

Ukiah Junior Academy

COVID-19 Prevention Program

2020-2021 School Year

Guiding Principles

1. Maintaining a Strengthened Immune Response (NEW START)
 - a. Nutrition
 - b. Exercise
 - c. Water
 - d. Sunshine
 - e. Temperance
 - f. Air (fresh)
 - g. Rest
 - h. Trust in God
2. Stable and Isolated Cohorts
 - a. Limiting the number of contacts among students and teachers
 - b. Easily documented contact tracing
 - c. Classroom Cohorts
 - i. Kindergarten (Less than 15 students)
 - ii. Grade 1 (Less than 15 students)
 - iii. Grade 2 (Less than 15 students)
 - iv. Grades 3-4 (Less than 22 students)
 - v. Grades 5-6 (Less than 22 students)
 - d. Lunch and Recess Cohorts (outside cohorts)
 - i. Grades K-4
 - ii. Grades 5-10
 - e. Parent Volunteers will be discontinued and visits will not be allowed.
3. Reducing Possible Disease Transmission
 - a. Masks and distancing where practicable
 - b. Limiting common touch surfaces and
 - c. Limiting enclosed air space, maximizing open air time
 - d. Intensified cleaning and disinfecting

4. Health Screening

- a. Home monitoring of students and staff
- b. School monitoring of students
- c. Actively direct that students and staff stay home if ill.

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General Measures

1. Ukiah Junior Academy (UJA) has established communication with Mendocino County Public Health and Mendocino Office of Education and will regularly keep up to date with current Covid-19 conditions and restrictions through both local county and state websites.
 - a. Lisa Fredrickson, RN PHN DOC Schools Liaison 707-972-8454
DOC-schools@mendocinocounty.org
 - b. Michelle Hutchins, County Superintendent, (707)467-5001
mhutchins@mcoe.us
2. CDPH Guidelines for school reopening will be the basis for this reopening plan.
3. Workplace compliance with the UJA COVID-19 Prevention Program will be evaluated on a weekly basis with corrective measures put in place.
4. External use of indoor facilities has been halted and will not resume.
5. UJA may not be able to make accommodations for students with special circumstances.

Promote Healthy Hygiene Practices

1. UJA will establish a Health Hygiene Practices Curriculum that will promote and emphasize the following practices:
 - a. Using tissues to wipe noses
 - b. Sneezing or coughing in a tissue or into elbow
 - c. Handwashing throughout the day; before and after recess, lunch, and using the bathroom, after sneezing/coughing and using shared items

- d. Washing hands with plain (not antimicrobial) soap and water for 20 seconds while thoroughly rubbing hands and modeled by staff.
 - e. Fragrance free hand sanitizer (ethyl alcohol based) will be readily available when hand washing is not practicable, and rubbed in until completely dry.
 - f. UJA will not use sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
 - g. Sanitizer will be used only under adult supervision with students in grades K-4. Poison control will be called if consumed:
1-800-222-1222
2. An outdoor hand washing station will be established on campus in addition to indoor handwashing stations in classrooms with a sink.
 3. Adequate supplies of soaps, sanitizers, face masks and tissue have been acquired and are on-site.

Face Coverings

1. Face coverings will be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission. Exemptions include those who:
 - a. Have trouble breathing
 - b. Are unconscious or incapacitated
 - c. Those who are unable to remove face coverings without assistance.
2. Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.

3. Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
4. Training will include policies on how people who are exempted from wearing a face covering will be addressed.
5. Students:
 - a. Grades K-10 - Required, unless exempt
 - b. 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.
 - c. A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean container (marked with the student's name and date) until it needs to be put on again.
 - d. UJA will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear a face covering from home or one provided by the school.
 - e. UJA will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions
6. Staff
 - a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
 - b. In situations where a face coverings cannot be used for pedagogical or developmental reasons, a face shield can 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.

- c. Volunteers handling or serving food must use gloves in addition to face coverings. UJA will consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Ensure Teacher and Staff Safety

1. Staff will maintain safe physical distancing to reduce transmission between adults.
2. All staff will use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
3. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, are provided options such as telework, where appropriate.
4. All staff meetings, professional development training and education, and other activities involving staff will be conducted outside with physical distancing measures in place, or virtually.
5. Staff will not congregate in staff rooms, break rooms, and other settings.
6. Daily temperature checks for staff will be implemented as well as self-monitoring for Covid-19 symptoms.

Intensify Cleaning, Disinfection and Ventilation

1. Drinking fountains will be turned off and reusable water bottles will be encouraged for student use. Filtered water will be available in each classroom to refill water bottles.
2. High touch surface areas will be frequently cleaned and disinfected by staff.
 - a. High touch areas may include, but are not limited to: door handles, light switches, bathroom surfaces, tables, desks, chairs.
 - b. Sonoma Sweepers (UJA's contracted janitorial service) will provide safe Cal/OSHA approved products for use.
 - c. Sonoma Sweepers will train staff in the use of these products.
3. Shared objects will be limited through use of individual sets for students, or school cohorts. Shared objects will be cleaned and disinfected between uses.
4. High touch surfaces will be thoroughly cleaned daily after school by Sonoma Sweepers using Betco PH7q cleaner/disinfectant and microfiber cloth. PH7q is an EPA disinfectant approved for SARS-CoV-2 and will be used per manufacturer's directions; PPE, application, dwell time and ventilation protocols will be followed.
5. All products will be kept out of children's reach and stored in a space with restricted access.
6. Classroom filters will be checked and replaced as needed.
7. Classroom windows will remain open for ventilation throughout the day, when practicable.
8. Water systems and drinking will be flushed out thoroughly before resuming use.

Implementing Distancing Inside and Outside the Classroom

1. Arrival and Departure

- a. UJA does not provide bus service.
- b. Students will be dropped off in the parking lot while parents/drivers will remain in their vehicle.
- c. Parent/Teacher conversation will be by text, phone call or in the parking lot through the car window.
- d. Drop off time will begin at 7:30 with adult supervision
- e. Designated cohort areas with distancing will be established either outside in good weather or in the gym.
- f. At approximately 7:50 teachers will escort their students to the classroom using designated cohort routes for the start of the day.
- g. Teachers will conduct informal health screenings at the start of each day that will include a morning temperature check with a no touch thermometer.
- h. Parents will be expected, and reminded, to closely monitor each student's state of health before sending them to school.

2. Classroom Space

- a. Students at UJA will remain isolated in their indoor classroom cohort spaces.
 - i. Kindergarten - Less than 15 students
 - ii. Grade 1 - Less than 15 students
 - iii. Grade 2 - Less 15 students
 - iv. Grades 3-4 (multigrade classroom) - Less than 22 students
 - v. Grades 5-6 (multigrade classroom) - Less than 20 students
- b. Outdoor classroom sessions will be used frequently as practicable
- c. PE classes will be conducted outside when weather permits.
- d. Students desks or sitting areas will be distanced with the maximum amount of space between them as practicable.
- e. Students will be arranged to avoid face to face orientation.

- f. Techniques to establish and maintain separation between students will be developed and implemented.
 - g. Music classes will not include choral or band instruction.
 - h. Classroom singing activities will only take place outside.
 - i. Procedures for turning in assignments with minimum contact will be developed and implemented.
 - j. Dividers and clear screens will be considered to maintain separation and allow closer reading instruction time one-on-one.
3. Non-Classroom Spaces
- a. Use of visitors and parent volunteers will be suspended
 - b. Outside recess and lunch cohorts will be established without overlap times.
 - i. Grades K-4
 - ii. Grades 5-10
 - c. Lunches will be individually plated.
 - d. Sharing of food items between students will be banned.
4. Sports and ExtraCurricular Activities
- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating will not be permitted at this time.
 - b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities will 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 will be permitted and ONLY where physical distancing can be maintained. Conditioning and training will focus on individual skill building (e.g., running drills and body weight resistance training) and will take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.

- d. UJA will avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different cohorts to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings will be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion will be conducted outside in a physically distanced manner without face coverings. Activities conducted inside will 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.
- f. Youth sports programs and schools should provide information to parents or guardians 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.

Limit Sharing

1. Student belongings will be kept separate from other student's belongings in cubbies, storage areas or backpacks.
2. Sharing of school supplies like math manipulatives, art supplies pencils, etc. will be curtailed as much as practicable or limited to one group at a time and then cleaned and disinfected between uses.
3. Students will not share books, chromebooks and other items as practicable.
4. Touching or handling other students items will not be allowed.

Train All Staff and Educate Families

1. Staff and school families will be trained in the following areas:
 - a. UJA's enhanced sanitation practices
 - b. UJA's physical distancing and cohort guidelines
 - c. Proper use, removal and cleaning of face coverings
 - i. Mask should cover nose and mouth
 - ii. Wash hands before putting on
 - iii. Remove using ear straps only
 - iv. Do not touch eyes or mouth after removing
 - v. Wash or sanitize hands after removing
 - vi. Machine wash and dry, or dry in sun after each day's use.
 - d. Screening practices
 - i. Temperature checks
 - ii. Signs and symptoms check
 - e. An extra emphasis will be placed on educating staff and parents on the importance of staying home when sick
 - f. Specific Covid-19 symptoms identification information for staff and seeking medical attention for them when exhibiting two or more symptoms.
 - g. When a student or staff members becomes sick at school an isolation room will be established and transportation home will be arranged as soon as possible
 - h. Staff training activities will be done in person outside with distancing or virtually.
 - i. Parent training will be done virtually.

Check for Signs and Symptoms

1. UJA is committed to doing all in our power to prevent discrimination against any student or family that has a diagnosis of Covid-19 or perceived to be a Covid-19 risk.

- a. We are called by God to show love and compassion for others, no matter the circumstances.
 - b. We are called to be like Jesus and help the ill without fear.
2. Staff and school families are encouraged to make sure that illnesses of any kind are to be kept home to reduce the risk that Covid-19 breaks out on our campus.
3. Visual wellness checks will be done throughout the day for both staff and students and in the home before and after school.
4. Temperature checks will be done each morning with a no-touch thermometer.
5. All are asked to identify if anyone in home is exhibiting two or more 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
6. Sanitizer and hand washing stations are available throughout the UJA campus.
7. UJA 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.
8. When a student exhibits symptoms of COVID-19 , staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

9. UJA will monitor staff and students throughout the day for signs of illness and send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

Plan for When a Staff Member, Child or Visitor Becomes Sick

1. An isolation area has been identified to separate anyone who exhibits symptoms of Covid-19.
2. Those exhibiting symptoms of Covid-19 will be required to wear a face covering and wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
3. The procedure for arranging safe transport home or to a healthcare facility when individuals are exhibiting Covid-19 symptoms:
 - a. Parent, guardian, or emergency contact will be contacted for transportation.
 - b. Students or staff will be kept in isolation and monitored.
 - c. 911 will be called immediately for serious injury or illness.
4. UJA will notify local health officials immediately of any positive case of COVID- 19, and exposed staff and families will also be notified as relevant while maintaining confidentiality as required by state and federal laws.
5. UJA will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and the area will not be used before cleaning and disinfection. To reduce risk of exposure,if possible, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as practicable. Our janitorial service, Sonoma Sweepers, will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students.
6. Sick staff members and students with Covid-19 symptoms will not return until they have met CDC criteria to discontinue home isolation,

including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

7. UJA will not have the resources to offer both in-person learning and distance learning at the same time for those who would be put at risk by in-person instruction. However, UJA will offer a Homeschool program for those students whose families would like that option.
8. UJA will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
 - a. UJA will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - b. UJA will update protocols as needed to prevent further cases using the CDPH guidelines, Responding to COVID-19 in the Workplace.

Maintain Health Operations

1. Staff absenteeism will be monitored and UJA will have a roster of trained back-up staff.
2. UJA will monitor the types of illnesses and symptoms among our students and staff to help isolate them promptly as needed.
3. Staff liaisons have been identified to be responsible for responding to COVID-19 concerns. They are Principal Rick Nelson and Office Manager Allison Kurtz. UJA staff know who they are and how to contact them. The liaisons will be trained 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.
4. UJA will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

5. UHJA will establish a surveillance testing plan that ensures that all staff are tested for COVID-19 at least every two months beginning in September. Half the staff will be tested one month and the other half the next and will continue until no longer necessary.

Considerations for Reopening and Partial or Total Closures

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the COVID-19 and Reopening Framework for K-12 Schools in California.

1. UJA will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
2. When a student, teacher or staff member at UJA tests positive for COVID-19 and had exposed others at the school, UJA will refer to the CDPH Framework for K-12 Schools, and implement the following steps:
 - a. In consultation with the local public health department, UJA may 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. UJA will close off the classroom or office where the patient was based and not use these areas until after cleaning and disinfection. UJA will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we wait as long as possible.

- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. UJA will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- e. UJA will 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.
- f. UJA will develop a plan for continuity of education during a school closure.
- g. UJA will maintain regular communications with the local public health department during a school closure.