



COVID-19 PREVENTION PLAN FOR VISTA HIGH SCHOOL

VISTA UNIFIED SCHOOL DISTRICT

Revised March 1, 2021

This COVID-19 Prevention Plan for VUSD schools is based upon the latest guidance received from the San Diego County Office of Education, the San Diego County Health and Human Services Agency, the California Department of Public Health and the US Centers for Disease Control and Prevention. This Prevention Plan reflects procedures and protocols that will be followed when schools are open to in-person learning for students and also procedures and protocols that will be followed if a school is open for limited services. The plan contains elements applicable to all schools in Vista Unified School District as well as procedures and protocols specific to **Vista High School**.

When guidance for this school changes as the result of a local Health Order or other directive, this plan will be modified and/or followed only to the extent that it complies with current operating parameters for schools. In no case will a procedure or protocol outlined in this plan be followed if it would constitute a violation of a current Health Order or any other law or governmental directive.

Key prevention practices that are incorporated in this Prevention Plan include:

- Physical distancing between individuals to the maximum extent practicable
- Consistent use of face coverings by staff, students and others
- Good hygiene practices, including frequent hand washing
- Regular cleaning and disinfection
- Training and education for staff members, students and their families
- Appropriate procedures to identify new cases of illness with rapid intervention plans
- Collaboration with local health authorities and compliance with the Local Health Officer

Questions or concerns regarding this plan should be directed to the school's COVID-19 Liaison, named below.

ADDENDUM ADDED: December 2020

- An addendum to this document was added in December 2020, and can be found at the end of this document or by clicking [Covid-19 Emergency Temporary Standards](#).

Section 1 - General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <http://vistausdvhs.ss19.sharpschool.com/home/healthandsafety>
 - a. The person responsible to implement and monitor this plan is: **David Jaffe, Principal, 760-726-5766**
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: **David Jaffe, Principal, 760-726-5766**
 - c.
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's COVID-19 Liaison will immediately contact Rachel D'Ambroso, Assistant Superintendent, Human Relations by telephone and email message. The Liaison will provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department. The report will also include known contacts and close contacts of the infected person and locations the infected person



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- was present. Ms. D'Ambrosio will report this information to Public Health Services and coordinate a response with their experts.
- ii. Ms. D'Ambrosio or her designee will immediately report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
- d. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See Section 3 (below) for more information.
- e. The school's COVID-19 Prevention Plan is posted at:
<http://vistausdvhs.ss19.sharpschool.com/home/healthandsafety>
- f. This information has been provided to workers and worker representatives via email. The school has and will continue to train and communicate with workers on the COVID-19 prevention plans as described below.
- i. Campus-wide professional development inservice training on 8/31/2020.
 - ii. Regularly updated information and procedures will be shared in the weekly staff newsletter.
 - iii. Staff and department meetings will reiterate critical information.
 - iv. School website will remain updated with most current information.
 - v. If and when the classical model (in-person with students) is scheduled, staff will have an opportunity for an in-person meeting outlining safety considerations.
- g. The school has developed a [Social Distancing and Sanitation Protocol](#) document as under the current Health Order for San Diego County.
- i. The Social Distancing and Sanitation Protocol document is based upon the plans described in this document.
 - ii. The Social Distancing and Sanitation Protocol document was updated on or after August 3, 2020 and will continue to be reviewed and revised as appropriate.
 - iii. The Social Distancing and Sanitation Protocol document is posted online at:<http://vistausdvhs.ss19.sharpschool.com/home/healthandsafety>
 - iv. The Social Distancing and Sanitation Protocol document is publicly posted in a conspicuous location near the entrance to the school. Specifically the document may be found **on the VHS Admin Office entrance, the primary entrance used by members of the public.**
 - v. The school's COVID-19 Liaison and other school and school district staff members will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified. **Site administration will work with the District to continually monitor updated guidance from CDPH. Additionally, site management will monitor and enforce safety protocol and procedures outlined in this plan as well as guidance from state, county, and local authorities. Protocol and procedures will be reviewed and updated at the site on a monthly basis.**
- h. The district's Human Relations Department will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. This plan will be updated as needed to prevent further cases.
- i. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - j. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for additional details.)

2. The school district has determined that external community organizations will not be permitted to use this site and associated campus resources at this time unless that organization is operating under the *direct* supervision of school or school district staff and that organization follows all the protocols contained herein.



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3. The school district and school site will ensure that any independent contractors, temporary, or contract workers present at the school are properly trained in the schools COVID-19 Prevention Plan and have all necessary supplies and personal protective equipment (PPE).

4. The school is prepared 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. (See Section 10 below.)

5. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.

Administrators overseeing the Special Education program will review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed in conjunction with the Safety Team (other admin, office manager, plant manager, district nurse and the health office.)

Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness.

6. The school has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

Section 2 - Promoting Healthy Hygiene Practices

7. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of frequent hand washing with soap for at least 20 seconds, using hand sanitizer, and not touching their face.

8. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:

- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- Use fragrance-free hand sanitizer when hand washing is not practicable.



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- 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 when ingested or absorbed in skin. VUSD purchases and provides ethyl alcohol-based hand sanitizers only.
- ii. Hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed, are prohibited on this campus.
- iii. Children under the age of 9 will use hand sanitizer only under adult supervision.
- iv. School staff will contact Poison Control at 1-800-222-1222 if hand sanitizer is consumed by any student or staff member.

Plans will be reinforced through communication by staff as students enter school each day, campus-wide posters, teacher communication, ASB and KVHS social media communication, website communication, and through the weekly VHS newsletter. Restrooms will be checked frequently and restocked with soap and paper towels. Hand sanitizer and tissue will be supplied for every classroom and office. The school will make regular announcements over the PA system throughout the week encouraging students to wash their hands at handwashing stations during passing periods and at lunch.

9. Portable hand washing stations have been installed on the site to minimize movement and congregations in bathrooms to the extent practicable.

A total of eight handwashing stations will be installed on the backside of restroom structures located throughout the campus. Social-distancing markers will be placed in areas leading up to the handwashing stations as well as areas leading into each restroom. These stations will be maintained regularly by the custodial staff.

10. The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals.

Students in the Vista Classic model will be required to use hand sanitizer on the way in and the way out of each classroom. Signage will be posted around campus, near water stations and bathrooms encouraging frequent handwashing. Announcements will be made over the PA system throughout the week reminding students to wash their hands during passing periods and during lunch.

11. The school has adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. The school will closely monitor the level of supplies on campus and will utilize established procedures to order additional supplies when necessary. Campus restrooms and hand washing stations will be monitored by custodial staff and other staff members throughout each day to ensure an adequate supply of soap and towels. Hand sanitizing stations throughout the campus will also be monitored throughout each day to ensure an adequate supply of hand sanitizer for students, staff, and others.

Throughout the school day, custodial staff and campus supervisors will regularly check restrooms and handwashing stations to ensure ample supplies of soap and paper towels. These items will be restocked as necessary. Custodians will also check the supply of tissue and hand sanitizer in each classroom during daily cleaning and disinfecting routines. Teachers and office staff will communicate with the office manager when supplies of masks and/or hand sanitizer in the classroom or individual office are running low and need to be replenished. Our plant lead and assistant principal will meet weekly to review school-wide inventory of these supplies and will coordinate with the district office to ensure that they are restocked as necessary.

12. The school district has provided information contained in the [CDPH Guidance for the Use of Face Coverings](#)



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to all staff, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that VUSD has adopted to ensure the use of face coverings.

The school has provided or will provide information contained in the [CDPH Guidance for the Use of Face Coverings](#) to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that VUSD has adopted to ensure the use of face coverings.

*A copy of the **Safe Reopening** plan with information about face coverings will be prominently displayed on the school website. Additionally, VHS will communicate face covering expectations to all students and families in weekly newsletters, announcements on campus, and all-calls home. Signage will be placed prominently around campus, particularly at entrance and exit points.*

13. The school district will provide and ensure staff use face coverings and all required protective equipment in accordance with CDPH guidelines.

14. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The specific type of PPE required is dependent upon the tasks performed by individual employees and is described below.

Nurses and other staff members working in the health office or with those infected or suspected to be infected with COVID-19 are provided with disposable non-latex gloves, eye protection, an N95 respirator mask, and a disposable gown.

Maintenance, Grounds, and Operations staff are provided with disposable face masks for use when work must be performed in close proximity to others or when working near the public and other staff, as well as supplies to disinfect their vehicles and work areas. Disposable latex gloves are also available to Maintenance, Grounds, and Operations staff.

Child Nutrition Services staff are provided with face masks and gloves for use at all times.

All other employees are provided with the specific type of PPE required for the tasks they perform.

The school will continuously monitor its supply of PPE for employees and ensure that additional supplies are ordered when necessary.

Site administration will ask all staff members to monitor their supply of PPE in classrooms, offices, and within respective departments. When supplies are running low, staff members will report this to Anne Garcia, Office Manager. Site administration will meet weekly (more often if necessary) with Anne Garcia, Mark Taylor, the Plant Lead, and Pattie Hoffman, the Health Office Technician, for updates on PPE supplies in respective departments, classrooms, and offices. Inventory will be restocked on an ongoing basis.

15. The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

The school's health staff, led by the School Nurse, will take the lead in notifying staff, students and their families of the availability of an influenza vaccine as well as low- and no-cost options available for obtaining the vaccine.



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Section 3 – Using Face Coverings

16. The school requires that face coverings be used by all persons on campus in accordance with [CDPH guidelines](#) and VUSD policies and regulations unless a person is exempt as explained in the guidelines. The school will place an emphasis on the use of face coverings in all situations, but particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. Unless otherwise exempted, all persons who are two-years-old or older must wear a face covering while on school property. The school has or will take the following actions:
- The school will teach and reinforce use of [face coverings](#), or in limited instances, face shields.
 - The school has prominently posted signage throughout the campus that promotes the use of face coverings by all individuals.
 - Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
 - Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
 - Staff have been directed to refuse service to any parent or member of the public who refuses to comply with the school's mask mandate. These individuals will be asked to leave school property.
 - Training for school staff will include policies on how people who are exempted from wearing a face covering will be addressed.

The school will reinforce rules for wearing face coverings as well as provide information about how to obtain face coverings, if needed, to all students via regular announcements, and at handwashing stations, and all-calls home. Students who repeatedly refuse to abide by face covering rules may be placed into the Vista Virtual (distance learning) environment. These rules will be communicated to families via weekly newsletters, all-calls, and access to the Safe Reopening Plan on the school's website. Staff will review rules for face coverings during in-service training beginning August 31, 2020, and the rules will be reinforced via weekly staff newsletters, signs posted in restrooms and at handwashing stations, and informal or formal conversations with administration.

17. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt**
3rd grade – high school	Yes, unless exempt

**Current CDPH guidelines *strongly encourage* face coverings for young children between 2 years old and second grade and VUSD has taken the position that they should be required unless the student is otherwise exempt. A face shield is an acceptable alternative for children in this cohort who cannot wear face coverings properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Persons with a documented medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. In situations where it is developmentally appropriate, individualized educational plans (IEPs) should contain goals



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- related to proper and consistent use of a face covering.
- c. Persons who are hearing impaired, or communicating with a person who is hearing impaired are exempt from the face covering requirement.
 - d. A cloth face covering, or face shield should be removed for meals, snacks, naptime, active outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a clean paper bag or other acceptable container (marked with the student's name and date) until it needs to be put on again.
 - e. A face covering may be temporarily removed when a student is obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service. For example, students having their school ID photograph taken or participating in speech therapy may be required to temporarily remove their face covering.
 - f. In order to comply with this guidance, this school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The school has developed protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. This school will offer alternative educational opportunities through the Vista Virtual online program for students who are excluded from campus.

18. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. Staff members must wear masks/face coverings over their nose and mouth whenever they are:
 - i. Interacting in-person with any member of the public;
 - ii. Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - iii. Working in any space where food is prepared or packaged for sale or distribution to others;
 - iv. Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - v. In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
 - vi. Driving or operating any passenger-carrying vehicle in the district's transportation fleet even if passengers are not present.
- c. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield may be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- d. Workers or other persons handling or serving food must use gloves in addition to face coverings.
- e. Face coverings are strongly encouraged in all other circumstances.
- f. The District will provide face coverings to any employee who does not have their own.

Section 4 - Ensuring Teacher and Staff Safety

19. The school's plan to protect teachers and staff includes the following elements:

- a. Staff members are required to maintain physical distancing from each other to the maximum extent practicable as this is critical to reducing transmission between adults.



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- b. All staff members shall use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. The District will support staff members who have a doctor's note that indicates that they or a member of their household is at a higher risk for serious illness from coronavirus because of age, a serious long-term health problem, or otherwise, by considering alternative work arrangements such as telecommuting, if appropriate. Certificated staff that fit this stated criteria will be given first priority for a Vista Virtual assignment. If an alternative work arrangement is not available or appropriate and the staff member is unable to work, onsite or remotely, the staff member may request to take an available leave of absence. The District reserves the right to request that a staff member present verification from a doctor supporting that s/he or a household member is at higher risk for any of the reasons above.
- d. All staff meetings, professional development training and education, and other activities involving staff will take place with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. The school will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Staff are not permitted to share food or leave food in common areas for other employees to take. Serving food buffet or family-style is prohibited.
- g. The school has procedures for the daily symptom monitoring for staff. Staff members will self monitor throughout the day for any of the symptoms outlined in this document. *Every* work day, *before* an employee reports to work, he or she will complete an employee self-screening form available online at <https://www.vistausd.org/ess> or complete a comparable screening process as directed by the VUSD Human Relations Department. In addition, the employee will have their temperature taken each day when they report to work. Employees with a temperature of 100 degrees or more, employees exhibiting [COVID-19 symptoms as described by the Centers for Disease Control and Prevention](#), or employees who have recently been exposed to a person who has tested positive for COVID-19 (either directly or through a breach of Personal Protective Equipment in the case of healthcare workers/first responders) are prohibited from entry to the school or school district property.
- h. The school's COVID-19 Liaison will take all of the following actions if they become aware that an employee is diagnosed with COVID-19:
 1. Promptly notify Rachel D'Ambroso, Assistant Superintendent, Human Relations.
 2. Provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department.
 3. Cooperate with the County Department of Public Health's COVID-19 response team.
 4. Work with the VUSD Human Relations Department to identify and provide notice of exposure to any employees (including contractors who regularly work at the workplace) and the parents of students who may have been exposed to COVID-19.

The VHS plan, in addition to a-h above.

- a. Staff will be informed of physical distancing requirements, through email, and at the August professional development, with reminders, encouragement, and direction from administration, as needed, to maintain the requirements.
- b. Staff will be informed of the face covering requirements, through email, and at the August professional development, according to the CDPH guidelines and Cal/OSHA standards, while on campus. Staff will be issued face coverings if they do not have any.
- c. VHS administration will support staff members' choice of virtual or on-site teaching as approved by the District Office.



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- d. In addition to completing the Self-Screening Form each day, all staff members will have a temperature screening as they drive into the entrance of campus (i.e., the “Guard Shack). Staff conducting temperature screenings will be directed to report any abnormal temperature screenings to David Noble, Assistant, Principal and COVID-19 Liaison. Mr. Noble will immediately report to Rachel D’Ambrosio in HR any incident of potential or confirmed staff members exhibiting COVID-19 symptoms.
- e. Staff meetings will be virtual, on Zoom (or similar platform), as a standard practice. Should an in-person meeting be necessary, staff in-person activities on site will be in accordance with the CDPH guidelines and Cal/OSHA standards, including, but not limited to, physical distancing, mask, and temperature screening requirements. Masks, hand sanitizer, and access to hand washing stations will be available to staff at each meeting.
- f. Social distancing protocols will be posted in each staff room. Table and chair rearrangement, room closures, and outside space use will be employed to meet safety guidelines.
- g. School cafeteria safety protocols will be posted. Line spacing indicators will be placed/painted or taped in food distribution areas.
- h. Staff are required to follow the daily monitoring protocols. Administration and the safety team will track the daily symptom monitoring for staff. Administration will follow through with staff not meeting the safety requirements, according to the CDPH guidelines and Cal/OSHA standards, and VUSD HR directives.
- i. AP David Noble, in conjunction with the AP Team, will be the point person(s) for Covid-19 reporting on site.

Section 5 - Cleaning, Disinfection, and Ventilation

20. The school will suspend or modify the use of site resources that necessitate sharing or touching items. For additional details, please also refer to Section 7 of this plan.

To the extent possible, site administrators, teachers, and staff members will avoid situations in which materials or supplies are shared. Additionally, the following precautions will be taken:

- a) Students enrolled in visual arts classes will be given individual supply “kits” in order to complete course assignments.
- b) Common supplies, such as paper and writing utensils will be provided in each classroom to accommodate students without these items; however, to the extent practicable, teachers will administer and collect assignments from students digitally.
- c) Teachers of courses requiring the use of specialized and limited equipment (i.e., guitar, TV/Film, Stage Tech., etc.), will be provided sanitization supplies and pre-requisite training to safely clean equipment before and after each use by the students using the equipment.
- d) All water fountains will be replaced by hydration stations.
- e) In lieu of traditional computer desktop hardware/software not essential to the course description, alternative programs will be used to support students’ access to grade-level standards through school-issued chromebooks or students’ personal devices whenever possible. Teachers/students will not have access to shared equipment in any classroom; other than the worksurfaces. All equipment may be removed from classrooms in advance of the start of the Vista Classic school mode unless an alternative plan has been coordinated with the teacher. Teachers will reallocate the extra space in the classroom to support social



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distancing.

- f) Students enrolled in courses requiring the use of traditional desktops and specialized equipment will have the option to have disinfectant (i.e. solution 730) on-hand in the classroom. Teachers will be trained in the safe-handling and application of any chemical application administered.
- g) Students will be required to bring individual devices to school, either their own device or a school-issued chromebook. If a student forgets their device, extra devices will be on loan in the library. Students will need to check them out in the morning and turn them back in at the end of each day where the library staff will disinfect them for subsequent use.
- h) To the extent practicable, physical education equipment will be stationed outside and be chemically and naturally (given the 30 minutes of UV rays in between use) sanitized between each use. Equipment will be spaced such that students are effectively socially distanced. Equipment that is not mobile will be off limits until health orders change.
- i) To the extent practicable, PE lockers will be color coded 6' apart, and students will be released by color to go to their lockers to change.
- j) Teachers will have the opportunity to opt-in to access to disinfectant spray in the classroom. After being properly trained, teachers will be able to disinfect various surfaces in the classroom environment.
- k) Students in courses in which specialized equipment must be shared must wear gloves when coming into contact with equipment and all equipment will be safely disinfected by students at the start and finish of each period.

21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily. These surfaces will be cleaned and disinfected more frequently throughout the day by trained staff if it is practical to do so. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Throughout the school day, high-contact surfaces (i.e., bathroom surfaces, desks, door knobs) will be disinfected at regular intervals. Teachers and staff who regularly interact with students or the public will be provided sanitization materials and training for how to use them.

22. Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. All buses will be disinfected using Protexus electrostatic disinfecting sprayers at least daily.

23. Teachers and other staff members will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, teachers or other staff members will be provided with disinfecting products and items will be cleaned and disinfected between uses.

Students enrolled in visual arts classes will be given individual supplies "kits" in order to complete course assignments. Common supplies such as paper and writing utensils will be provided in each classroom to



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accommodate students without these items. To the extent possible, courses involving the use of cameras will provide opportunities for students to utilize personal cell phones to complete coursework. For courses requiring the use of computers, students in both the Vista Virtual and Vista Classic learning models will be provided individual Chromebooks to complete course assignments. Teachers of courses requiring the use of specialized and limited equipment (i.e., guitar, TV/Film, etc.), will be provided sanitization supplies to clean equipment between use by different students. Shared equipment for courses such as PE will be disinfected regularly. Equipment inside of the weight room will be off limits until health orders change. PE Courses emphasizing strength conditioning will focus on exercises and techniques that can be conducted using body weight only. Custodians and PE staff will work together to sanitize any shared equipment daily, if not more frequently. All water fountains will be replaced by hydration stations. Pertinent teachers and staff members will be provided with supplies and guidance for regular disinfection.

24. When choosing disinfecting products, the school will use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.
- To reduce the risk of asthma and other health effects related to disinfecting, the school district has selected and purchased disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The school will not use products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - School staff will follow label directions for appropriate dilution rates and contact times. Workers have been provided training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
 - The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
 - All products are kept out of children's reach and stored in a space with restricted access.
 - The VUSD Maintenance and Operations Department keeps an [up-to-date list of cleaning and disinfecting products used in VUSD](#).
25. School staff will ensure the safe and correct application of disinfectant and will ensure that disinfecting products are kept away from students.
- Classroom and office spaces will be disinfected at least daily--more often for high-traffic areas on campus, as practicable. All disinfectant supplies utilized by the custodial staff will be stored in the custodial offices/areas, which are locked and inaccessible to students. Any disinfectant supplies provided to classroom teachers or to office staff will be kept in locked storage cabinets or in spaces that are inaccessible to students. All staff provided with disinfectants will be provided training resources and/or direct instruction for the use and storage of such materials.
26. School staff will ensure that proper ventilation is provided during cleaning and disinfecting. Staff will introduce fresh outdoor air as much as possible by opening windows and doors where practicable. When cleaning, spaces will be aired out before children arrive; and thorough cleanings will take place when children are not present.
27. When using HVAC systems, staff will adjust those systems to use the setting that brings in outside air whenever possible. VUSD maintenance staff have recently replaced all HVAC filters with the



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highest-rated MERV filters compatible with existing HVAC systems. VUSD maintenance staff members will check and replace air filters and filtration systems regularly to ensure optimal air quality.

Whenever possible, staff will open windows and doors as opposed to utilizing HVAC systems to introduce outside air into classrooms and other spaces on campus. If opening windows and doors poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, the school site will consider alternatives.

28. VUSD facilities and maintenance staff have made modifications and will continue to make modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces to the extent practicable.

29. VUSD facilities and maintenance staff has and will continue to [take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after any prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Section 6 - Implementing Distancing Inside and Outside the Classroom

30. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of maintaining social distancing of 6 feet or more. In areas where multiple students and/or families may convene and/or line up, the school has implemented procedures to keep members of different households at least six feet from one another. Multiple members of the same household (e.g., parent and child) will be directed to remain together while on campus. The school has implemented procedures to maintain 6 feet of distance between staff members and members of the public to the extent practicable. Physical partitions (e.g., plexiglas) and/or visual cues (e.g., markings on the floor and signage) have been installed in places where employees interact with students, parents, co-workers, or members of the public.

1. The school will have posters, safe distance markers, available masks and hand sanitizer, available hand washing stations and bottle refill stations, and temperature checks (when required) for any circumstance or event that would require a parent or student to be on the campus. Staff will be present at any event or circumstance to direct families or students and to ensure that safety protocols are followed.
2. During lunch and passing periods, student release from classes will be coordinated to be staggered, so as to space students. Messages over the sound system will remind students of mask and spacing protocols. Campus assistants will be strategically placed to ensure and encourage spacing and maximize physical distancing. Spacing dots will be painted on the walkways to provide visual cues for spacing. Food lines will have spacing dots and supervision present.
3. Any circumstance, event, or classroom will be set up to be able to follow safety protocols, and have a plan in place before the activity is started.
4. The safety team will monitor compliance to the safety protocols

31. School staff members who work in the office will meet with students, parents, and members of the public according to the following guidelines, if it is feasible to do so:

- a. Outside, if appropriate



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- b. In large rooms
- c. In rooms with high ceilings
- d. In rooms with excellent ventilation/windows that open

32. School staff members have been directed to make appointments with students, parents, or other members of the public to the maximum extent possible and to minimize services during "open office hours" which may lead to people inadvertently congregating on campus.

33. School staff members have been directed to conduct essential business over the phone or by email/internet if that is practicable.

34. During arrival and departure the school will:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
 - i. Students and staff will have specific entry and exit points on campus.
 - ii. Campus Assistants will monitor student spacing and offer direction to help maintain minimal contact
 - iii. An appointment system will be established by office staff for parent and community support
 - iv. Student schedules will be blocked four days a week to minimize movement
- c. Prioritize minimizing contact between adults at all times.
 - i. Adults on staff will be trained in the protocols during professional development time before the start of school
 - ii. Families will be informed of the protocols in multiple ways- through Registration handouts, email, parent newsletter, and the school website.
- d. Stagger arrival and drop off-times and locations as consistently as practicable due to ingress and egress of students. Coordinate with transportation to see if it is practicable with District schedules.
 - i. The AP over Special Education will coordinate arrival and drop-off times with the District transportation office.
- e. Designate routes for entry and exit, using as many entrances as feasible.
 - i. Entry and exit points from local streets include: Bobier St to Panther Way, The Rush Gate, the AG Gate
 - ii. Student entry and exit points will include: Upper Lot, Rush Gate, Admin Gate(s) at Attendance and the Skate Rack.
- f. Put in place other protocols to limit direct contact with others as much as practicable.
 - i. Administration will implement additional limiting protocols as directed.
- g. Implement health screenings of staff upon arrival at school according to protocols provided by the VUSD Human Relations Department.
 - i. The site nurse team, along with Campus Assistants and the Safety Team, will health screen upon staff arrival at the designated staff check-in station in front of the admin building.
- h. Implement health screenings of students upon arrival to school according to protocols provided by the VUSD Student Support Services Department.
 - i. All students will participate in a screening process before coming to school on a daily basis.
- i. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.



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35. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
 - i. **Teachers to keep to minimal student movement.**
 1. **Limit out of class passes**
 2. **Limit in class movement**
- b. Teachers and staff will prioritize the use and maximization of outdoor space for activities where practicable.
 - i. **Teacher use of outdoor spaces was encouraged at the August 31 training and subsequent staff meetings.**
- c. The movement of students and teachers or staff will be minimized as much as practicable.
 - i. **Teacher and staff room assignments will be set by the facilities administrator for minimal movement with classes spaced strategically to space students across the campus and maximize the use of classrooms with single desks.**
- d. Teachers will maximize space between seating and desks. Teacher and other staff desks will be at least 6 feet away from student desks.
 - i. **Site plant manager to ensure teacher and staff desks are properly spaced.**
- e. Teachers have and will redesign activities for smaller groups and have rearranged furniture and play spaces to maintain separation to the extent practicable.
 - i. **Teacher training on October 12 to emphasize student spacing and room use.**
- f. Teachers have removed all non-essential items, e.g., bean bags, plush toys, etc., from their classrooms.
 - i. **Teacher training on October 12 will establish protocol for removing non-essential items.**
- g. Staff will provide instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - i. **Teacher training on October 12 to emphasize student spacing and room use.**
- h. The school will not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances.
 - i. **Band and choir practice and performance are not permitted.**
- i. Other activities that involve singing will be minimized and only take place outdoors.
 - i.
- j. Teachers will implement procedures for turning in assignments to minimize contact.
 - i. **Teachers will use the Canvas LMS and digital assignments to the highest degree practicable.**

36. Extracurricular events and activities are subject to the following guidelines:

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this school at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained:
 - i. physical distancing of at least six feet; and
 - ii. a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting).



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- iii. Activities should take place outside to the maximum extent practicable.
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable.
- d. Indoor physical conditioning and training is allowed until such time as gyms and fitness centers are allowed to operate indoors within the County of San Diego.
- e. Sports equipment will not be shared unless sharing is unavoidable. If shared, sports equipment will be cleaned and disinfected between use by different people to reduce the risk of COVID-19 spread.
- f. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering).
- g. Activities that require heavy exertion must be conducted outside in a physically distanced manner without face coverings.
- h. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- i. When applicable, this school will provide information to parents and/or caregivers regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- j. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

1. Student Group Meetings

- a. Extracurricular groups and clubs to meet on Zoom
 - i. No student club meetings in classrooms permitted.
- b. Every meeting to be led/monitored by a certificated staff member
- c. Until County health orders change, all performances will be held virtually.

2. Athletics

- a. If and when athletics activities are permitted to resume, all school-affiliated athletics teams will adhere to procedures and protocols outlined by CIF.

Section 7 - Limiting Sharing

37. Teachers and other staff will ensure that each child's belongings are separated and in individually labeled storage containers, cubbies, or areas. Teachers will ensure that belongings are taken home each day to be cleaned.

- a. Staff training during professional development days to outline teacher use of indoor spaces.

38. The school and teachers will ensure that there are adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to



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one group of children at a time and clean and disinfect between uses.

39. Teachers and other staff will ensure that students avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, teachers or other staff will clean and disinfect between uses.

40. Teachers, office staff and other employees will avoid sharing phones, other work supplies and office equipment to the extent practicable. If equipment must be shared (e.g., photocopier), touched surfaces should be wiped down between uses.

Section 8 - Training All Staff and Educating Families

41. All school staff have been trained and all families have been provided with educational materials in the following safety actions:

- a. [Enhanced sanitation practices](#)
- b. [Physical distancing guidelines and their importance](#)
- c. [Proper use, removal, and washing of face coverings](#)
- d. [Screening practices](#)
- e. [How COVID-19 is spread](#)
- f. COVID-19 specific [symptom](#) identification
- g. [Preventing the spread of COVID-19 if you are sick](#), including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

1. Staff training during Aug 31st outlined Covid-19 protocols and procedures

a. Support materials in digital form will be provided

2. Students and families to be supplied with educational materials

a. Registration distribution of Covid-19 materials

b. Direct weekly digital communications to students, parents and staff, through the website, weekly newsletter, ASB generated videos for teaching and reinforcing guidelines, policies, and regulations

Section 9 - Checking for Signs and Symptoms

42. The school district, school and all staff members are committed to preventing discrimination against staff and students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

43. The school will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. The school district and school has established policies that encourage sick staff and students to stay at home without fear of reprisal. The school will ensure that staff, students and students' families are aware of these policies. Signs that describe COVID-19 symptoms and prohibit anyone with those symptoms from entering school property are prominently displayed at every entrance.

1. Materials on site

a. On site posters displayed at all key locations, including entry and exit points, restrooms, quads,



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gym, walls on each wing, and inside classrooms.

2. Digital materials

- a. Direct weekly communications to students, parents and staff, through the website, weekly update, ASB generated videos for teaching and reinforcing guidelines, policies, and regulations

44. The school has a screening procedure and other procedures for all staff and students entering the facility.

45. Teachers and other school staff members will conduct frequent visual wellness checks of all students and establish procedures for parents to monitor at home. When checking temperatures of staff and/or students, staff members will use a no-touch thermometer.

46. The school will make available and encourage use of hand-washing stations and/or hand sanitizer.

47. School staff members will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Staff members have been trained and understand that every student or staff member and the members of their family are entitled to privacy. The specific identity of any person with COVID-19 will never be disclosed publicly by any staff member.

48. If a student is exhibiting symptoms of COVID-19, a member of the school staff will immediately communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

49. School staff will monitor fellow staff members and students throughout the day for signs of illness. Students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#) will be sent home.

50. The school and teachers have implemented policies that do not penalize students and families for missing class.

All VHS students and families have been afforded the opportunity to enroll in the Vista Virtual school model. Additionally, while students are expected to attend course sessions synchronously to the extent possible, assignments and course content will be provided digitally via Canvas, which can be accessed asynchronously. VHS teachers, support staff, counselors, and administration will make regular contact with students who are not "attending" class to provide support, resources, and guidance to minimize learning loss. Support resources and opportunities will be provided by all school staff for students with known hardships or needs once they come to the attention of VHS staff members.

VHS administration, faculty, and staff will also adhere to all components of SB 98.

Section 10 - Plans for When a Staff Member, Child or Visitor Becomes Sick

51. The school has an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

52. Students or staff exhibiting symptoms are immediately required to wear a face covering (if they are not already wearing one) and required to wait in the isolation area until they can be transported home or to a healthcare



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facility, as soon as practicable.

53. School staff members will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

54. School staff will call 9-1-1 without delay and notify the operator that they are seeking care for someone who may have COVID-19 when serious injury or illness is detected in the individual. Immediate medical attention will be sought if COVID-19 symptoms become severe, including:

- a. Trouble breathing
- b. Persistent pain or pressure in the chest
- c. New confusion
- d. Inability to wake or stay awake
- e. Bluish lips or face
- f. Any other symptoms that are severe or concerning

55. The school staff liaison will notify the district liaison, Rachel D'Ambroso, Assistant Superintendent of Human Relations, who will notify local health officials immediately upon learning of any positive case of COVID-19 in any individual who is on campus or was on campus recently. Exposed staff members and the families of exposed students will be notified while maintaining confidentiality of the infected individual as required by state and federal laws.

56. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until cleaning and disinfection can take place. To reduce risk of exposure, school staff will wait 24 hours before they [clean and disinfect](#) if it is practicable to do so. If it is not possible to wait 24 hours, staff will wait as long as practicable. Custodial staff will ensure a [safe and correct application](#) of disinfectants and use personal protective equipment and ventilation recommended for cleaning. All disinfectant products will be kept away from students.

57. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever and symptoms that have improved and at least 10 days since symptoms first appeared.



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58. The school will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. Instruction will be provided through the Vista Virtual online program.

59. The school is offering distance learning through the Vista Virtual program based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

- Per the parameters of SB 98, VHS staff members will continuously monitor attendance and engagement rates for all students. Site administration, counselors, Health Office staff, and educational specialists will work in collaboration with students and families to provide opportunities to complete course assignments and demonstrate mastery of course standards in a reasonable time-frame. These opportunities will (necessarily) be provided with a lens of empathy and understanding while maintaining grade-level-standard high expectations for learning and achievement for all students.

60. The school will implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#). School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. Any decision to close the school will be made by the Superintendent of Schools in consultation with San Diego County’s Local Health Officer. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. The school may also be closed if 25% of the schools within VUSD are closed due to outbreaks, even if there is no outbreak at this school. Again, that final decision will be made by the Superintendent of Schools in consultation with San Diego County’s Local Health Officer.

61. The VUSD Human Relations Department will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. The school district and school will follow guidelines related to identifying cases, communicating with staff members, students, and other exposed persons and conducting and assisting with contact tracing procedures as established by the California Department of Public Health and outlined in their [Responding to COVID-19 in the Workplace](#) memorandum. Protocols will be updated as needed to prevent further cases.

Section 11 - Maintaining Healthy Operations

62. The school and school district has and will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- d. Inform staff of the identity and contact information for their school liaison.



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- e. Train the school liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- f. 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.
- g. Consult with local health departments if routine testing is implemented in the school district.
- h. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning through the Vista Virtual program.

Section 12 - Reopening and Partial or Total Closures

63. School district staff will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. When orders change, these changes will be promptly communicated to members of the school community, as appropriate, and adjustments will be made immediately to comply with the orders. In no case will any provision within this document be followed if that provision conflicts with a legally binding order from the County, State, or Federal government.

64. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school or school district will refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
- a. In consultation with the local public health department, the Superintendent will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - b. Close off the classroom or office where the infected person was based and not use these areas until after cleaning and disinfection.
 - c. Close off additional areas of the school visited by the COVID-19 positive individual for cleaning and disinfection.
 - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Provide staff with information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Implement the plan for continuity of education.
 - h. Continue nutrition and other services provided in the regular school setting by establishing alternate mechanisms for these services to continue.
 - i. Maintain regular communications with the local public health department.

Reference Documents/Materials/Websites



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1. [Current Health Order for San Diego County](#)
2. [San Diego County Social Distancing and Sanitation Protocols Document](#)
3. [CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)
4. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Schools and SchoolBased Programs](#)
5. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#)
6. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Youth Sports](#)
7. [CDPH and Governor's Schools Guidance FAQs Memorandum](#)
8. [CDPH Guidance for the Use of Face Coverings](#)
9. [CDPH Memo on Responding to COVID-19 in the Workplace](#)
10. [CDC Handwashing Website](#)
11. [CDC Coronavirus Prevention Single-page Handout](#)
12. [CDC Hygiene Etiquette & Practice | Coughing and Sneezing Website](#)
13. [CDC Prevent Getting Sick | Masks Website](#)
14. [CDC Cleaning and Disinfecting | Disinfecting Your Facility Website](#)
15. [US Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
16. [US Environmental Protection Agency 6 Steps for Safe & Effective Disinfectant Use](#)
17. [VUSD List of Chemicals Used for Cleaning and Disinfecting Classrooms](#)
18. [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation Website](#)
19. [CDC Guidance on Legionella \(Legionnaires' Disease and Pontiac Fever\) Website](#)
20. [CDC Daily Home Screening for Parents Document](#)
21. [CDC Cleaning and Disinfecting Your Facility Document](#)
22. [CDC Social Distancing Website](#)
23. [CDC How COVID Spreads Website](#)
24. [CDC What to do if You are Sick Website](#)
25. [CDC If You Are Sick | Isolate If You Are Sick Website](#)
26. [US Department of Education Student Privacy, FERPA & COVID-19 Frequently Asked Questions \(FAQs\) Website](#)
27. [CDPH Responding to COVID-19 in the Workplace Memo](#)
28. [California Labor and Workforce Development Agency Benefits for Workers Impacted by COVID-19 Website](#)
29. [US Department of Labor Families First Coronavirus Response Act: Employee Paid Leave Rights Website](#)

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

David Jaffe

David Jaffe, Principal

OCTOBER 9, 2020

Date

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

October 9, 2020



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Matt Doyle, Ed.D., Superintendent

Date

Addendum December 1, 2020: Covid-19 Emergency Temporary Standards

NEW Amended Section for COVID Prevention Program

[Communication to Employees for COVID-19 Prevention Plan Amendment 12/18/20](#)

These Emergency Temporary Standards (ETS) apply to all employers, employees, and to all places of employment with three exceptions:

- Workplaces where there is only one employee who does not have contact with other people
- Employees who are working from home
- Employees who are covered by the Aerosol Transmissible Diseases regulation.

1. VUSD Communication on COVID-19 prevention procedures. Periodic updates are made based on changes outlined by the County Department of Public Health or VUSD School Board actions. These updates are provided through the [VUSD Employee Handbook](#), VUSD Monthly Staff Newsletters, or Letters To VUSD Staff.
 - a. How to Report COVID-19 symptoms, exposures, and hazards to VUSD without fear of reprisal - Please contact your administrator/supervisor to report symptoms, exposures, and hazards. You will be contacted by a representative from the Human Relations Department. The information you provide is confidential and a notification letter will be sent to you by email and US Postal Mail with your dates of self isolation or quarantine.
 - b. If you find any COVID-19 hazards in the workplace, please contact an administrator/supervisor immediately. All reports will be addressed through the cleaning and disinfection protocols outlined in the site's reopening plan and through the discipline process if necessary. ([link here](#))
 - c. Information about accommodating those employees at higher risk
 - d. Employees can obtain free testing for COVID-19 at the Linda Rhoades Recreation Center located at 600 N Sante Fe, Vista, CA 92084. You may also test at other [COVID 19 Testing Sites](#) or contact your own primary care provider.
 - e. Notice of potential exposure to COVID-19 - if you are exposed to COVID-19 in the workplace, you will be notified by phone, email, and US Mail providing you with the dates that you are quarantined and providing information about benefits and leave, Worker's Compensation and cleaning and disinfection protocols. This information is also included in every site's reopening plan (Section 5). [Protocols for Custodians](#)
 - f. You can participate in periodic inspections of the workplace to ensure compliance with the Emergency Temporary Standards (ETS). Reach out to your administrator/supervisor to participate or contact HR.



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2. Identify, Evaluate, and Correct COVID-19 Hazards

- a. Employees will complete a [COVID-19 Screening Form](#) each day before they report to the site or department. Other screening measures may include... Employees who report symptoms, exposure to a COVID positive person or a positive test for themselves are expected to self isolate or quarantine. If they receive notification at the worksite, they are sent home immediately to self isolate or quarantine. HR will send official notification with a return to work date included.
- b. State and local guidance and orders on hazard prevention, including industry specific guidance on Cal/OSHA's website or at Covid-19.ca.gov, will be reviewed.
- c. The site/department/district will review existing practices for controlling COVID-19.
- d. Conducting site-specific evaluations of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public. The inspections of the workplace will also help to ensure compliance with the ETS and check for hazards.
- e. The site/district will implement procedures to correct identified hazards.
- f. Allowing employees or employee's authorized representatives to participate in hazard identification and evaluation.

3. Physical Distancing

Section 6 of all School Site's COVID-19 Prevention Plans

4. Face Coverings

Section 4 of School Site's COVID-19 Prevention Plans

5. Using Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE) as required to reduce transmission risk

- a. Engineering Controls consists of providing cleanable solid partitions that reduce transmissions between fixed work locations where it is not possible to physically distance. (plexiglass barriers, plastic drapes) Maximize outside air to the extent feasible.
- b. Administrative Controls include effective cleaning procedures of commonly touched surfaces, informing employees and employee's authorized representatives of cleaning and disinfection protocols, planned frequency and scope of cleaning, minimization of sharing of tools, equipment, and vehicles, protocols for cleaning an area where a COVID-19 case has been during the "high risk period", and providing, encouraging, and allowing time to frequently wash hands and providing hand sanitizer.
- c. Personal Protective Equipment (PPE) - Evaluate the need for PPE, provide necessary PPE for classifications of employee groups, and provide accommodation meetings for employees at increased risk. Prohibit sharing of PPE.

6. Procedures to Investigate and Respond to COVID-19 Cases in the Workplace - VUSD is contact tracing all notifications provided by sites/departments related to symptoms, exposure, and positive COVID-19 test of employees, students, or visitors. HR and Student Services are working together to investigate and provide notification to anyone potentially exposed.



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When a positive case is identified, the District:

- a. Determines when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms.
- b. Determines which employees, students, or others may have been exposed to COVID-19.
- c. Notifies individuals of any potential exposure within one business day
- d. Offers testing to potentially exposed employees at no cost and during work hours. Employees will be provided testing information for free testing at the Linda Rhoades Recreational Center. Testing is confidential.
- e. Investigates the exposure, whether workplace conditions could have contributed to the risk of exposure and what corrections would reduce exposure.

Employers must exclude employees from working at the worksite if (1) test positive for COVID-19, or (2) have had COVID-19 exposure.

7. COVID-19 cases and exposed employees are excluded from the workplace until they are no longer an infection risk. The criteria for a COVID-19 case returning to work is as follows:
 - a. For employees with symptoms, all of the these conditions must be met:
 - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - ii. COVID-19 symptoms have improved; and
 - iii. At least 10 days have passed since COVID-19 symptoms first appeared
 - b. For employees without symptoms, at least 10 days have passed since the COVID-19 case's first positive test.
 - c. Employees who have been exposed to a COVID-19 case can return to the workplace 14 days after the last known COVID-19 exposure.
8. Recordkeeping and Reporting Requirements
 - a. Follow all state and local health department reporting requirements
 - b. Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14 day period. Providing the following information:
 - i. The total number of COVID-19 cases.
 - ii. For each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case.
 - iii. Any other information requested by the local health department.
 - c. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
 - d. Reporting serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
 - e. Maintaining records which include inspection records, documentation of hazard corrections, and training records. (this form is in development and will be shared soon)
 - f. Make a written COVID-19 Prevention Program available upon request to employees and employee's authorized representatives.



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- g. Record and Track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law with personal identification information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work Related Injuries and Illnesses or other information as allowed by law.
- h. **Visitor/Contractor Log In Sheets** will be maintained by the site to monitor those coming on campus and the locations of their visits. Each site will provide a map that visitors/contractors will use to record areas they have been on site for use in contact tracing if necessary.
[Visitor/Contractor Log](#)
- i. **Student Destination Log Sheets** - will be maintained by classroom teachers. This log in sheet will be used to record information for each student who leaves the classroom. This document will help identify where individuals are and if they could have potentially been exposed to a COVID-19 case. (see below)
- j. **Classroom Visitor Log In Sheets** - will be maintained by classroom teachers. This log will record visitors time in and out of classrooms and who the visitor was in contact with during that time. This log can be combined with the [Student Destination/Visitor Log](#).

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]



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Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			



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PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]



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Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			



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<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	



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Other Sections to Implement if necessary:

1) Multiple COVID-19 Infections and COVID-19 Outbreaks

The section will be in effect if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#).

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not



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impact the duration of any quarantine period required by, or orders issued by, the local health department.

- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].



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Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

2) Major COVID-19 Outbreaks

This section will be in effect if the workplace experiences 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses



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We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases.**

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department.**