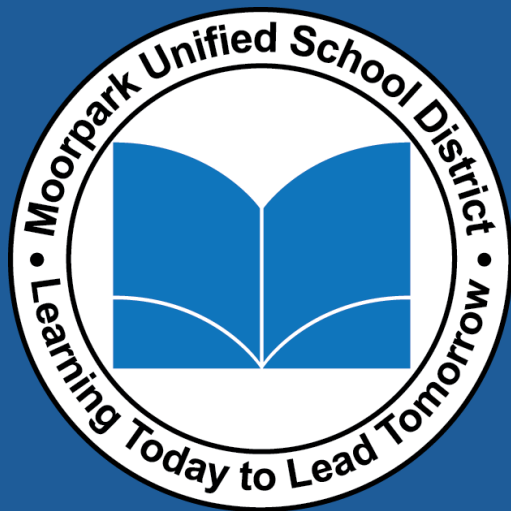


# COVID-19 Return to Work/School Safety Plan



## **Moorpark Unified School District**

*Ensuring academic excellence through highly effective teaching and leadership,  
innovative 21st Century learning environments and connecting with every student, every day*

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# General Information

The health and safety of MUSD staff and students is paramount as we return to the workplace during the COVID-19 pandemic. As MUSD reopens, and employees and students return to school sites, this document presents protocols and strategies for reducing and/or preventing COVID-19 transmission and bringing employees back to work safely.

## Access to Current Information:

MUSD collects local public health information from the Centers for Disease Control (CDC) COVID-19 website, California Department of Health, Cal OSHA, and the Ventura County Department of Health daily for updates and current local conditions related to COVID-19. This provides guidance for decisions that can help monitor protective actions against COVID-19.

## Individuals at Higher Risk:

While the understanding of COVID-19 has been continually evolving, the CDC has consistently identified the following as those who are at high risk for developing serious illness from COVID-19:

- A. People 65 years and older
- B. People who live in a nursing home or a long-term care facility
- C. People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - a) People with diabetes
  - b) People with severe obesity (body mass index [BMI] of 40 or higher)
  - c) People with chronic kidney disease undergoing dialysis
  - d) People with liver disease
  - e) People with chronic lung disease or moderate to severe asthma
  - f) People who have serious heart conditions
  - g) People who are immunocompromised



# General Information



Federal and state laws protecting employees from discrimination, such as the Americans with Disabilities Act (ADA), the Rehabilitation Act and the California Fair Employment and Housing Act (FEHA), include the requirement for reasonable accommodations for employees with disabilities. These protections, including the Age Discrimination in Employment Act (ADEA), continue to apply during the COVID-19 pandemic.

Please note that while the CDC identifies people over 65 as at higher risk for developing complications from COVID-19, these individuals do not qualify to receive accommodations under the ADA or FEHA based solely on the basis of age. While age alone is not a basis to be covered under discrimination laws, the interactive process may be used to identify potential reasonable accommodations for employees over 65.

## **Protective Measures for Reducing Exposure for Employees**

As we reopen schools, MUSD will implement safeguards while adjusting to meet the unique needs and circumstances of MUSD and the local community.

Fortunately, there are a number of actions MUSD can take to help lower the risk of COVID-19 exposure and spreading at the workplace, schools, and during school activities. Individuals need to follow healthy hygiene practices, stay at home when sick, practice physical distancing to lower the risk of disease spread, and use a face covering.

## **Promoting Behaviors that Reduce Exposure and Spread of COVID-19**

Required training for all employees will be provided which include, but may not be limited to:

- A. Identifying the spread and prevention of COVID-19
- B. Recognizing symptoms of COVID-19
- C. Determining what to do if you become sick with COVID-19

# General Information

- D. Enhanced sanitation practices
- E. Physical distancing
- F. How to wear PPE/face coverings – Currently all employees and students are required to wear face coverings

Visual reminders that promote physical distancing, hand washing, wearing PPE, sanitation practices, respiratory etiquette, and COVID-19 identification have been posted throughout the district.

Families will also be provided information and training about promoting behaviors that reduce the spread of COVID-19 as well as when their children should stay home and when they can return to school.

## Other Methods for Reducing Exposure and Spread of COVID-19

MUSD implements the following strategies to encourage behaviors that reduce the spread of COVID-19 and provides resources on the District website that promote personal hygiene, physical distancing, social emotional health, and other COVID-19 related resources. Methods that reduce exposure and spread of COVID-19 include:

- Staying Home when Appropriate
- Hand Hygiene and Respiratory Etiquette
- Required Face Coverings
- Physical Distancing

## Enhanced Sanitation Practices and Trainings

MUSD has trained custodial staff and implemented enhanced sanitation practices throughout the District. This includes training on proper dilution of any new product (if not RTU), application, recommended PPE, surface rinsing, disinfectant chemical disposal and cleanup as prescribed on the selected disinfectant label.

# General Information

## If an Employee or Student Becomes Sick

MUSD will implement protocols recommended by the CDC for when someone becomes infected:

- A. Prepare to isolate and safely transport those who are sick to their home or to a healthcare facility
- B. Encourage individuals who are sick to follow [CDC guidance for caring for oneself and others who are sick](#)
- C. Notify [local health officials](#) of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- D. Notify those who have had [close contact](#) with a person diagnosed with COVID-19 and advise them to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop
- E. Advise individuals who are sick when it would be safe for them to return based on CDC's [criteria to discontinue home isolation](#)
- F. Close off areas used by someone who is sick. Wait more than 24 hours before cleaning and disinfecting. Ensure [safe and correct use](#) and storage of [EPA Approved List N](#), including storing products securely away from children



# General Information

## Special Leave Availability

The Families First Coronavirus Response Act (HR 6201), effective April 1, 2020 through December 31, 2020, allows employees fully or partially paid leaves of up to 12 workweeks depending on the situation. To be eligible, the employee must be unable to work (including remote work) for one of the following reasons related to COVID-19:

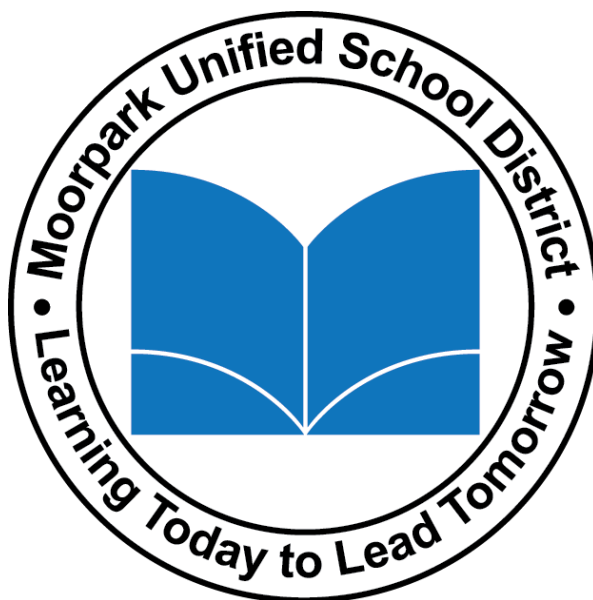
- A. The employee is subject to a quarantine or isolation order by federal, state, or local government
- B. The employee has been advised to self-quarantine by a healthcare provider
- C. The employee is experiencing symptoms and seeking medical diagnosis
- D. The employee is caring for someone who is subject to (A) or (B)
- E. The employee is caring for a minor child whose school or childcare is closed or unavailable due to COVID-19 precautions
- F. The employee is experiencing a “substantially similar condition” as specified by the appropriate federal agency

The duration of FFCRA leaves can vary between two (2) and 12 workweeks. The rate of pay associated with FFCRA leaves can be full or two-thirds. Other available leaves may be full pay, half pay, differential pay, or unpaid. Concerned employees should contact the Human Resources Department for further information.



# MUSD Hours of Operation

Location	Hours of Operation
MUSD District Office	Closed to the public but accepting appointments
MUSD Enrollment Center	Monday – Friday- 9:00 AM – 4:00 PM
Elementary and Middle School Sites	Monday, Wednesday, & Friday- 8:00 AM–11:00 AM Tuesday & Thursday- 1:00 PM – 4:00 PM
Moorpark High School	Monday, Tuesday, & Thursday- 1:00 PM – 4:00 PM Wednesday & Friday- 9:00 AM – 12:00 PM
High School at Moorpark College	The Moorpark College campus is currently closed





# Operation Status

Since mid-March 2020, schools within the district have been closed to the public and only the essential functions necessary to maintain facilities, support distance learning, prepare meal distribution, and carry out essential administrative functions are being performed at this time. This plan contains protocols for the resumption of limited programs during modified instructional educational programs at our facilities beginning with the 2020-2021 academic school year. At this time, the following “worksites” are active in a limited capacity as described:



- District Office –Superintendent’s Office, Instructional Services, Business Services, Personnel Services, Special Education, Maintenance & Operations, Technology, and Child Nutrition departments engage in essential functions
- School Sites – Set hours of operations to assist students and parents with distance learning, regular maintenance and upkeep, and meal planning, preparation, packaging, and distribution
- School Reopening – At this time, schools remain closed for in-person instruction with the intent to open limited/modified in-person instruction when approved by State/County

# General Controls Applicable to All Locations

- A. Social Distancing Posted and Implemented – The following protocols are posted at the entrance of each facility and provided to all essential employees who must report to work:
  - a) Do not enter this facility if you have a cough or fever
  - b) Maintain a minimum six-foot distance from other people
  - c) Face coverings are required at all times on all MUSD facilities (face coverings are available upon request)
  - d) Sneeze and cough into a cloth or tissue or, if not available, into one's elbow
  - e) Do not shake hands or engage in any unnecessary physical contact
- B. Screening
  - a) Anyone exhibiting or reporting symptoms of COVID-19 or having a temperature at or above 99.5 degrees using a no-touch thermometer or 100.4 using an oral thermometer will be excluded from entering any MUSD facility
  - b) No-touch thermometers have been purchased to screen and exclude persons with suspect systems and a body temperature that is above normal
  - c) Passive Screening: Staff, students, and parents will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms but to contact their health provider for evaluation and direction on self-care



# General Controls Applicable to All Locations



- d) Active Screening: A wellness check will be performed on all employees, students, volunteers, parents, or contractors entering the facility and will consist of:
- Check the temperature of all persons entering any MUSD facility
  - Persons with a temperature at or above 99.5 degrees Fahrenheit (using a no-touch thermometer) will not be permitted to enter
  - Persons entering a facility prior to operating hours shall be actively screened upon the arrival of the active screener
  - Conduct a visual wellness check of students and staff
  - Ask all individuals about having COVID-19 symptoms [CDC Symptom List](#) within the last 24 hours
  - Ask all individuals whether anyone in their home has had COVID-19 symptoms or a positive test
- C. Where feasible and practical, the district has enabled employees to perform their work and conduct business remotely
- D. Accommodations may be available for employees with health conditions that make them more susceptible to this disease
- E. Desks or individual workstations are separated by at least six feet with few exceptions
- F. Common areas, bathrooms, and other common high-touch surfaces are being disinfected 2-3 times daily by custodial staff
- G. Soap and water are available in all restrooms, which are stocked with soap and paper towels
- H. Hand sanitizer stations and five outdoor hand washing stations are available at each school site

# Training- Applicable to All Sites

- A. Employees have been provided with written notice and verbal instructions pertaining to the General Controls
- B. Employees engaged and interacting with parents (food distribution & technology assistance) were given directions on how to minimize their exposure through the use of Social Distancing Protocols and PPE (Personal Protective Equipment)
- C. Custodial staff involved in cleaning and disinfection are trained in Blood Borne Pathogen Prevention including Universal Precautions and in disinfection procedures
- D. Online trainings about COVID-19 topics such as information on how the disease spreads and protection measures, and how to clean and disinfect will be provided to employees
- E. Most current information on COVID 19 can be found on the [Center for Disease Control website](#)
- F. Information about counselling assistance and wellness services that are available to employees in coping with the pandemic is posted on the district website



# Work Specific Controls- District Offices

## Physical Distancing

- A. Individual workstations are separated by at least 6 feet and/or physical barriers
- B. Employees may be working remotely to the extent that essential business needs allow
- C. In-person meetings are restricted to essential participants who are required to stay 6 feet apart and wear face coverings
- D. Video conferencing, live stream, and teleconferencing are utilized to replace in-person meetings
- E. Computer distribution/exchange to staff is conducted within our Social Distancing Protocols with employees wearing facemasks and disposable gloves

## Cleaning and Disinfecting Protocols

- A. Restroom and common areas are cleaned and disinfected twice daily with emphasis on cleaning and disinfecting high touch surfaces

## Personal Protective Equipment

- A. Face coverings are required at all times with the exception of the employee's personal work area. One cloth face covering is available to employees upon request
- B. Gloves are provided when receiving goods or equipment and for custodial staff that are performing cleaning and disinfection





# Work Specific Controls- School Sites (School Closed)

## Physical Distancing

- A. School office hours are limited
- B. Maintenance & Operations staff and other employees visiting sites to perform essential duties are traveling alone in a vehicle when possible or wearing face coverings when traveling with another employee
- C. Employees are directed to maintain a distance of 6 feet or more when working at the sites
- D. Social Distancing Protocols are posted and maintained when servicing visitors
- E. Desk and countertop transparent shields have been purchased and installed in the reception area to provide additional protection to employees when interacting with visitors
- F. No-touch thermometers have been purchased to screen and exclude persons with suspect symptoms and a body temperature that is above normal

## Cleaning and Disinfecting Protocols

- A. Staff restrooms and office high touch areas are cleaned and disinfected 3 times daily.
- B. Classrooms are being deep cleaned and disinfected in preparation for reopening

## Personal Protective Equipment

- A. Face coverings are required and provided to employees upon request
- B. Gloves are provided to site staff to distribute materials and custodial staff that are performing cleaning and disinfection



# Work Specific Controls- Meal Distribution

## Physical Distancing

- A. Social Distancing is practiced whenever possible during meal preparation and distribution
- B. Meal pick-up is organized to maximize social distance between employees and meal recipients

## Cleaning and Disinfecting Protocols

- A. Restrooms and food preparation areas are cleaned and disinfected daily

## Personal Protective Equipment

- A. Child Nutrition kitchen staff must wear a mask and disposable (single use) gloves at all times while working in the central kitchen and while distributing meals at mobile stations



# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

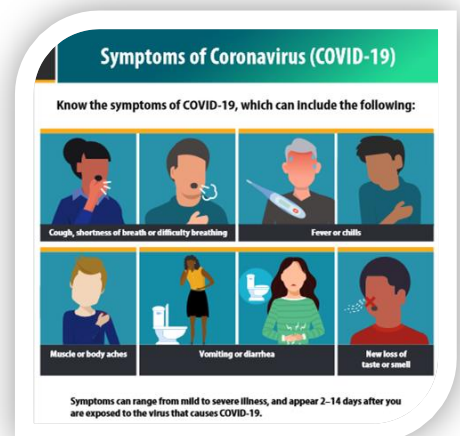
## Campus Access

- A. Anyone exhibiting or reporting symptoms of COVID-19 or having a temperature at or above 99.5 degrees using a no-touch thermometer or 100.4 using an oral thermometer will be excluded from entering the campus

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- B. Passive Screening: Staff, students, and parents will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms but to contact their health provider for evaluation and direction on self-care
- C. Active Screening: A wellness check will be performed on all employees, students, volunteers, parents, or contractors entering the facility and will consist of:
- a) Check the temperature of all persons entering the campus. Persons with a temperature at or above 99.5 degrees Fahrenheit using a no-touch thermometer will not be permitted to enter
  - b) Conduct a visual wellness check of students and staff
  - c) Ask all individuals about having COVID-19 symptoms [CDC Symptom List](#) within the last 24 hours
  - d) Ask all individuals whether anyone in their home has had COVID-19 symptoms or a positive test
- D. If a student exhibits or reports symptoms of COVID-19 or reports exposure to anyone testing positive for COVID-19, they will immediately be moved to a predetermined isolation area. School staff will then review the student's health information and consult with the student's parent or guardian to determine the cause of symptoms and potential exposure to COVID-19. If there is any question about the student's symptoms or exposure, the student will be released to their parent for transport to a medical provider. Adults that exhibit or report symptoms will be asked to leave the premises and to seek the advice of their medical provider. Anyone with severe symptoms that pose an immediate threat to their health or the health of others will be handled in accordance with the steps specified in this plan





# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- E. All persons will be encouraged to wash their hands or to use hand sanitizer upon arrival. Hand sanitizing stations and/or portable hand washing stations will be set up near the



entrances of the campus. Hand sanitizer will be fragrance free and contain at least 60% ethyl alcohol. Signs will be posted in restrooms and by hand washing stations with instructions for effective washing. Signs will be posted with instructions for the use of hand sanitizer. Children under the age of nine must be supervised by an adult when using hand sanitizer

- F. Outside Groups: External community organizations that obtain a permit to use school facilities must have a written COVID -19 prevention plan in place, engage only in activities permitted by the Ventura County Department of Public Health, and verify that they are able to adhere to all guidance issues by the California Department of Public Health and the Ventura County Department of Public Health
- G. Interaction with Service Providers, Parents, and Members of the Public: At reception points, such as the main office, staff will be provided with masks, face shields, gloves, and clear barrier screens as needed. Visitors will be required to conform to all access requirements including the wearing of a face covering and the observance of social distancing to the extent possible

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

### Promoting Healthy Hygiene Practices

- A. In addition to the general handwashing training already included in this plan, staff who are engaged with students will be instructed and reminded to wash their hands:
- a) When they arrive at the facility and before they leave the facility
  - b) Before and after changing a diaper, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their diaper)
  - c) After helping a child wipe their nose or mouth
  - d) Before and after providing first aid
  - e) Before and after giving medicine to a child
  - f) After handling wastebaskets or garbage
  - g) After cleaning surfaces
  - h) After using a toilet or urinal
- B. Students will be instructed to wash their hands when: arriving and leaving home; arriving at and leaving school; after playing outside; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating
- C. Students and staff will be instructed to wash their hands or use hand sanitizer before boarding a bus and after unloading
- D. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use hand sanitizer



# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- E. Staff and students will be instructed on the appropriate use and care of face coverings. Staff and students may use their own face covering so long as it provides adequate covering of the nose and mouth. A face covering will be provided to students and employees who need one. At a minimum, a face covering must be worn:
- a) While in the classroom
  - b) While waiting to enter the school campus
  - c) While on school grounds (except when eating or drinking)
  - d) While leaving school
  - e) While on a school bus

Face coverings are not recommended for anyone age of 2 years old or younger or those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

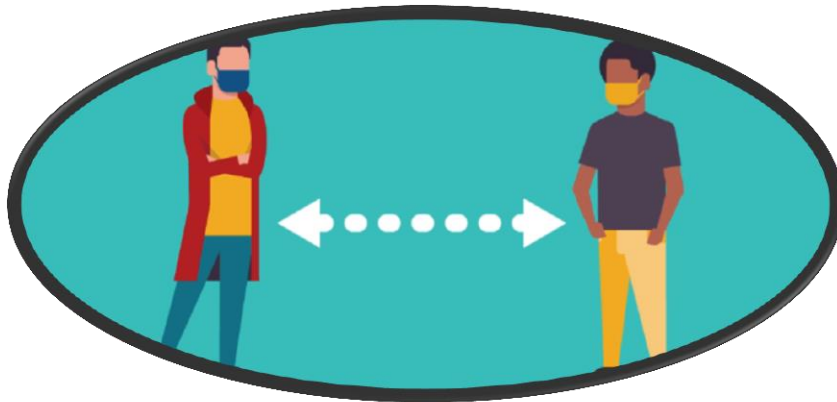
**The following individuals are exempt from wearing a face covering:**

- Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines
- Students who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

**Face Covering Alternative:** The district will make reasonable accommodations, such as a face shield with a cloth drape, for those who are unable to wear face coverings for medical reasons. Per CDPH guidelines, teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. Due to the pandemic and supplies of this nature being prioritized for use by health care providers, this equipment will be provided, as supplies are available.



### Physical Distancing

- A. Employee workstation and student learning stations will be set 6 feet apart whenever practical
- B. Air dilution will be increased by keeping windows and doors open and HVAC fresh air intake maximized to the extent that other occupant health considerations are not negatively impacted
- C. Staggered arrival and drop off times and the use of multiple entry points will be used as practical
- D. The use of screens and other partitions will be considered where a 6-foot distance between work/learning stations cannot be achieved
- E. Student groups and movement of groups will be kept to a minimum as practical
- F. Student groups will be kept consistent as possible
- G. Non-instructional and outside spaces will be utilized for physical distancing as feasible

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- H. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students (more information below)
- I. Physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or shared equipment until advised otherwise by state/local public health officials. Athletic departments will develop and implement a protection plan specific to the athletic activities on campus

### Limit the Sharing of Common Items

- A. Each child's belongings will be separated and kept in individually labeled storage containers, cubbies or other storage areas such as student backpacks. Individual belongings will be taken home each day to be cleaned
- B. The school will ensure that there are adequate supplies of utensils and tools for use in curriculum projects to eliminate or reduce sharing. Shared items will be cleaned and disinfected between users
- C. The sharing of electronic devices such as computers, clothing, toys, books, games, and learning aids will be avoided to the extent practical



### Student Transport

- A. The maximum capacity of each vehicle will be determined in order to meet the 6-foot physical distancing objectives. A seating plan will be created based on the maximum capacity as determined above, and a plan developed for bus routes that accommodate the capacity limitations. Seats that need to remain vacant will be marked or blocked. The following are sample seating options:

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- **Option 1:** Seat one student to a bench on both sides of the bus, skipping every other row
  - **Option 2:** Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- B. Riders will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading
- C. Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
- D. The driver and passengers will be required to wear face coverings
- E. Buses will be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will clean and disinfect high touch surfaces during the day
- F. Information will be provided to parents regarding the prevention protocols and their contribution, including: 1) Students must wear an appropriate face covering while waiting at the bus stop and riding on the bus. A face covering will be provided for students who do not have one. 2) Students must maintain a 6-foot distance while waiting at the bus stop

### Food Service

- A. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students
- B. The use of share tables and self-service buffets for food and condiments will be suspended





# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- C. Physical barriers, such as sneeze guards and partitions, will be installed at point of sale and other areas where maintaining a physical distance of 6-feet is difficult
- D. Food service staff will wear a face covering and disposable gloves when preparing and serving meals

### Cleaning and Disinfection - List of Currently Stocked Disinfectant

District approved cleaner and disinfectant (Clorox Hydrogen Peroxide Cleaner Disinfectant or equivalent - EPA Registered disinfectant approved for viral/bacterial pathogens for high touch surfaces).

Disinfectant
<b>Clorox Healthcare Hydrogen Peroxide Cleaner Disinfectant</b>
<b>Clorox Anywhere Hard Surface Sanitizing Spray</b>
<b>Benefect Disinfectant Wipes</b>
<b>Clorox Total 360 Electrostatic System</b>

- A. In addition to the cleaning protocols specified in this plan, high touch classroom surfaces will be cleaned and disinfected at least daily, and, as practicable, frequently throughout the day using an EPA approved disinfectant effective against COVID-19. Frequently touched surfaces to be included are door handles, light switches, sink handles, bathroom surfaces, tables, chairs, desks, and water hydration systems. Employees, other than custodians, may be involved with cleaning high touch surfaces
- B. Employees tasked with cleaning and disinfection will be provided with the appropriate training and personal protective equipment

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- C. Disinfection will take place when students are not present to avoid student exposure
- D. Proper ventilation will be used when conducting disinfection to reduce employee exposure
- E. Cleaning and Disinfection procedures:
  - a) Ventilation in the area will be maximized
  - b) Area will be cleared of all but employee tasked with disinfection
  - c) Employees will utilize the appropriate PPE
  - d) Surface will first be cleaned using a low hazard saturated wipe or spray cleaner
  - e) A disinfectant with an EPA registration number that is approved as effective against the COVID- 19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
  - f) Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
  - g) Employees will utilize PPE and wash their hands
- F. Cleaning and Disinfection procedures for areas occupied by persons testing positive for COVID-19:
  - a) Restrict the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
  - b) Ventilation in the area will be maximized
  - c) Cleaning and disinfecting activities should start farthest from the entry door of a room or space
  - d) Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas
  - e) Appropriate PPE will be utilized before entering the room



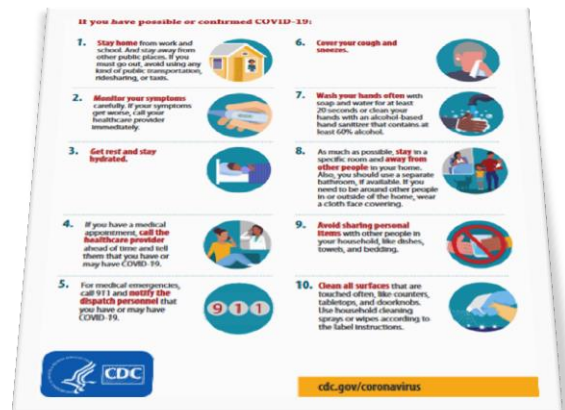
# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- f) A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
- g) Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
- h) Employees will utilize PPE and wash their hands

### Plan for Handling Sick Persons

- A. At each school, an isolation room will be designated and equipped with appropriate PPE
- B. Persons exhibiting symptoms of COVID-19 will be immediately moved to the isolation room
- C. Depending upon the level of illness, arrangements will be made for the person to be picked up or paramedics will be summoned
- D. Health officials, staff, and families will be notified of a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws
- E. Areas used by the sick person will be evacuated, cleaned and disinfected in accordance with standard disinfection procedures
- F. In consultation with local public health officials, the district will determine if school closure is required. Furthermore, it will be determined if the classroom or office where the person was based will be closed until disinfection can be completed and the occupants of those area quarantined for 14 days



# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- G. Students and staff testing positive for COVID-19 may not return to school until they have met CDC criteria to discontinue home isolation [CDC Criteria](#), including 3 days with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared. Staff will also need a note from their doctor releasing them to return to work. Students who test positive for COVID-19 will be placed in the distance learning model until they are cleared to return to school

### Personal Protective Equipment and Essential Protective Gear

- A. The following is a list of PPE that will be provided appropriate to the task:

- a) Face Coverings: Provided to all students and staff as needed
- b) Face Shields: Engaged in symptom screening or caring for a person with symptoms of COVID- 19



- c) Gloves (Impervious, Appropriate to task):
  - 1. Cleaning and Disinfection with an EPA approved disinfectant
  - 2. Meal preparation and service
  - 3. Tech equipment and instructional materials distribution, service, and exchange
  - 4. Employees engaged in wellness screening or treating persons with symptoms
  - 5. Front office staff when handling objects submitted by the public
  - 6. Tasks involving contact with bodily fluids/excrement

# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

### Training

- A. The district will train all staff and provide educational materials to families in the following safety actions:
- a) Enhanced sanitation practices
  - b) Physical distancing guidelines and their importance
  - c) Proper handwashing
  - d) Use and care of face coverings and other protective equipment
  - e) Screening practices
  - f) COVID-19 specific [symptom](#) identification
  - g) Care of a sick person
  - h) Staff will receive overview of the District's COVID-19 Prevention Plan
- B. Training and education is conducted virtually
- C. Staff will be trained in the following areas:
- a) Identifying individuals at high risk
  - b) Protective measures for reducing the spread and exposure of COVID 19
  - c) Staying home when appropriate
  - d) Hand hygiene/Effective hand washing and sanitizing
  - e) Respiratory etiquette
  - f) Face coverings/wearing a face covering
  - g) Physical/social distancing
  - h) Enhanced sanitation practices
  - i) Recognizing the symptoms of COVID 19
  - j) Protocols if someone becomes sick
  - k) When to seek medical attention



# Work Specific Controls- Schools Reopening

## With Limited/Modified In-Person Instruction

- D. Employees tasked with disinfection of surfaces and equipment will be provided with training on the following:
  - a) MUSD COVID-19 Prevention Plan – Cleaning and Disinfection
  - b) Proper dilution of any new product (if not RTU), application, recommended PPE, surface rinsing, disinfectant chemical disposal and cleanup as prescribed on the selected disinfectant label
  - c) Exposure to and control of COVID-19 during cleaning and disinfection
  - d) Universal Precautions
  - e) Type, use, and limitations of PPE
  - f) Correct methods of disinfection
  - g) SDS information on chemical used
  - h) How to get answers to safety concerns
- E. Employees tasked with conducting wellness checks will be provided with training on the following:
  - a) MUSD COVID-19 Prevention Plan – Active Screening
  - b) Exposure to and control of COVID-19 during wellness checks
  - c) Type, use, and limitations of PPE
  - d) How to get answers to safety concerns
- F. Employees tasked with caring for sick persons will be provided with training on the following:
  - a) MUSD COVID-19 Prevention Plan – Plan for Handling Sick Persons
  - b) Exposure to and control of COVID-19 during care
  - c) Type, use, and limitations of PPE
  - d) Process of handling sick persons to limit exposure to themselves and others
  - e) How to get answers to safety concerns
- G. Records for employee training will be maintained.

# Special Education COVID-19 In-Person Assessment Protocol

The safety of our employees, families, and visitors remain Moorpark Unified School District's top priority. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are requiring each visitor to complete a COVID-19 Screening Questionnaire. This form will also assist with contact tracing if needed.

1. All assessments shall be by appointment only. Assessor will be responsible for scheduling appointments with the parent/guardian.
2. When scheduling appointments via telephone, the following information shall be communicated with parent/guardian:
  - Only one parent shall accompany the student the day of testing
  - Mandatory facial covering for student and parent will be enforced
  - Parents will sign-in on the visitor's log
  - Arrive fifteen (15) minutes prior to scheduled appointment to complete COVID-19 screening questionnaire, temperature checks, and hand hygiene
  - Share length of time of the assessment and suggest to parent/guardian if the child should bring a snack or lunch
  - Assessor will educate the parent on the safety precautions, PPE and disinfecting protocol the district will follow at each appointment
3. Assessor will notify office staff of appointments and maintain a calendar with the office staff on Google Calendar or Outlook.
4. All visitors must sign-in/sign-out in the visitor's log.



# Special Education COVID-19 In-Person Assessment Protocol

5. All visitors shall be screened daily with a temperature check and must complete a COVID-19 Screening Questionnaire and hand hygiene: visitors will use hand sanitizer upon entry and exit.
6. Temperature checks will be performed daily by designated staff at the screening location.
7. If a visitor answers **YES** to any questions on a screening questionnaire, inform the visitor to call to reschedule appointment when symptoms have cleared and to follow CDC recommendations (provide CDC handout).
8. Once cleared through the screening process, the visitor will be issued a dated visitor's pass, which must be worn in plain sight at all times.
9. Visitors must practice physical distancing by keeping 6-feet (two-arm distance) at all times.
10. Only the parent, child, and assessor should enter the assessment room.
  - a. The parent will be asked to wait in the hallway. However, if the child is experiencing anxiety due to the COVID-19 dynamic, the parent will be permitted in the room during the assessment.
  - b. The parent may request assistance in facilitating the best attention if needed because the assessor will not be able to engage physically with, or in close proximity to, the child due to COVID-19.
11. Interviews may be conducted over the telephone.
12. Observations may be conducted in the community or through Google Meet.
13. Assessor will only assess a maximum of three (3) students per day. Hours of assessment will be 8 AM to 3:30 PM.

# Special Education COVID-19 In-Person Assessment Protocol

14. When scheduling appointments, allow an additional fifteen (15) minutes in-between each appointment to disinfect and properly ventilate equipment such as IPads, tables, pens/pencil, chairs, etc.
15. Assessors will be required to disinfect tables and chairs, testing equipment, manipulatives, and pens, and pencils after each appointment using EPA approved disinfectants.
16. Ensure adequate hand sanitizer is available in the assessment room for entry/exit of visitors.
17. The assessor will clean the assessment area as well as manipulatives between each assessment.
18. If parts of the assessment are conducive to being completed outside, this is a viable option depending on weather and behavioral needs.
19. Assessment tables will have a plexiglass corral installed.
20. At the end of each day, custodial staff will properly disinfect tables, chairs, door handles, vacuum, mop, and throw away trash in each room.

## Staff Personal Protective Equipment (PPE)

- Staff must wear facial covering at all times during working hours inside or outside.
- Staff will have access to face shields to wear during the day.
- Staff shall wear gloves when handling documents or paperwork from the public.
- Maintain 6-feet physical distancing with staff and families during non-assessment time.



# District & School Maps With Points of Entry & Exit

## Arroyo West Active Learning Academy Points of Entry and Exit

Entry  
Exit

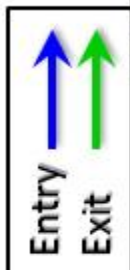


Revised August, 2020



# District & School Maps With Points of Entry & Exit

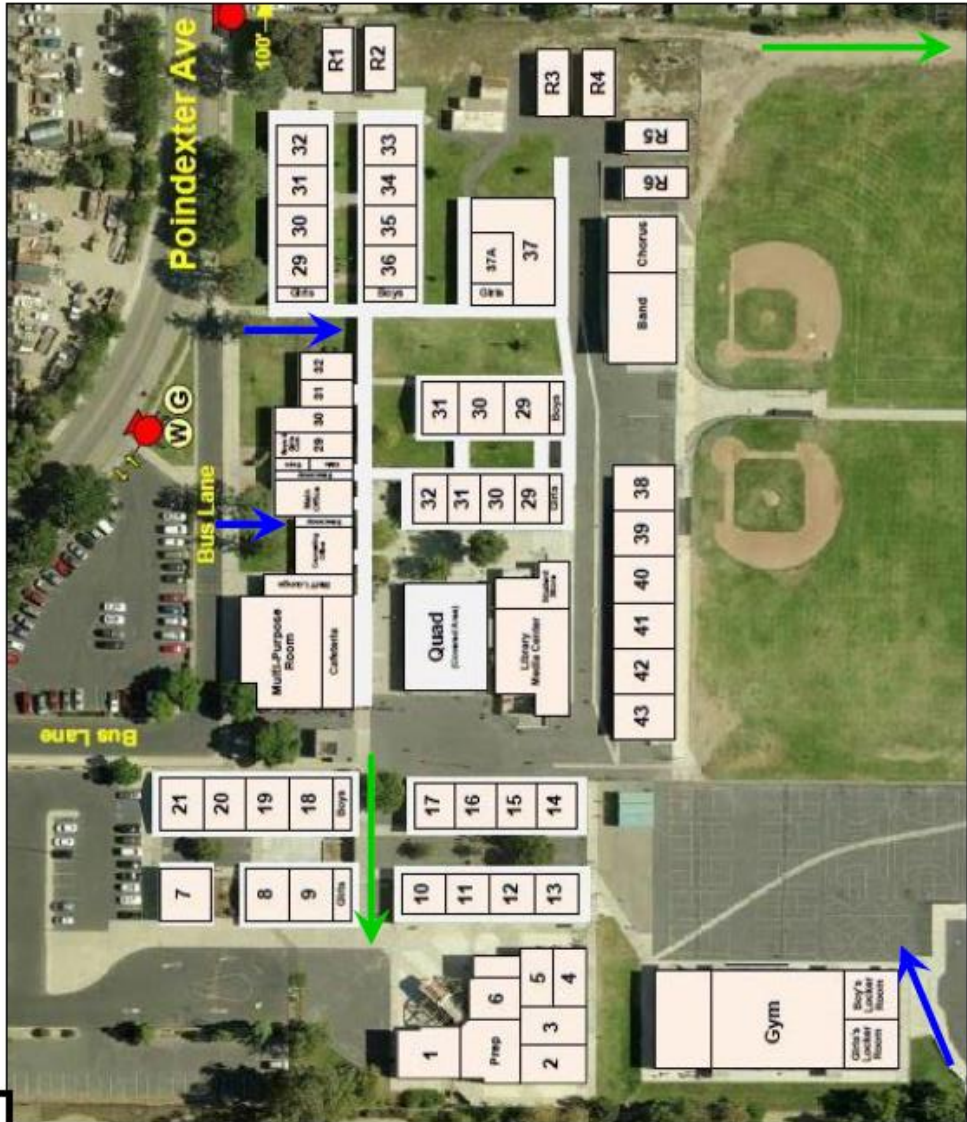
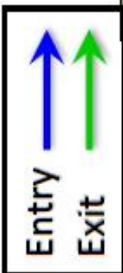
Campus Canyon College Preparatory Academy  
Points of Entry and Exit



Revised August, 2020

# District & School Maps With Points of Entry & Exit

## Chaparral Middle School Points of Entry and Exit

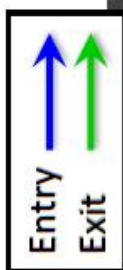


Revised August, 2020



# District & School Maps With Points of Entry & Exit

Early Childhood Center  
Points of Entry and Exit



Revised August, 2020

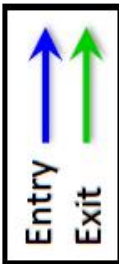
## Revised August, 2020

A diagram with a black border containing two vertical arrows. The left arrow is blue and points upwards, with the word "Entry" written vertically to its left. The right arrow is green and points upwards, with the word "Exit" written vertically to its left.



# District & School Maps With Points of Entry & Exit

High School at Moorpark College  
Points of Entry and Exit



Due to the closure of the Moorpark College campus, points of entry and exit for the High School at Moorpark College will be determined once the Moorpark College campus reopens.

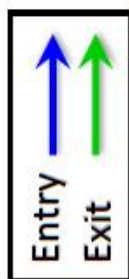


### Mesa Verde Middle School Points of Entry and Exit



Peach Hill Rd

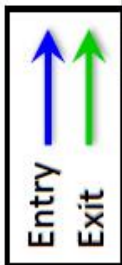
## Moorpark High School Points of Entry and Exit



Revised August, 2020



## Mountain Meadows 21<sup>st</sup> Century Learning Academy

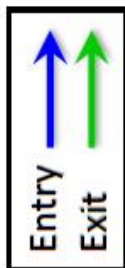


Revised August, 2020



# District & School Maps With Points of Entry & Exit

Peach Hill Academy  
Points of Entry and Exit



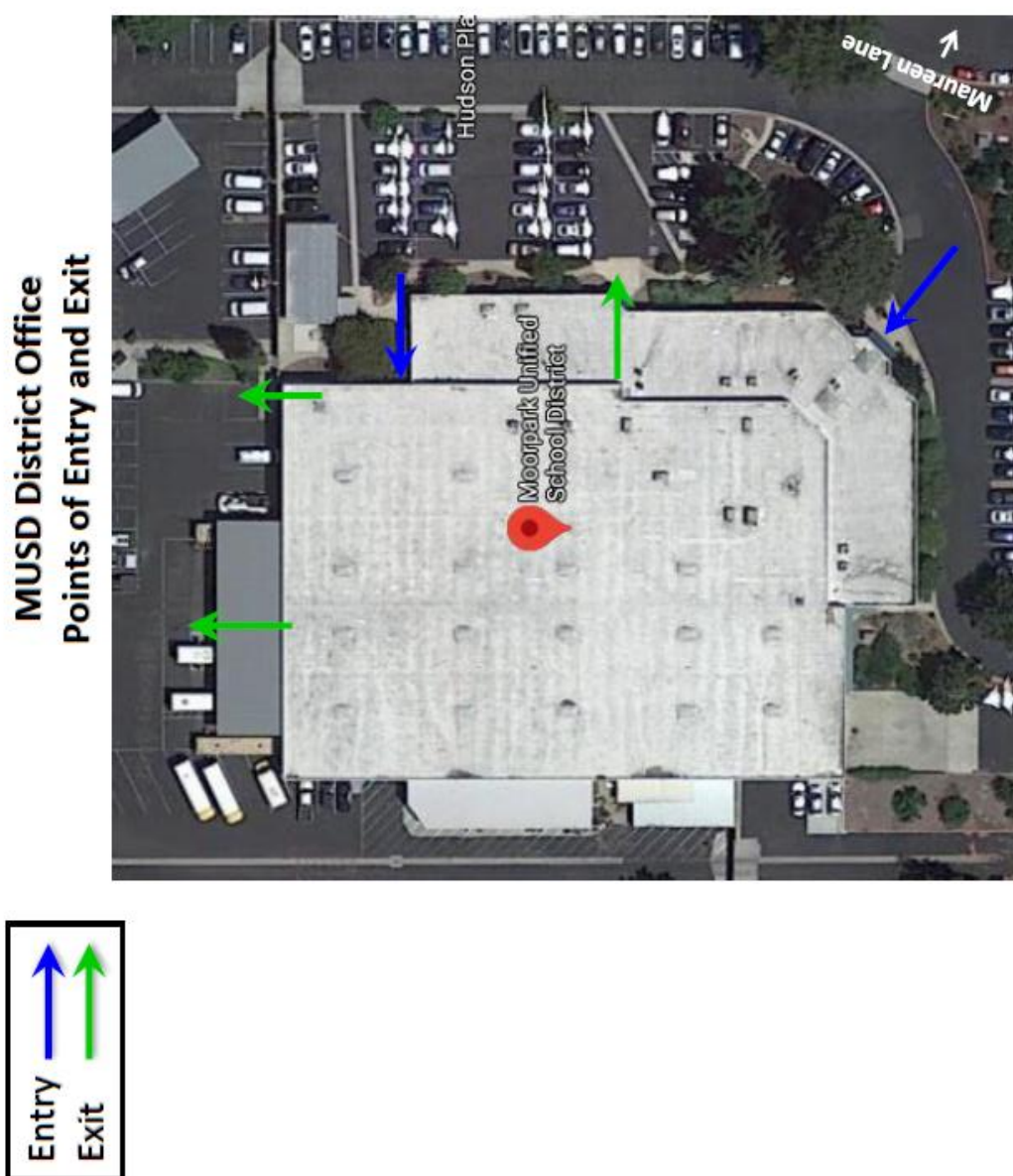
Revised August, 2020

# District & School Maps With Points of Entry & Exit



Revised August, 2020

# District & School Maps With Points of Entry & Exit



Revised August, 2020



# Distance Learning & Blended Learning Schedules

## Elementary- Distance Learning Schedule During School Closures

### Monday-Thursday

2.5 hours (150 minutes) of instruction daily (at least 90 minutes live instruction and 30 minutes live interaction)

1. 15 minute daily whole group morning connection time (attendance)
2. 90 minutes of daily live instruction (approximately)
  - 40 minutes ELA, live instruction
  - 30 minutes Math, live instruction
  - 20 minutes lessons live instruction (Designated ELD, ELA, Math). May include mini-lessons, small group, intervention, enrichment, etc.
3. 30 minutes Social Studies/Science, mini lessons, small group, independent practice
  - May be live or recorded lessons
4. 15 minute – Whole group check in, answer questions, verify students know what independent practice is to be completed by the following school day.
5. Weekly schedule posted no later than 5:00 PM Sunday

### **Independent Practice Suggestions:**

- TK-K – 30 minutes (reading log, PE/Movement)
- 1<sup>st</sup>/2<sup>nd</sup>- 80 minutes (reading log, PE/ Movement, fact fluency, follow up independent ELA/Math, Moby Max)
- 3<sup>rd</sup>-5<sup>th</sup> - 90 minutes (reading log, PE/ Movement, fact fluency, follow up independent ELA/Math, Moby Max)

# Distance Learning & Blended Learning Schedules

## Elementary- Distance Learning Schedule During School Closures

### Friday

2 hours (120 minutes) of instruction daily (at least 60 minutes live instruction and 30 minutes live interaction)

1. 15 minute daily whole group morning connection time (attendance)
2. 60 minutes of daily live instruction (approximately)
  - 2 x 30-minute live lessons (ELA, Math)
3. 30 minutes, mini lesson, small group, independent practice to Math/ELA lesson
  - May consider Science/Social Studies
  - May be live or prerecorded lessons
4. 15 minute – Whole group check in, answer questions, verify students know what independent practice is to be completed by the following day.
5. Weekly schedule posted no later than 5:00 PM Sunday

### **Independent Practice Suggestions:**

- TK-K – 60 minutes (reading log, PE/Movement)
- 1<sup>st</sup>/2<sup>nd</sup>- 110 minutes (reading log, PE/ Movement, fact fluency, follow up independent ELA/Math, Moby Max)
- 3<sup>rd</sup>-5<sup>th</sup> - 120 minutes (reading log, PE/ Movement, fact fluency, follow up independent ELA/Math, Moby Max)

# Distance Learning & Blended Learning Schedules

## Elementary- Blended Learning Schedule Once Schools Reopen

	Monday	Tuesday	Wednesday	Thursday		Friday
8:00-8:15	Teacher Planning Time	Teacher Planning Time	Teacher Planning Time	Teacher Planning Time	8:00-8:15	Teacher Planning Time
8:15- 10:45	Cohort A in person	Cohort A in person	Cohort A in person	Cohort A in person	8:15-10:15	Cohort A in person
	Cohort B Independent learning	Cohort B Independent learning	Cohort B Independent learning	Cohort B Independent learning		Cohort B Independent learning
10:45-11:45	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	10:15-11:15	Lunch/Cleaning
11:45-2:15	Cohort B in person	Cohort B in person	Cohort B in person	Cohort B in person	11:15-1:15	Cohort B in person
	Cohort A Independent learning	Cohort A Independent learning	Cohort A Independent learning	Cohort A Independent learning		Cohort A Independent learning
2:15-3:00	Teacher Planning Time	Teacher Planning Time	Staff Meeting, Grade Level Meeting, Collaboration Time	Teacher Planning Time	1:15-3:00	Teacher Planning Time



# Distance Learning & Blended Learning Schedules

## Secondary- Distance Learning Schedule During School Closures

### **7:15- 8:10 - 0 Period (Monday through Thursday)**

1. Check In: Start class live with all students in class; take attendance and establish agenda
2. Provide **LIVE** academic instruction for **20-30 minutes**
3. Students are held accountable for the material presented in class
4. Provide/Assign independent work in order for students to keep current with pace of course (reading, viewing videos, completing assignments, group projects) and to meet instructional minutes requirements. This work does not necessarily need to be completed during this block of time.

### **8:10-8:25 - Office Hours for 0 Period Students M-TH (2:15-2:30 Office Hours as Needed)**

### **8:30 – 10:00 - First Class of the Day (Monday through Friday)**

1. Check In: Start class live with all students in class; take attendance and establish agenda
2. Provide **LIVE** academic instruction for **30-60 minutes**; does not need to be continuous (can be in smaller chunks; can include checking for understanding, answering questions)
3. Students are held accountable for the material presented in class
4. Provide/Assign independent work in order for students to keep current with pace of course (reading, viewing videos, completing assignments, group projects) and to meet instructional minutes requirements. This independent work does not necessarily need to be completed during this block of time

### **10:00-10:15 - BREAK**

# Distance Learning & Blended Learning Schedules

## Secondary- Distance Learning Schedule During School Closures

### **10:15-11:45 - Second Class of the Day (Monday through Friday)**

1. Check In: Start class live with all students in class; take attendance and establish agenda
2. Provide **LIVE** academic instruction for **30-60 minutes**; does not need to be continuous (can be in smaller chunks; can include checking for understanding, answering questions)
3. Students are held accountable for the material presented in class
4. Provide/Assign independent work in order for students to keep current with pace of course (reading, viewing videos, completing assignments, group projects) and to meet instructional minutes requirements. This independent work does not necessarily need to be completed during this block of time

### **11:45-12:45 - LUNCH BREAK**

### **12:45-2:15 - Third Class of the Day (Monday through Friday)**

1. Check In: Start class live with all students in class; take attendance and establish agenda
2. Provide **LIVE** academic instruction for **30-60 minutes**; does not need to be continuous (can be in smaller chunks; can include checking for understanding, answering questions)
3. Students are held accountable for the material presented in class
4. Provide/Assign independent work in order for students to keep current with pace of course (reading, viewing videos, completing assignments, group projects) and to meet instructional minutes requirements. This independent work does not necessarily need to be completed during this block of time

# Distance Learning & Blended Learning Schedules

## Secondary- Distance Learning Schedule During School Closures

**2:20-3:00 - Office Hours (Monday through Thursday)**

### **Office Hours Expectations:**

- Daily Google Meet office hours open to all students
  - Individual/small group reteaching
  - Google Meet session open for at least half of scheduled office hours/outreach block
- Personalized outreach email to students receiving a D or F grade in class
  - Send invitation to Google Meet office hours for reteaching
  - If no response from student within 48 hours, contact parent
  - After any test or quiz with a D or F grade
- Personalized outreach email to student who has missing assignments
  - After two assignments
  - After four assignments (email or phone call to parent as well as student, once a student has four missing assignments)
- Personalized email for students who have missed class
  - Offering help/support

**3:00-3:30 - Teacher Planning Time (Monday through Thursday)**

**On Fridays: 2:30-3:30 staff meetings, PLC, department meetings**

# Distance Learning & Blended Learning Schedules

## Middle School- Blended Learning Schedule Once Schools Reopen

### Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:25	Period 0	Period 0	Period 0	Period 0	
8:30- 11:00	Period 1A (in person)	Period 3A (in person)	Period 5A (in person)	Period 2A (in person)	Period 4A (in person)
	Period 1B remotely	Period 3B remotely	Period 5B remotely	Period 2B remotely	Period 4B remotely
11:00-11:15	Check in with 1B	Check in with 3B	Check in with 5B	Check in with 2B	Check in with 4B
11:15-12:15	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning
12:15 - 2:45	Period 2B (in person)	Period 4B (in person)	Period 6B (in person)	Period 1B (in person)	Period 3B (in person)
	Period 2A remotely	Period 4A remotely	Period 6A remotely	Period 1A remotely	Period 3A remotely
2:45-3:00	Check in with 2A	Check in with 4A	Check in with 6A	Check in with 1A	Check in with 3A
3:00-3:30	Teacher Planning Time		Staff Meeting (3:00-3:45 once per month for staff meeting)	Teacher Planning Time	

### Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:25	Period 0	Period 0	Period 0	Period 0	
8:30- 11:00	Period 6A (in person)	Period 1A (in person)	Period 3A (in person)	Period 5A (in person)	Period 2A (in person)
	Period 6B remotely	Period 1B remotely	Period 3B remotely	Period 5B remotely	Period 2B remotely
11:00-11:15	Check in with 6B	Check in with 1B	Check in with 3B	Check in with 5B	Check in with 2B
11:15-12:15	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning
12:15 - 2:45	Period 5B (in person)	Period 2B (in person)	Period 4B (in person)	Period 6B (in person)	Period 1B (in person)
	Period 5A remotely	Period 2A remotely	Period 4A remotely	Period 6A remotely	Period 1A remotely
2:45-3:00	Check in with 5A	Check in with 2A	Check in with 4A	Check in with 6A	Check in with 1A
3:00-3:30	Teacher Planning Time		Department Meeting, Grade Level Meeting, Collaboration Time	Teacher Planning Time	

# Distance Learning & Blended Learning Schedules

## Moorpark High- Blended Learning Schedule Once Schools Reopen

### Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:55	Period 0	Period 0	Period 0	Period 0	
8:00-10:30	Period 1A (in person)	Period 3A (in person)	Period 5A (in person)	Period 2A (in person)	Period 4A (in person)
	Period 1B remotely	Period 3B remotely	Period 5B remotely	Period 2B remotely	Period 4B remotely
10:30-10:45	Check in with 1B	Check in with 3B	Check in with 5B	Check in with 2B	Check in with 4B
10:45-11:45	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning
11:45-2:15	Period 2B (in person)	Period 4B (in person)	Period 6B (in person)	Period 1B (in person)	Period 3B (in person)
	Period 2A remotely	Period 4A remotely	Period 6A remotely	Period 1A remotely	Period 3A remotely
2:15-2:30	Check in with 2A	Check in with 4A	Check in with 6A	Check in with 1A	Check in with 3A
2:30-3:00	Teacher Planning Time		Staff Meeting (2:30-3:15)	Teacher Planning Time	

### Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:55	Period 0	Period 0	Period 0	Period 0	
8:00-10:30	Period 6A (in person)	Period 1A (in person)	Period 3A (in person)	Period 5A (in person)	Period 2A (in person)
	Period 6B remotely	Period 1B remotely	Period 3B remotely	Period 5B remotely	Period 2B remotely
10:30-10:45	Check in with 6B	Check in with 1B	Check in with 3B	Check in with 5B	Check in with 2B
10:45-11:45	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning	Lunch/Cleaning
11:45-2:15	Period 5B (in person)	Period 2B (in person)	Period 4B (in person)	Period 6B (in person)	Period 1B (in person)
	Period 5A remotely	Period 2A remotely	Period 4A remotely	Period 6A remotely	Period 1A remotely
2:15-2:30	Check in with 5A	Check in with 2A	Check in with 4A	Check in with 6A	Check in with 1A
2:30-3:00	Teacher Planning Time		Department Meeting, Grade Level Meeting, Collaboration Time	Teacher Planning Time	
3:00-	7th Period & Athletics				