughout the day.

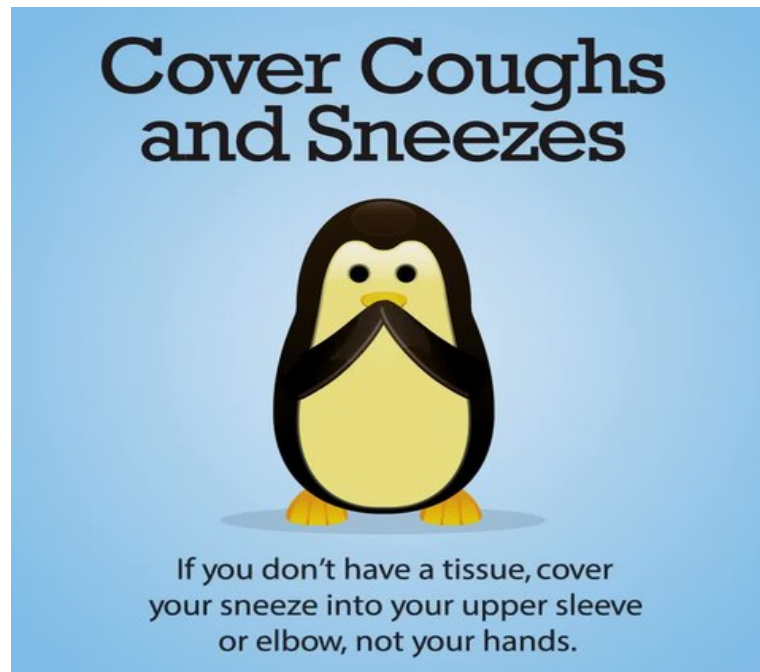
Training on effective hand washing and use of sanitizer must be provided to all students and staff. See Appendix E for the CDC's poster, "Did You Wash Your Hands? Children under age 9 should only use hand sanitizer under adult supervision.

At minimum, students and staff must wash their hands or use hand sanitizer upon their arrival to school. Other times when hand washing should occur include:

- After using the restroom
- After using shared items
- When hands are visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home



Respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows will be reinforced by using signage, training, and lessons. See Appendix F for the CDC's poster, "Cover Your Cough".



CLASSROOM LAYOUT

- In-person class sizes are reduced to less than 16 students per classroom per day.
- Student desks are spaced out and facing the same direction.
- Physical distancing will be implemented throughout the day.
- Students and staff will reduce their movement throughout the classroom to ensure social distancing.
- HVAC MERV 13 filters have been installed in all classrooms and office spaces.



STUDENT MATERIALS

Students may bring a notebook and either a pen or pencil to class. Classroom teachers will provide additional supplies as needed. Materials are not to be shared with other students.



STUDENT RESTROOMS



- Student restrooms are clearly marked with signage denoting maximum occupancy.
- When you need to use the restroom, please make sure you are not exceeding the maximum occupancy limit.
- Please be aware that some stalls are closed and some sinks have been taped off because of social distancing protocols.
- Please do not remove tape from the sinks or attempt to use closed stalls. This will ensure proper social distancing and help lessen the spread of COVID-19.
- Restrooms will be sanitized throughout the day.
- Students will be required to wash or sanitize their hands before going to the restroom, wash their hands after using the restroom, and wear masks following CDPH's guidance.
- Students are encouraged to use the restrooms closest to their classroom.

DRINKING FOUNTAINS

- Drinking fountains are not to be used.
- Students may bring their own thermo flask with water or a water bottle.
- Water must be consumed outside of the classroom.



MEALS & SNACKS

At this time, no food consumption is allowed on campus. Students may only bring water with them to school.

VISITORS

Essential visitors will be required to self-screen prior to an essential meeting and will be screened when arriving on campus or to a department building.

- District locations and school campuses must remain closed to non-essential visitors or volunteers.
- Essential visitors include but are not limited to government agency staff conducting health and safety assessments, an individual attending an essential meeting, such as an Individualized Education Program (IEP) meeting. Essential visitors may also include contracted services staff performing their work at a district facility.
- Classroom volunteers and classroom visits are not permitted at this time.
- Prior to the visit to campus, essential visitors will be provided with self-screening checklists and other relevant safety protocols.
- Essential visitors may be limited to the front office or specific areas on campus and the number of essential visitors will be monitored and controlled to ensure distancing for school office staff.
- All essential visitors must enter through the main office, sign in upon arrival and participate in active health screening.
- All essential visitors must wear a face covering.

COVID-19 SAFETY DRILLS

- All safety drills will be updated to reflect the CDPH guidelines including social distancing.
- All Staff will receive training on Covid Safety protocols consistent with CDPH, CDC, YCHD and WJUSD requirements.
- Students will receive training and practice utilizing these new guidelines.
- Prior to reopening, teachers will provide virtual instruction to students on social distancing, proper hand washing techniques, how to safely wear a face mask, and school arrival protocols.
- When on campus, teachers will reinforce COVID-19 safety protocols with each class or individual student by practicing how to enter a classroom, maintaining 6 feet of distance, not sharing items, proper handwashing, and using hand sanitizer.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment will be available to all students, staff and visitors to campus. Face coverings, hand sanitizer and facial tissue will be available in all teaching and work spaces. Infrared thermometers are located in all teaching and workspace areas.

SICK STUDENTS

Students who become sick during class time will be sent home immediately and instructed to contact their physician. If a student is too sick and requires immediate medical attention, a WAE staff member will call 911 and notify the operator that he/she is seeking care for someone who has or may have COVID-19.

TRAININGS & EDUCATIONAL MATERIALS

Staff Training

- COVID-19 Facts
- District policies and procedures
- Social distancing
- Face Coverings
- Hand Washing and Respiratory Hygiene
- Screening Requirements
- Reporting Hazards
- COVID-19 Symptoms
- Scenarios - What to do if you're ill or test positive for COVID-19
- Cleaning and Disinfection Protocols
- Resources, stress management, mental health, self-care

Student Training

- What is COVID-19?
- Self-Screening and when to stay home
- Precautions we are taking and why - distancing, face covering, hand washing, stay at home guidelines
- Handwashing - How To
- Cover your cough
- How to use a face covering
- What is 6 feet?
- Cleaning their space
- Resources, stress management, mental health, self-care

COVID-19 Symptoms of Illness

If a person is sick or exhibits symptoms of COVID-19, they may not come to school or work and will follow Return to School or Work Requirements (Appendix A and B). Per CDC guidelines, signs of illness include:

- Fever or chills (100.4 degrees or higher)
- 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

EMERGENCY WARNING SIGNS

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, CDC advises you to seek emergency medical care immediately:

- Trouble breathing • Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. CDC advises that you call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Appendices

Appendix A

Daily Symptom Screening For Students And Return To School Requirements

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STUDENTS

Students who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
 - The student has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

*Students who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Students who have had close contact with a person with COVID-19 and that person does not live in the household with the student, the student must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Students who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Students who live with a person awaiting test results for COVID-19 need to quarantine until the test results are known. If the results are positive for COVID-19, the student needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the student has not experienced symptoms during the waiting period, the student may return to work. If the results are negative and the student experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix B

Daily Symptom Screening For Staff And Return To Work Requirements

COVID-19 DAILY SYMPTOM SCREENING FOR STAFF

Staff must self-screen for symptoms of illness at home daily before reporting to work. If the staff member answers **YES** to any of the following questions, they **must stay home** from work, report the absence in Frontline and contact their supervisor directly. Human Resources will follow up with the staff member for information on leave options and return to work instructions. Staff will be advised to follow-up with their health care provider.

- Are you currently experiencing any of the following NEW OR UNEXPECTED COVID-19 symptoms that cannot be explained by another condition?
 - Fever of 100.4° F or higher
 - Chills, fatigue, muscle or body aches
 - Sore throat, congestion or a runny nose
 - New uncontrolled cough that causes shortness of breath or difficulty breathing
 - Diarrhea, nausea or vomiting
 - Headache
 - NEW loss of taste or smell

- Has anyone in your household tested positive for COVID-19 OR is anyone living in your awaiting their test results for COVID-19?

- Have you had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

- In the past 14 days, have you returned from travel outside of California?*

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STAFF

Staff members who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
 - The staff member has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

*Staff members who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Staff members who have had close contact with a person with COVID-19 and that person does not live in the household with the staff member must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Staff members who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Staff members who live with a person awaiting test results for COVID-19 need to quarantine for until the results are known. If the results are positive for COVID-19, the staff member needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the staff member has not experienced symptoms during the waiting period, the staff members may return to work. If the results are negative and the staff member experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix C

Daily Student Health Check

DAILY STUDENT HEALTH CHECK

PLEASE ANSWER THESE 4 QUESTIONS

1. Are you feeling sick today?



2. Does anyone in your home have COVID-19?
3. Have you had close contact with someone that has COVID-19?
4. Have you traveled out of California in the past 2 weeks?



Appendix D

CDC's How To Safely Wear And Take Off A Mask

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



CS 316488 12/21/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix E
CDC's Did You Wash Your Hands?

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects
that other people have touched?

Did I touch garbage?

Did I touch my mask?

If you can't wash your hands,
ask your teacher or another
adult for hand sanitizer.



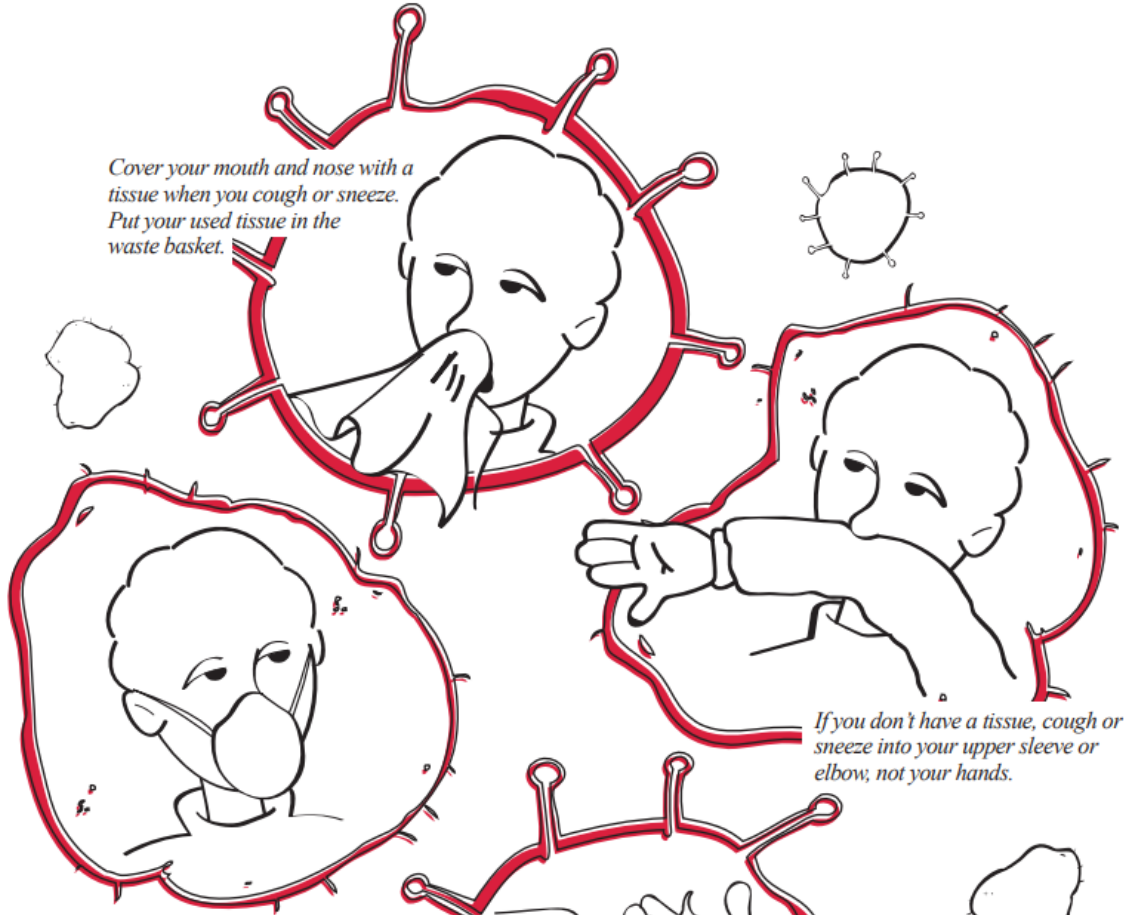
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix F
CDC's Cover Your Cough

Cover Cough

— Stop the spread of germs that can make you and others sick! —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



Appendix G

Flowchart for Student Illness or Positive COVID-19 Diagnosis

