



**RIVERSIDE COUNTY  
OFFICE OF EDUCATION**

EDWIN GOMEZ, Ed.D. | County Superintendent of Schools



**STUDENT PROGRAMS AND SERVICES/EARLY EDUCATION SERVICES**

# SAFETY PLAN



Under COVID-19 Conditions

**NOVEMBER 3, 2023**



**TABLE OF CONTENTS**

**STUDENT PROGRAMS AND SERVICES TABLE OF CONTENTS**

Entrance, Egress, and Movement Within the School ..... 4

Face Coverings and Other Essential Protective Gear..... 4

Health Screenings for Students and Staff ..... 4

Healthy Hygiene Practices..... 5

Identification and Tracing of Contacts ..... 6

Physical Distancing..... 7

Staff Training ..... 7

Communication Plans ..... 7

**EARLY EDUCATION SERVICES**

Movement Within the Programs ..... 9

Health Screenings for Students and Staff ..... 9

Plan for Students Who Become Ill at the Facility ..... 10

Healthy Hygiene Practices..... 10

Identification and Tracing of Contacts ..... 11

Physical Distancing..... 12

Staff Training ..... 12

Communication Plans ..... 12

RIVERSIDE COUNTY OFFICE OF EDUCATION



**STUDENT PROGRAMS AND SERVICES**  
**SAFETY PLAN**

# STUDENT PROGRAMS AND SERVICES

# SAFETY PLAN

## ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

In order to minimize contact and the potential of COVID-19 exposure in all RCOE SPS programs and classrooms, procedures have been established for entrance, egress, and movement within all school settings. School staff will be present to monitor entrance and exit of students at the beginning and conclusion of each school day to ensure adherence to social distancing guidelines.

Additionally, routes have been designated for entry and exit to lunch, recess, and other transition times, as feasible.

## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

The state announced that after March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. California Department of Public Health (CDPH) strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts. CDPH has indicated that masking will continue to be an important layer of protection along with the continued recommendations around vaccinations, testing, and ventilation, to keep schools a safe environment, even as case rates and hospitalizations decline. Riverside County Office of Education (RCOE) will align its protocols with CDPH and Riverside University Health System's (RUHS-PH's) guidance, which will allow guardians/students/staff a choice when it comes to masking on campuses starting on Saturday March 12, 2022, and moving forward\*.

RCOE will continue to provide Personal Protective Equipment (PPE) to students and staff who make the request.

\*Some community agencies may still require that staff/students use face coverings. RCOE students and staff will abide by protocols set forth by community agencies.

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

### Staff Procedures

Prior to reporting to work, or immediately upon arrival to work each day, all staff are required to complete the online Self-Screening Questionnaire. The Self-Screening Questionnaire asks staff members if they have been in close contact with any person who has been diagnosed with COVID-19 in the last 10 days and if the staff member has tested positive for COVID-19 in the last 10 days.

### Student Procedures

Parents/guardians must complete daily health screenings for their student(s) including temperature checks, prior to sending their student to school daily.

According to the CDPH, the following symptoms could be a potential indicator of COVID-19: Fever of 100.4 or higher, cough, shortness of breath or trouble breathing, new loss of taste or smell, headache, sore throat, fatigue or muscle aches, nausea or vomiting, red or itchy eyes, congestion or runny nose.

Any student who arrives at school and is experiencing or complaining about COVID like symptoms, will need to be isolated from other students and picked up immediately.

## **ISOLATION AREA Process at School**

### **PROCEDURE FOR ISOLATING STUDENTS**

- Staff are notified that a student is experiencing potential symptoms of COVID -19.
- Employee walks the student over to the designated site isolation area if one is available.
- If there is no isolation room at the school site, student will be separated from other students

### **ISOLATION ROOM PROCEDURE (IF APPLICABLE)**

- Upon arrival, the nurse/designee will be contacted.
- The student will be asked clarifying questions and have temperature taken.
- Nurse/designee will call the student's parent/guardian to come and pick the student up immediately.
- Nurse/designee will wait with and monitor the student until parent/guardian arrives.
- Nurse/designee will verify the parent/guardian identity.
- The Parent/Guardian will be provided "COVID-19 Return to School Instructions".
- Nurse/designee will document in the student information spreadsheet.
- Teachers and appropriate school staff will be notified.

Note:

- Students who display a fever or any COVID-19 symptoms, will follow the established protocol. The nurse will notify appropriate personnel and monitor/follow-up on any students with COVID-like symptoms to ensure they remain at home an appropriate length of time, according to the guidelines of CDPH, or if tested positive, group contact tracing will begin.
- The spreadsheet includes the following: individual's name, position, email, worksite location, specific concern, relevant dates, times of onset of symptoms, test results, any on-campus contacts beginning 48 hours prior to the onset of symptoms or testing date.

## **HEALTHY HYGIENE PRACTICES**

Mobile hand sanitizing stations are located on the school sites and many classrooms have sinks and soap available. Staff and students will be expected to wash/sanitize their hands regularly. All high touch objects and surfaces will be kept clean and free of pathogens through a process of cleaning and disinfecting. This will minimize the spread of germs and infectious diseases. Classroom disinfecting should be done when children are not present, when feasible. Staff will clean and disinfect all high-touch objects and surfaces with an RCOE or school district approved solution in order to provide a safe environment for children and staff. There will be limited sharing of classroom supplies and items that are shared will be cleaned after each use.

## IDENTIFICATION AND TRACING OF CONTACTS

RCOE has developed protocols based on CDPH guidance to ensure the school community is following best practices to mitigate the risk of COVID-19. RCOE has developed a system to document and track positive cases and exposures. Designated individuals have been assigned to oversee identification of positive cases, group contact tracing, and submission of exposed students/employees. Below is a summary of the protocol RCOE has in place for responding to positive COVID-19 cases in a school/work setting:

### 1. CONTACT TRACING AND QUARANTINE:

RCOE has established a procedure for the identification and tracing of individuals who have exhibited COVID-19 symptoms, reporting a positive COVID-19 case, or reporting a possible COVID-19 exposure. The procedure is outlined below:

- Notification of potential COVID-19 exposure/symptoms/confirmed case(s) may come through a variety of methods including, but not limited to: self-reporting, parent report, supervisor report, absence information, RUHS-PH, or other agency.
- Staff or students with a confirmed COVID-19 positive case will be required to stay at home until contacted by an RCOE designee to determine next steps.
- Initial contact with a person under investigation (PUI) will be done as soon as reasonably possible by the following individuals: contact tracer, lead nurse, site nurse, and/or other designated staff. The purpose of this contact will be to verify positivity and determine onset of symptoms, level of risk, and actions that need to be taken at that time.
- The designee who conducts the initial contact will utilize the RUHS-PH COVID-19 guidance to direct next steps. Next steps may include: referral for COVID-19 testing, isolation, quarantine, and/or group contact tracing of possible exposures.

### 2. COVID-19 CONTACT TRACING LINE LIST WITHIN ONE (1) BUSINESS DAY. ALL COMMUNICATIONS MUST MAINTAIN CONFIDENTIALITY.

- Communications will include notifications to impacted individuals (staff or students) of potential COVID-19 exposure. Staff and parents of impacted students will be provided the “RUHS-PH COVID-19 Exposure Notification in an Educational Setting”.
- These procedures are logged and maintained in a confidential spreadsheet by a designated RCOE staff. The documentation includes exposure and infection information to monitor school site and/or worksite outbreaks.

The following is an overview of RCOE’s communication structure and course of action when a positive COVID-19 case has been confirmed:

- Positive COVID-19 case information obtained:
  - » Who is positive?
  - » Who did the individual have contact with in the previous two (2) days since symptoms starting or a positive test, whichever is earlier?
    - When was the individual last at the school site/worksite?
    - Date and location of test?
    - What worksite have you visited in the previous 14 days since testing positive? (staff only)

## **Courses of Action for On-Site Positive COVID-19 Cases:**

Letters of notification emailed to staff within one (1) business day.

- Positive Cases: All known staff on site, contractors on site, and union presidents.

## **Notifications to Agencies:**

- Riverside University Health Systems - Public Health Riverside County
  - » Student positive cases and exposures.
- Third Party Administrator (Keenan)
  - » Staff positives on and site(s) in the last 14 days.
  - » Senate Bill 1159 online submission form within three (3) days
  - » Notifications for Work-Related Positive Case(s).
- Cal/OSHA
  - » Hospitalization or deaths within eight (8) hours.

## **PHYSICAL DISTANCING**

CDPH recommends focusing on the other mitigation strategies provided in this guidance instead of implementing minimum physical distancing requirements for routine classroom instruction.

## **STAFF TRAINING AND FAMILY EDUCATION**

Training resources for COVID-19 are available for staff through Keenan Safe Schools on the RCOE Risk Management website: <http://rcoe.ca.safeschools.com/>

## **IDENTIFICATION AND REPORTING OF CASES**

### **Notifications for COVID-19 Positive Case(s) Workflow:**

Reports/Emails:

- All site staff notifications for positive cases
- Department notifications
- Riverside University Health Systems-Public Health Riverside County
- Third Party Administrator (Keenan)
- Cal/OSHA- confirmed positive, hospitalizations or deaths
- People identified as positive or exposed

### **Notifications for Work-Related Positive Case(s):**

- Cal/OSHA
- Hospitalization or deaths within 8 hours
- Confirmed COVID-19 case phone call within 24 hours

## **COMMUNICATION PLANS**

RCOE understands that guidance from public health and/or other regulatory agencies may shift over time and will be prepared to implement and communicate any new guidance appropriately and timely.

RIVERSIDE COUNTY OFFICE OF EDUCATION



EARLY EDUCATION SERVICES  
SAFETY PLAN



# EARLY EDUCATION SERVICES SAFETY PLAN

The Riverside County Office of Education (RCOE) Early Education Services (EES) Division implements programs located on multiple school district and organizational sites throughout Riverside County and parts of Imperial County. These programs serve students from birth to young adulthood through Early Care and Education, Head Start, Early Head Start, Migrant Head Start Programs, California State Preschool Program, California Center Based Programs, and Migrant Education services.

Staff supporting children and families served by the Migrant Head Start Program in Imperial County may find information specific to Imperial County in their local Migrant Head Start Program Safety Plans.

## MOVEMENT WITHIN THE PROGRAMS

Classroom space will be arranged to allow maximum space for students and staff where feasible. Staff will be equipped with proper Personal Protective Equipment (PPE) as required for special programs, including infant classes, or as directed by public health.

Programs will have signage to serve as reminders about health and safety habits, including hand washing and the spreading of germs.

RCOE EES programs will apply masking requirements in accordance with local, state, and federal requirements. Programs will advise community partners of changes as appropriate. The covering may be removed for meals, snacks, naptime, and outdoor recreation. Face coverings are not to be used on children under the age of two (2). RCOE will provide Personal Protective Equipment (PPE) for students, staff, and visitors upon request.

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

### Staff Procedures

Prior to reporting to work, or immediately upon arrival to work each day, all staff are required to complete the online Self-Screening Questionnaire.

The Self-Screening Questionnaire asks staff members if they have been in close contact with any person who has been diagnosed with COVID-19 in the last 10 days and if the staff member has tested positive for COVID-19 in the last 10 days.

### Student Procedures

In accordance with program procedures, program staff will conduct daily health checks in an effort to identify any changes in a student's behavior or appearance that may indicate a health-related concern. Early identification may reduce the spread of illness/disease.

Any student who enters the program and is later experiencing and/or displaying COVID-like symptoms will remain in an isolated space with continued supervision and care until picked up by an authorized adult.

## PLAN FOR STUDENTS WHO BECOME ILL AT THE FACILITY

EES programs will not allow any student who has a COVID-19 positive test result or COVID-19 symptoms to enter the facility until they have completed their isolation period or test negative as per public health guidelines.

### STEPS TO FOLLOW FOR A SICK CHILD/ISOLATION AREA PROCEDURES:

- If a student develops symptoms and is unable to participate in daily activities after drop-off will be separated from others immediately and placed in a designated isolation area.
- If a student has a fever and/or cough, if age appropriate, place a face mask on the child after moving them into the designated isolation area.
- Staff will contact the Site Manager to inform them of the ill child.
- Staff will contact the parent/guardian to pick the child up immediately to take them home.
- The child will remain in isolation under staff active supervision until they are picked up by their parent or guardian.
- A staff member shall provide active supervision until the parent or guardian can pick up the child.
- Where possible, staff will open windows to increase air circulation in areas – weather permitting.
- When the parent/guardian arrives to pick up the child, the child will be escorted to the entrance gate of the facility to be released. The parent/guardian will not enter the facility.
- Staff will place used PPE into a bag for disposal and wash their hands. Disposable masks will be available at the site for staff.
- Once all children are picked up, staff will begin to clean and disinfect surfaces in the isolation area after the child has gone home.

Note: Staff will follow established notification protocols as well as procedures for children to return to the program site.

## HEALTHY HYGIENE PRACTICES

Staff and students will be expected to wash/sanitize their hands regularly. All high touch objects and surfaces will be kept clean and free of pathogens through a process of cleaning and disinfecting. This will minimize the spread of germs and infectious diseases. Classroom disinfecting should be done when children are not present. Staff will clean and disinfect all high-touch objects and surfaces with an RCOE or school district approved solution in order to provide a safe environment for children and staff.

## IDENTIFICATION AND TRACING OF CONTACTS

### 1. CONTACT TRACING AND QUARANTINE:

RCOE has established a procedure for the identification and tracing of individuals who have exhibited COVID-19 symptoms, reporting a positive COVID-19 case, or reporting a possible COVID-19 exposure. The procedure is outlined below:

- Notification of potential COVID-19 exposure/symptoms/confirmed case(s) may come through a variety of methods including, but not limited to: self-reporting, parent report, supervisor report, absence information, RUHS-PH, or other agency.
- Staff or students with a confirmed COVID-19 positive case will be required to stay at home until contacted by a RCOE designee to determine next steps.
- Initial contact with a person under investigation (PUI) will be done as soon as reasonably possible by the following individuals: contact tracer, lead nurse, site nurse, and/or other designated staff. The purpose of this contact will be to verify positivity and determine onset of symptoms, level of risk, and actions that need to be taken at that time.
- The designee who conducts the initial contact will utilize the RUHS-PH COVID-19 guidance to direct next steps. Next steps may include: referral for COVID-19 testing, isolation, quarantine, and/or contact tracing of possible exposures.

### 2. COVID-19 CONTACT TRACING LINE LIST WITHIN ONE (1) BUSINESS DAY. ALL COMMUNICATION MUST MAINTAIN CONFIDENTIALITY:

- Communications will include notifications to impacted individuals (staff and/or students) of potential COVID-19 exposure. Staff and parents of impacted students will be provided the “RUHS-PH COVID-19 Exposure Notification in an Educational Setting”.
- These procedures are logged and maintained in a confidential spreadsheet. The documentation includes exposure and infection information to monitor school site and/or worksite outbreaks.

The following is an overview of RCOE’s communication structure and course of action when a positive COVID-19 case has been confirmed:

- Positive COVID-19 case information obtained:
  - » Who is positive?
  - » Who did the individual have contact with in the previous two (2) days since symptoms started or a positive test, whichever is earlier?
    - When was the individual last at the school site/worksite?
    - Date and location of test?
    - What worksite have you visited in the previous 14 days since testing positive? (staff only)

#### **Courses of Action for On-Site Positive COVID-19 Cases:**

Letters of notification emailed to staff within one (1) business day.

- Positive Cases: All known staff on site, contractors on site, and union presidents.

#### **Notifications to Agencies:**

- Riverside University Health Systems - Public Health Riverside County
  - » Staff and student positive cases and exposures.

- Third Party Administrator (Keenan)
  - » Staff positives on or at site(s) in the last 14 days.
  - » Senate Bill 1159 online submission online form within three (3) days.
  - » Notifications for Work-Related Positive Case(s).
- Cal/OSHA
  - » Confirmed COVID-19 case phone call within one (1) business day.

**Notification for On-Site Positive Case(s):**

RCOE Risk Management Contact Tracing will notify individuals at risk of exposure from on-site positive cases via phone call and email with instructions.

**PHYSICAL DISTANCING**

CDPH recommends focusing on the mitigation strategies provided in California Department of Public Health guidelines (March 12, 2022), instead of implementing minimum physical distancing requirements for routine classroom instruction.

Classroom space will be arranged in compliance with federal, state, and local requirements. Programs will develop spacing instruction in both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand.

**STAFF TRAINING**

Training resources for COVID-19 are available for staff through Keenan Safe Schools on the RCOE Risk Management website: <http://rcoe.ca.safeschools.com/>

**COMMUNICATION PLANS**

RCOE understands that guidance from public health and/or other regulatory agencies may shift over time and will be prepared to implement and communicate any new guidance appropriately and timely.

## **RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS**

Edwin Gomez, Ed.D.

## **RIVERSIDE COUNTY BOARD OF EDUCATION**

Ray "Coach" Curtis, President

Bruce N. Dennis, Vice President

Kim Joseph Cousins, Member

Ben Johnson II, Member

Jamie Azpeitia-Sachs, Member

Elizabeth F. Romero, Member

Barbara Hale, Member

## **DIVISION OF STUDENT PROGRAMS AND SERVICES**

Jodi McClay, Ed.D., Riverside County Assistant Superintendent of Schools

Deanna McCarty, Ed.D., Executive Director, Alternative Education

Barbara Sorter, Ed.D., Executive Director, Special Education

## **DIVISION OF EARLY EDUCATION SERVICES**

JoAnne Lauer, Riverside County Assistant Superintendent of Schools

Jennifer Beggs, Executive Director, Early Care and Education

Joseph M. Nieto III, Executive Director, Early Education Programs

Jose E. Martinez, Executive Director, Migrant Head Start Programs

Charles Viramontes, Director II, Early Education Services