

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the RBJUHSD Reopening Plan and accessible to families/staff on all RBJUHSD a website pages or in print if requested.
- About the plans currently being implemented at each school site in response to Covid-19. This includes communication when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the RBJUHSD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In student information video messages on what returning to school looks like; this will be developmentally appropriate for students.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

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**Promoting Healthy Hygiene Practices  
Intensifying Cleaning, Disinfecting, and Ventilating  
Personal Protective Equipment  
Equipment Availability  
Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. 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.

- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily and after every route. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Physical Education equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials

- Physical education equipment
- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - 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).
  - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

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**Illness Prevention**

*Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

*Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Frontline.

*Screening*

- Screening procedures for staff and students will be used upon entering the facility, daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, upon entering their first class of the day
    - For staff, self-screening upon arriving at their workstations
  - Covid-19 questionnaire
  -

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when student is not feeling well.

### *When there is a fever of 100.4 or higher:*

- All staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have symptom free for 3 days. Access to instruction will be provided while that student is home.

### *When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- Isolate case and exclude from school for 10 days from symptom onset or test date.
- Identify contacts, quarantine and exclude exposed contacts for 14 days after the last date the case was present at school while infectious.
- Disinfection and cleaning of classroom and primary spaces where case spent significant time.
- District Office Administration will notify 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.
- Additional close contacts at school outside of a classroom should also isolate at home.

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Frontline.
- District Office Staff will continue to sign in/out of work each day in the District
- Maintenance/transportation will sign in/out of work each day in the Maintenance building.



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**Physical Distancing and Face Coverings**

***Transportation***

***Arrival/Departure***

***Classrooms***

***Movement on Campus***

***Playgrounds/Outside Spaces/Athletics***

***Staff Workplaces***

***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students and Staff will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they will be used to mitigate virus spread when physical distancing is not feasible
- ALL students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office
  - While in the classroom
- Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Appropriate accommodations must be a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Staff are required to wear cloth face coverings (or face shields as appropriate).
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Participants in sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both inside and outdoors.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students and bus drivers are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- All seats will be pre-assigned by the bus driver.
- Windows will be opened for ventilation when practicable.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, Movement of students and staff will be as minimal as possible.
  - Red Bluff High School will reduce the number of classes per day from 7 to 4.
  - Red Bluff High School will implement a split lunch.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, books, and other learning aids.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.

- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and masks should not be worn.

#### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Distance Learning as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

#### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

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**Educational Programs**

**Red Bluff High School**

Distance Learning Program

- Defined as: Instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee (teacher). Distance learning may include, but is not limited, to the following:
  - Interaction, instruction, and check-ins between teachers and pupils through the use of computer or communications technology.
  - Video or audio instruction in which the primary mode of communication between the pupil and teacher is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
  - The use of print materials incorporating assignments that are the subject of written or oral feedback.
  
- Requirements for Distance Learning
  - Requires the same instructional time as in-person instruction. Instructional time will be based on the time value of the assignments as determined.
  - All students participating in Distance Learning will be provided a chromebook and a hot spot if they need internet connection.
  - Curriculum and content will be equivalent to in-person instruction.
  - Academic supports for students with disabilities, English Learners, Foster youth, etc. will be provided.
  - Daily live interaction with teachers and peers is required. This can take the form of internet or telephonic connectedness.
  - Daily attendance will be taken. Students not meeting the daily connection will be considered absent for that day.

- o Students will be required to complete the work and all grades will be recorded.

#### In-Person Regular Schedule

- Students will participate 8 period, 4-block daily schedule
  - o MT will be periods 1-4
  - o ThF will be periods 5-8
  - o Wednesdays will rotate between periods 1-4 and 5-8 on a weekly basis.  
Wednesdays will be minimum days
- Seniors may be enrolled in 3 classes if on course to graduate
- Juniors may enroll in 6 classes if on course to graduate
- PE will be assigned only to Freshmen

#### **Salisbury Alternative Center**

##### Salisbury High School

- Students will participate in daily live instruction with the modifications previously described.

##### Independent Study Program

- Students enrolled in Salisbury High School who wish to participate in Distance Learning due to at-risk medical conditions must enroll in the District's Independent Study Program.

##### FOCUS

- The FOCUS Program will participate in daily live instruction with the modifications previously described.

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**Employee Support**

- Training (in-person or virtually) will be provided on:
  - The RBJUHSD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Staff are encouraged to contact Karrie Roth, District Nurse, if they have Covid-19 health concerns regarding their student. Karrie is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Sandy Wallace, Human Resources, if they have Covid-19 employment questions in relation to absences.

