Introduction

To assist with communicating health and safety measures that have been implemented at this site to reduce the spread of coronavirus, the SSSP will be shared with all staff and available on the site’s website. The SSSP is based on the guidance provided by the California Department of Public Health, Center for Disease Control and other agencies such as the CA Occupational Safety and Health Administration (OSHA). We know that the guidance is interim and that it is based on what is currently known about the transmission and severity of coronavirus and will continue to evolve. We will continue to monitor and review new information as it is released in order to adjust as necessary.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ACTIONS and EXHIBITS</th>
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<tbody>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>ACTIONS - Staff</td>
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</table>

Staff is directed to wear appropriate PPE according to their job duties/functions and according to the CDPH/OSHA requirements. All PPE will be provided by the district. All staff are required to wear face coverings.

Staff is directed to request Personal Protective Equipment (PPE) from the School Administrative Assistant.

The School Administrative Assistant will maintain inventory of PPE supplies and order using the district warehouse process. An expedited process is available for immediate needs.

The following PPE supplies are available on site. Examples include:

- Hand Sanitizer - For personal use and classroom use
• Disinfecting Wipes - For use at an employee or student’s work space or classroom
• Face Masks - Disposable face masks available for staff and students
• Face Shields - Available for staff to use with face mask for extra protection throughout school day, or alone for limited time when teaching phonological instruction to students (optional)
• Face Shields with Drapery - Fitted or loose, available for staff to use throughout school day in lieu of face mask when working with students who do not wear masks or in situations where there is an increased risk of body fluid or aerosolized secretions (optional)
• KN95 Masks - Available for staff to use in lieu of disposable or cloth face masks (optional). Supervisor approval is not necessary.
• Disposable Gowns - Available for staff to use when working closely with students who do not wear masks, in situations where it is difficult to maintain social distance with students for a long period of time, and when there is a concern about bodily fluids (optional)
• Disposable Gloves - Available for all staff for use. Required for food service and other duties that require gloves.

**ACTIONS - Students**

All students are required to wear face masks on the school bus and throughout the school day while on the school campus.

Disposable face masks are available to students as needed.

There is a face mask exemption available for students with a verified medical or mental health condition, or disability that prevents wearing a face covering. Students who are hearing impaired or communicating with a person who is hearing impaired or where the ability to see the mouth is essential for communication may obtain a face mask exemption.

**EXHIBITS**

• [Staff Safety Precautions Memo](#) (9-24-20)
• [Guidance for the Use of Face Coverings](#) (Risk Bulletin)
• [List of Personal Protective Equipment Available at Each Site](#)
• [COVID-19 Personal Protective Equipment Protocol](#) (Infographic)
• [Personal Protective Equipment Protocol for Special Day Class](#) (Infographic)
• [Application for Student Face Mask Exemption](#)
• [Face Mask Exemption for Students](#)
• [Face Mask Exemption FlowChart](#)
Wellness Screening

**ACTIONS - Staff**

All staff are required to follow the Employee COVID-19 Wellness Screening Process.

- Will be required to conduct a “passive” wellness check for symptoms, including taking their own temperature before leaving their home
  - Stay home if a fever of 100.4 or higher or symptoms

- Will participate in a daily “active” wellness screening:
  - All staff enter through main gate near office between 7:45am-8:00 am.
  - Respond to screening questions and have temperature taken.
  - If cleared, employees will be given a screening sticker and wear throughout the day.
  - If not cleared, the employee will be provided with instructions and must return home.
  - Later arriving staff will be screened by office staff
  - Principal, School Administrative Assistant, Office Assistant, Instructional Assistant are trained to conduct the staff wellness screening.

**ACTIONS - Students**

Parents are required to have each student complete wellness self-screening at home prior to coming to school.

- If there is a temperature or symptoms, the students must stay at home. Parents are provided with an infographic Symptom Tree chart.

Teachers will conduct a daily visual wellness check when students enter the classroom for the start of the school day.

- Teachers will observe students for signs of coughing, shortness of breath and/or loss of taste or smell.

**EXHIBITS**

- Student Symptom Decision Tree
Illness/COVID Cases on School Campus

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<th>ACTIONS</th>
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Staff:

Any staff member exhibiting symptoms will be sent home or wait in the observation room if they need to be transported home.

The employee COVID-19 reporting protocol for positive cases, close contacts or symptoms was developed to promote a healthy and safe school community and provide support and guidance for employees of NMUSD. It’s important for our employees to understand the critical nature of informing the District should they test positive for COVID-19, have a close contact with a COVID-19 positive case, or have COVID-19 symptoms. It’s equally, if not more important, that the employee stays out of the workplace and makes this notification from home. All employee information gathered in the process described below will be confidential:

1. Employee is to contact the COVID-19 Intake by telephone at 714-424-3695 or by email at intake@nmusd.us when they are:
   a. COVID-19 positive
   b. Close contact to a COVID-19 positive person
   c. Symptomatic with COVID-19 symptoms

   The employee name, telephone number, position, site, last day at work and a brief description of their situation should be provided.

2. Intake Team will contact the employee if additional information is needed and will communicate the gathered information to the Health Services COVID-19 Liaison.

3. Health Services COVID-19 Liaison will conduct contact tracing to identify and notify employees and/or students who may have had close contact with the employee and give guidance on current recommendations for quarantine and options for leaves. Leave information can also be found at the COVID-19 Related Leave Information Website.

The Health Services COVID-19 Liaison will collaborate/consult with the Orange County Health Care Agency (OCHCA) during this process and will notify Maintenance and Operations of any cleaning/disinfecting needs.

Student:

Students on campus who are identified by staff or self-report as exhibiting symptoms will be required to wait in the observation (isolation) room until they can be transported home by parent/guardian.
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<th>EXHIBITS</th>
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If a student tests positive for COVID-19:

- Site Nurse or Health Assistant will conduct contact tracing and report case to the Site Administrator, District Dashboard, and Orange County Health Care Agency.
  - The Health Services Staff will collaborate/consult with the Orange County Health Care Agency (OCHCA) during this process and will notify Maintenance and Operations of any cleaning/disinfecting needs.

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### Observation (Isolation) Room: Space for Sick Students

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The cot room next to the nurse’s office has been identified as the observation room for students

- Supervision will be provided by the health assistant with back-up staff identified.

Observation (Isolation) Room process: Teachers will call the office and an adult will come to the classroom immediately to walk student exhibiting or reporting symptoms to the observation room.

- Office staff will contact parents/emergency contacts to pick up students.
- Parents are asked to provide several emergency contact numbers so students may be dismissed home as soon as possible.
- Staff monitoring the observation room will periodically wipe down hard surfaces in between individuals occupying the space.
- Observation room will be cleaned by site custodial staff at the end of the day if used.
Enhanced Cleaning, Disinfecting and Ventilation

**ACTIONS**

Additional custodial staffing and supervision have been provided to the school site to enhance services during the day and night. Standard and enhanced services are listed in the [NMUSD Maintenance and Operations (M&O) Safety Protocol for Reopening Schools](#).

In addition to the standard daily cleaning and disinfecting practices, enhanced services include:

**Daytime:**
- Check, clean, and disinfect staff and student restrooms regularly, ensuring an adequate supply of soap and paper towels
- Clean exterior fixtures and equipment
- Service hand sanitizer stations
- Regular inspection of site conditions
- Clean high touch areas in classrooms and Kindergarten restrooms between AM/PM student cohorts
- Sign and date cleaning checklist for each room by the custodian
- Clean high touch areas throughout school campus

**NightTime:**
- Clean high touch areas in classrooms including student desks and screens

Trained site custodial staff will follow California Department of Public Health (CDPH) guidelines to clean frequently-touched surfaces within site at least daily, and as practicable, throughout the day.

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

- Running ventilation systems two hours before and after occupancy and continuously during occupied periods to increase air exchanges
- Actively monitoring CO₂ levels to verify ventilation levels remain sufficient for occupancy and maintained between 500-1000 ppm
- Making the necessary adjustments to maintain the optimum level of CO₂ through dilution ventilation
- Increasing the minimum filter standard from MERV 8 to MERV 11 which is the highest possible filtration rating that is safe for the majority of HVAC systems at school sites without reducing airflow, ventilation or decreasing equipment reliability
High-Efficiency Particulate Air (HEPA) purifiers are provided in each classroom and available for other areas within NMUSD facilities as an additional layer of protection.

### School Campus Set-up

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<th>ACTIONS</th>
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<tbody>
<tr>
<td>There is signage in the front lobby which indicates the room maximum of four people. There are distance dots (6-foot distance markers) clearly identified on the floor in the office to support social distancing.</td>
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</tbody>
</table>

Additional signage regarding face coverings, hand washing, social distancing, and traffic patterns have been posted throughout the campus, including:

- Entrances
- Exits
- Distance dots
- Cafeteria use

One way directions/floor markings/hallway markings are laid out to reduce congestion throughout the site. Signs are clearly posted and notification has been sent to parents that no parents or visitors are allowed on campus at this time.

### EXHIBITS

- Stop Germs! Wash your Hands Risk Bulletin
- Coughing and Sneezing Etiquette Risk Bulletin

### SITE EXHIBITS

- Custodial Schedule for Site (On File)
**Break/Recess & Lunch**

**ACTIONS**

Students will remain in their stable groups throughout lunch and recess and stay in their designated centers around the playground and blacktop.

Playground equipment is available for use by students in stable groups with the following precautions for use:
- Face coverings worn by all students
- Social distancing maintained
- Hand Washing/sanitizing before and after use

Playground equipment will be cleaned daily by custodial staff.

There is a supervision schedule which provides for all teachers to get a duty-free lunch and students to be monitored while at break/recess or lunch.

Students will wear masks out on the playground, except for when they are eating or drinking. Student supervisors will ensure 6 feet of physical distance when students are eating or drinking. Lunch tables are clearly marked to promote social distancing and the cafeteria entrance/exit path marked for social distancing.

There is also a break/recess/lunch plan for inclement weather that is shared with staff and parents.

During inclement weather, students will eat lunch inside and will follow these important health and safety guidelines:
- Maintain AT LEAST six feet of distance from students at all times.
- Ensure that students maintain physical distancing from each other.
- Have students put masks back on when finished eating and drinking.
- Keep a record of where students sit (seating chart) for contact tracing purposes.
- Ensure hand washing/sanitizing before/after lunch.

**SITE EXHIBITS**

- Site break/recess/lunch schedules
- Site map with lunch and play areas clearly marked
### Arrival and Dismissal

**ACTIONS**

There are designated drop off and pick up locations identified and shared with staff and parents. Signage is posted at entrances and exits directing students and parents to the appropriate location. Staff will be assigned to supervise.

**SITE EXHIBITS**

- Site Arrival/Dismissal plan and schedules

### Training

**ACTIONS**

Staff received information from Human Resources regarding COVID-19 Related Leave Information. All staff were trained on COVID-19 physical distancing, face coverings, hygiene, and hand washing through a video by Keenan and Associates. Additional training has been provided on the District Screening Safety Precautions and site procedures related to each component of the plan in Fall, 2020, upon updates to health and safety guidance, and in Spring, 2021 upon return to full-day programming.

Prior to in-class instruction in Fall, 2020:
- Classroom teachers showed students video training on hand washing, face coverings, and safety precautions.
- Parents received information regarding hand washing, face coverings, social distancing and school expectations for drop off/pick up, limited access to campus, and that appointments are required for meetings with school staff.

Prior to full-day transition in Spring, 2021:
- Classroom teachers will communicate to students the new and revised procedures related to the full-day programming (e.g., recess and lunch procedures, modifications to arrival and dismissal routines, etc. as well as review procedures for hand washing, face coverings, and safety precautions).
- Parents will receive information regarding updated safety procedures.
### Classroom Set-up

<table>
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<tr>
<td>Student desks are arranged to encourage distancing, including:</td>
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<tr>
<td>○ At least 6 feet of distance between the teacher’s desk/station and students</td>
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<tr>
<td>○ With masks, socially distance students to the greatest extent possible but no less than 3 feet</td>
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</table>

Desks and tables are positioned to maximize spacing among students with clear plastic barriers to provide further protection.

Individual student clear plastic barriers are placed at each student’s desk in elementary and on student desks in some secondary classrooms. In Special Day/TK/K classrooms additional clear physical barriers will be used during small group tabletop activities. Rugs and soft furniture have been removed from the classroom.

Sharing of instructional materials and classroom areas between students:
○ Will be limited
○ Cleaning will occur between stable groups when sharing is unavoidable

Individual student packets of materials/manipulatives are used when practicable or materials will be cleaned if sharing is required.

There is a process for handling classroom library books to ensure safety:
○ Students will wash hands/sanitize prior to touching books
○ If a book is touched or taken by a student to read, it will be returned to a separate basket/bucket in the classroom
Books will be cleaned and put away or will remain untouched for 72 hours before being re-shelved

EXHIBITS

- Classroom Set-Up Guidance Elementary

SITE EXHIBITS

- Site photo of sample classroom set-up

Common Areas, Visitors and Gatherings

ACTIONS

Use of all staff common areas such as break rooms and conference rooms will be minimized until further notice. The maximum number of people allowed to congregate in the break or conference rooms will have signage posted on the doors.

Chairs are marked in conference rooms and staff lounge to identify and encourage social distancing among staff if used.

Parents, visitors, and volunteers will not be allowed on campus until further notice. Essential visitors who must enter campus must adhere to the check-in clearance process and will be required to wear face masks and maintain social distance. Appointments or handling business remotely will be encouraged.

Flag deck, assemblies, and large group gatherings are not allowed on campus until further notice.

All staff meetings and professional development will be held virtually until further notice.

Designated areas will be assigned and activities will be staggered for a student break/recess. Outdoor space will be utilized for instruction as appropriate.

EXHIBITS

- Site map with outdoor instructional areas clearly marked
<table>
<thead>
<tr>
<th>Small Work/Office Spaces</th>
<th>ACTIONS</th>
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<tbody>
<tr>
<td>Sites will evaluate small work/office spaces (e.g., service provider work space) and provide alternative areas to hold meetings with students if work/office space is too small.</td>
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<table>
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<tr>
<th>SITE EXHIBITS</th>
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<tr>
<td>• Add list of areas if applicable</td>
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<table>
<thead>
<tr>
<th>Additional Exhibits and References</th>
<th>ADDITIONAL SITE EXHIBITS</th>
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<tr>
<td>Add exhibits if available :N/A</td>
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<table>
<thead>
<tr>
<th>ADDITIONAL DISTRICT EXHIBITS/REFERENCES</th>
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<tbody>
<tr>
<td>• District School Reopening Plan</td>
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<tr>
<td>• District Website</td>
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<tbody>
<tr>
<td>• California Department of Public Health Website</td>
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<tr>
<td>• State of California COVID-19 Website</td>
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<tr>
<td>• COVID-19 and Reopening In-Person Instruction Framework &amp; Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - updates March 20, 2021</td>
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<tr>
<td>• Youth Sports Guidance - April 6, 2021</td>
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<tr>
<td>• California Department of Public Health Guidance for Face Coverings - November 16, 2020</td>
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<tr>
<td>• Orange County Health Care Agency COVID-19 Website</td>
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