

Safe School Reopening Plan
Fallbrook Union Elementary School District
District Office
321 Iowa Street
Fallbrook, CA 92028
July 16, 2020

This plan was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs. Use of this plan is recommended to demonstrate compliance with Section 4 of the county public health order, and may change based on guidance from public health.

General Measures

<input type="checkbox"/>	<p>1. The District Office has a COVID-19 Safe Reopening Plan webpage that includes the DO's:</p> <ul style="list-style-type: none">a. Safe Reopening Planb. Plans describing each of the elements described below
<input type="checkbox"/>	<p>2. The District Office has plans that describe how it will:</p> <ul style="list-style-type: none">a. Monitor public health guidance on a weekly basis-District Nurses will keep the site administrators and supervisor aware of COVID-19 guidance from CDHP, CDE, SDPHS, and SDCOE with a weekly update.b. Limit nonessential visitors and volunteers from the District Office will not be used for external community organizations while we are under COVID-19 guidance. Only district staff/students will be allowed on campus daily, and the campus will limit non-essential workers. Visitors on campus will be held to all COVID-19 screenings, must have a scheduled appointment, and will be escorted by staff. Visitors will need to comply with all board policies regarding their visitation and approval of the visit must be deemed essential for student or staff benefit.
<input type="checkbox"/>	<p>3. The District Office has complied with Cal-OSHA requirements to:</p> <ul style="list-style-type: none">a. Conduct site-specific hazard assessments-Through the JPA all staff participated in Cal-OSHA training to understand hazard assessment.b. Develop and implement an effective plan to protect employees-Staff understands how to appropriately use and store supplies provided and the types of protections needed based on material use.

Promote Healthy Hygiene Practices

<input type="checkbox"/>	<p>4. The District Office has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among staff. The plans describe how the District Office will remind staff to:</p> <ul style="list-style-type: none">a. Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.b. Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.d. Use fragrance-free hand sanitizer when handwashing is not practicable.<ul style="list-style-type: none">i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.i. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested.ii. Children under age 9 shall use hand sanitizer under adult supervision only. Poison Control will be called if consumed: 1-800-222-1222, along with other appropriate authorities.
<input type="checkbox"/>	<p>5. The District Office has developed plans to ensure that staff wash their hands or use hand sanitizer frequently throughout the day. The plan describes how the District Office will:</p> <ul style="list-style-type: none">a. Provide regular and frequent access to handwashing facilities, including, to the extent practicable, handwashing stations near offices- Routines will be established that provide regular and frequent access to handwashing facilities (handwashing stations and restroom sinks)b. Prevent congregations in bathroomsc. Develop routines enabling staff to regularly wash their hands at staggered intervals- Implement routines enabling staff to regularly wash their hands at staggered intervals.d. Develop routines enabling staff to use hand sanitizer when necessary
<input type="checkbox"/>	<p>6. The District Office has developed plans to teach and reinforce the use of</p>

	<p>cloth face coverings, masks, or face shields. The plans include, but is not limited to:</p> <ul style="list-style-type: none"> a. Unless otherwise required by the state, county or school district, all employees and visitors should wear a face covering when physical distancing is not practicable. <ul style="list-style-type: none"> i. Requirement is that all employees, classified and certificated, and visitors are to wear a face covering at all times. b. Describe situations when physical distancing may not be practicable, where space may be insufficient. <ul style="list-style-type: none"> i. Physical distancing may not be practicable when transitioning through the office. c. Facial shields will be allowed in place of face coverings when it is necessary for a person's face to be visible during interactions. d. Information regarding proper use, removal, and washing of cloth face coverings will be reviewed at the return to school training and staff meeting with written instructions provided.
<input type="checkbox"/>	<p>7. The District Office has adequate supplies on hand to support healthy hygiene behaviors including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with 60 percent ethyl alcohol for staff.</p> <ul style="list-style-type: none"> a. The Fallbrook Union Elementary School District (FUESD) will work with the California Governor's Office of Emergency Services (CalOES) and the California Department of Public Health (CDPH) to ensure continued support with procurement and distribution of personal protective equipment for staff that require it. FUESD currently has appropriate personal protective equipment (PPE) supplies needed for staff.
<input type="checkbox"/>	<p>8. Employers should provide and ensure staff use face coverings and all required protective equipment.</p> <ul style="list-style-type: none"> a. The District Office will provide a reusable face cover to all staff and visitors who request/need one.
<input type="checkbox"/>	<p>9. The District Office has a sufficient supply of PPE necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.</p> <ul style="list-style-type: none"> a. The Fallbrook Union Elementary School District has a sufficient supply of personal protective equipment (PPE) necessary to protect employees who require it and to implement plans. The plans specify that the district has established PPE requirements for

	<p>various employee types and has made distinctions for employees who require face coverings and/or facial shields and/or PPE Masks, when applicable.</p> <ul style="list-style-type: none"> i. This list of employee types is available upon request from the district office Human Resources Department. ii. Employees will be trained upon returning to work regarding levels and types of PPE or facial coverings which will be required for all.
--	---

Intensify Cleaning, Disinfection and Ventilation

<input type="checkbox"/>	<p>10. Refillable water bottle stations are provided.</p> <ul style="list-style-type: none"> a. Refillable water bottles will be encouraged and this information will be shared with parents. b. Conference rooms will also provide single use water cups for staff who forget or did not have a refillable water bottle.
<input type="checkbox"/>	<p>11. The District Office has developed plans that describe how frequently touched surfaces within the District Office will be cleaned and disinfected at least daily, and as practicable, frequently throughout the day by trained staff.</p> <p>Frequently touched surfaces include, but not limited to:</p> <ul style="list-style-type: none"> a. Door handles b. Light switches c. Sink handles d. Bathroom surfaces e. Tables f. Chairs
<input type="checkbox"/>	<p>12. FUESD has developed a plan for cleaning and sanitation which incorporates the following elements:</p> <ul style="list-style-type: none"> a. Primary cleaning products used are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instruction. b. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list “N” with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). c. Depending on supply chain availability, FUESD will attempt to avoid products that mix these ingredients with peroxyacetic

	<p>(peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.</p> <p>d. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable</p> <p>e. Custodial staff, with the responsibility of cleaning and disinfecting the District Office, will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.</p> <p>f. FUESD has established increased cleaning and disinfecting schedules in order to avoid both under- and over-use of cleaning products.</p>
--	---

Implementing Distancing

<input type="checkbox"/>	<p>13. The District Office has developed plans that describe the measures that will be used to maintain 6-feet between staff in the following settings, as practicable. If the District Office determines 6-feet cannot be maintained between staff in one or more of the following settings, the plan also describes the reasons physical distancing is not practicable for each setting and describes the measures that will be used to maximize the space between staff.</p>
<input type="checkbox"/>	<p>14. The District Office plans to limit staff mixing uses the following measures to the greatest extent practicable:</p> <p>a. Visitors and volunteers on campus will be limited. Campus visits are outlined in the board policy and will require adherence to COVID-19 Health and Safety protocols.</p>
<input type="checkbox"/>	<p>15. The District Office has developed plans to maximize space between desks. Staff desks will be distanced at least six feet from each other. The plans describe:</p> <p>a. How physical distancing will be maintained</p> <p>i. Meetings - Small group size; visual spacing reminders.</p> <p>ii. Plexiglass and other barriers will be used to support the main office reception area.</p>

Limit Sharing

<input type="checkbox"/>	16. The District Office has developed plans that describe how it will limit use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses.
--------------------------	--

Train All Staff and Educate Families

<input type="checkbox"/>	17. The District Office has a plan that describes how it will train all staff and provide educational materials in the following safety actions: <ul style="list-style-type: none">a. Enhanced sanitation practices: All staff is trained annually (and as needed) in appropriate practices at the initial staff meeting. New staff receive individualized training upon arrival at site if they did not attend the initial staff meeting. Substitutes, upon check-in to site the first time, review all COVID-19 protocols required at the site for the position they are filling.b. Physical distancing guidelines will be a part of initial staff training (in-person or virtual). Signage will be posted on campus.c. Use of face coverings will be reviewed with staff at initial training (in-person or virtual). Signage will be posted to remind campus employees and visitors of this practice.d. Screening practices will be reviewed with all employees prior to their return to work.e. COVID-19 specific symptom identification will be shared with both staff. Staff will receive updates and information as needed.f. Proper use, removal, and washing of cloth face coverings will be shared with staff prior to their return to work (in-person or virtual).
<input type="checkbox"/>	18. To the greatest extent possible, training and education will be provided virtually. If an in-person option is provided, physical distancing will be maintained to the greatest extent possible.

Check for Signs and Symptoms

<input type="checkbox"/>	19. The District Office in conjunction with FUESD has developed and is ready to implement daily symptom and temperature screening of all staff and visitors prior to admitting them to the District Office. The plan includes the following elements: <ul style="list-style-type: none">a. Actively encouraging staff who are sick or who have been in close contact with a person with COVID-19 to stay home.
--------------------------	--

	<ul style="list-style-type: none"> i. FUESD policies encourage sick staff to stay at home without fear or reprisal. FUESD will ensure all staff are aware of this policy. b. Temperatures will be taken with infrared no-touch thermometers. <ul style="list-style-type: none"> i. Staff will be asked to temperature check at home prior to coming to work; and when needed, staff temperatures will be taken upon signing on to the shift, along with a visual wellness check. Staff reporting to work will affirm that they have not experienced or been exposed to COVID-19 symptoms and/or have not received a positive COVID-19 test. c. All individuals will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> i. FUESD will use the San Diego County Public Health Services (PHS) and SDCOE temperature and screening criteria. This criteria will be maintained and updated by SDCOE in consultation with PHS. ii. Staff with fever, symptoms, or exposure to COVID-19 will be sent home in accordance to the county criteria d. All staff will be trained to conduct visual wellness checks throughout the day to monitor staff intermittently for signs of illness. e. Handwashing stations or hand sanitizer will be made available and required for use immediately following screening.
<input type="checkbox"/>	<p>20. The District Office has plans that describe how it will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality as required under FERPA and state law related to privacy of educational records.</p>
<input type="checkbox"/>	<p>21. FUESD have developed plans to prevent discrimination against staff who (or whose families) were or are diagnosed with COVID-19.</p>

Plan for When a Staff Member or Visitor Becomes Sick

<input type="checkbox"/>	<p>22. The District Office has developed a plan for responding when a staff member or visitor becomes ill. The plan describes how the District Office will:</p> <ul style="list-style-type: none">a. Use a quarantine/isolation area to separate anyone who exhibits symptoms of COVID-19.b. Any staff exhibiting symptoms will immediately be required to wear a face covering and will be required to leave immediately.<ul style="list-style-type: none">i. Sick staff members will be advised not to return until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.c. In cases of serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be contacted. FUESD will seek regular updates and further details regarding symptoms.d. Once the quarantine area has been vacated by a sick individual, the area will be closed off and will not be used before cleaning and disinfection has occurred. In serious cases, and to reduce exposure risk, the space should remain closed for 24 hours prior to disinfecting, if practicable. If not possible, waiting as long as practicable is advised. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for clearing.e. If advised by San Diego Public Health Services, FUESD will provide staff from higher transmission areas, opportunities for telework and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.
--------------------------	---

Maintain Healthy Operations

<input type="checkbox"/>	<p>23. The District Office has plans that describe how it will:</p> <ul style="list-style-type: none">a. Monitor staff absenteeism and have a roster of trained back-up staff- Staff absenteeism is monitored through AESOP and appropriately trained back-up staff is assigned through this system. Upon arrival at the District Office site, additional training and protocols are reviewed with the back up staff by the site supervisor.
--------------------------	--

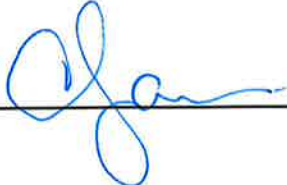
	<ul style="list-style-type: none"> b. The site administrator/designee will monitor types of illnesses and symptoms among staff to help isolate them promptly. The site staff is also in regular contact with district nursing staff for support and guidance regarding illness and COVID-19 symptoms. c. The site administrator has been designated as the liaison for responding to COVID-19 concerns. Employees are made aware of who the COVID-19 liaison is and how to contact them prior to the staff return to work. The liaison will be trained to coordinate documentation and tracking of possible exposures, in order to notify the district nurses who work with public health officials and then to notify staff and families in a prompt and responsible manner. d. The District Office will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. e. Local public health officials will be notified and, with guidance provided by the district nurses, all staff and families will immediately be notified of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. f. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will be given the option .
--	---

Considerations for Partial or Total Closures

<input type="checkbox"/>	<p>24. FUESD has developed plans for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. The plans describe how the District Office will respond when a staff member tests positive for COVID-19 and has exposed others at the District Office, including:</p> <ul style="list-style-type: none"> a. In consultation with the local public health department, the process for determining: <ul style="list-style-type: none"> i. Whether total or partial closure of the District Office is warranted and length of time necessary, based on the risk
--------------------------	--

	<p>level within the specific community as determined by the local public health officer.</p> <ul style="list-style-type: none"> ii. Identifying close contacts (office, activity where the infected person was based, and other close contacts) at the District Office who self-isolate at home for 14 days. iii. Additional areas of the District Office visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. <p>b. FUESD will implement communication plans for staff and the community using various methods of communications, such as the district website, the emergency all-call system in our student information system, Remind, social media accounts, and/or paper letters.</p>
<input type="checkbox"/>	<p>25. The District Office has developed a plan that describes how it will provide continuity of education:</p> <ul style="list-style-type: none"> a. When a staff member is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19
<input type="checkbox"/>	<p>26. FUESD has a plan and will provide guidance to staff reminding them of the importance of community physical distancing measures while school is closed, including discouraging staff from gathering elsewhere. This information will be provided in writing, sharing information regarding COVID-19 best preventative practices, via social media, paper USPS mailed letters, and on the district designated webpage.</p>

The following signatures attests that the information provided above is true and correct.

Designee Signature  Date: 8/28/20

Superintendent/Designee Signature  Date: 8/28/20