



COVID-19 PREVENTION PLAN

MADISON MIDDLE SCHOOL

VISTA UNIFIED SCHOOL DISTRICT

Revised 09/11/20

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 **Madison Middle 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.

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: <https://mms.vistausd.org/healthandsafety>
2. The person responsible to implement and monitor this plan is: **Steven Bailey, Principal, 760-940-0176**
 - a. The school's COVID-19 Liaison for contact with Public Health Services is: **Steven Bailey, Principal, 760-940-0176**
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Steven Bailey, Principal, 760-0176. 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 was present. Ms. D'Ambroso will report this information to Public Health Services and coordinate a response with their experts.
 - ii. Ms. D'Ambroso or her designee will immediately report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499



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- b. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See Section 3 (below) for more information.
- c. The school's COVID-19 Prevention Plan is posted at: <https://mms.vistausd.org/healthandsafety> 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. Training for staff will occur at our back to school staff meeting on August 31st. The Principal will communicate to all parties via email, phone dialer, and Principal weekly newsletter. Administration will reinforce these protocols during our walk throughs and while walking around during the school day.
- d. 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: <https://mms.vistausd.org/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 **at the entrance (on window) of the main administration office.**
- e. 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.
 - i. **The COVID-19 Prevention Plan for Madison Middle School, VUSD, will be monitored regularly on a weekly basis by the administrative team.**
- f. 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.
- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- h. 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.)

3. 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.

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.)



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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.

Madison/VUSD school nurse and/or LVN (health technician) have several methods of identifying students with health concerns who may need additional accommodations.

- The district RN/ nurse and/or LVN (health technician) utilize query results from Aeries to identify students' Confidential Health Concerns. This confidential list identifies each individual student's health conditions, which is a tool utilized if further support may be needed.
- Health office personnel also have access to students' health concerns through IEPs, SSTs, 504s, or through informal interactions with students, teachers, and families. They obtain pertinent information regarding a student's health concerns, which may result in additional follow up where a student's health record in Aeries is updated to reflect their current health condition.
- During registration, families complete a student health questionnaire. Families have a section on their form to indicate a student's health conditions that the health office traditionally uses to enter or update a student's information in AERIES. Health officer personnel can utilize this information, which they can obtain in a query results from Aeries.

Classroom teachers and instructional aides in both the mild/moderate and moderate/severe classes will develop classroom routines to promote maintaining mask control. This will be reinforced through daily interactions with students. This will be included as part of the student safety class teachers will dedicate time at the beginning of their first day of instruction to include CDC guidelines on safe and healthy practices that can be implemented both on and off campus. This introductory lesson will be available to students in both the Classic and Virtual Models of Learning to ensure all students have access to the safety information.

- Continuing with scheduled handwashing or hand sanitizer use
- Providing alternatives for a student's IEP or 504 to support mask wearing
- Reinforcing mask wearing on buses to and from school
- Utilize communication devices to incorporate procedures for indicating when a student becomes ill as well as utilize the icon system currently in place for non-verbal students to help them communicate when they are not feeling well and need assistance
- Contact health office by phone on a case by case basis to help triage students who may need to be referred to the health office
- To the extent practicable , instructional aides schedules will be developed to limit the number of different classrooms they visit and limit the number of different students they are assigned
- Nurses will continue to contact parents to obtain most current doctor's orders, have supplies on hand for specific individual needs. Release of information orders will be obtained in order to facilitate communication between the health office and personal care practitioners.
- Nurses will continue to create health care plans used for informing teachers of incoming student health concerns and needs. These plans both identify students and provide guidance for strategies to respond to individual health needs as well as provide intervention measures to support students with health care needs in the classroom.
- Supplies may be purchased that could include but not limited to non-latex gloves, face shields for teachers or students, hospital gowns for toileting students, plexiglass dividers for teachers' desks.



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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:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - b. 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.
 - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
 - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
 - 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.

There will be dedicated time for every first period teacher to include CDC guidelines on safe and healthy practices that can be implemented both on and off campus. This introductory lesson will be available to students in both the Classic and Virtual Models of Learning to ensure all students have access to the safety information. This lesson will be provided at a minimum three times in the 2020-2021 school year at the beginning of the first, second, and third grading periods. Teachers will present students with a [video outlining the CDC guidelines for proper hand washing](#) in their first period class to ensure all students receive the information necessary to stay safe and healthy. Students will also have access to an informational flyer on general safety that will outline methods to keep themselves and others safe.

9. Portable hand washing stations have been installed on the site to minimize movement and congregations in bathrooms to the extent practicable.
- The portable hand washing station has been installed in the 500 building area on our campus due to not having a restroom in that area of the campus. We also have 4 student restroom locations on campus; in the 100's, in the 400's in the boys and girls PE locker room, and in the multipurpose room, which have sinks, soap and air hand



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dryers. Each classroom has a sink, soap dispenser and paper towel dispensers, except the 500's.

10. The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals. MMS staff will teach and reinforce frequent hand washing for both students and staff. Specifically students and staff will be provided with opportunities to wash their hands before and after eating, anytime they sneeze or cough, anytime they have participated in the sharing or handling of items, after PE class and before and after using the restroom. When hand washing is not available, hand sanitizer will be provided. Hand sanitizer will be located in classrooms, offices, and other locations, such as the multipurpose room, the library, etc.

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.
The plant lead, nurse and nurse technician will monitor these supplies and report to any deficiencies to the Principal as soon as possible. The plant lead, nurse, and nurse technician will be responsible to make sure we have adequate supplies for our school.

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

The Principal will send out phone messages, emails, and also updates weekly via his Smore newsletter.

Every first period teacher will dedicate time at the beginning of their first day of instruction to include CDC guidelines on safe and healthy practices that can be implemented both on and off campus. This introductory lesson will be available to students in both the Classic and Virtual Models of Learning to ensure all students have access to the safety information. This lesson will be provided at a minimum three times in the 2020-2021 school year at the beginning of the first, second, and third grading periods. The teacher will review [CDPH guidelines on face coverings](#) to ensure students and families understand that everyone entering MMS is required to wear a face covering unless they have obtained a waiver in accordance to the guidelines. Families will be made aware of this training and will have access to the resources presented to their students. These resources are on our schools' website under the MMS Health and Safety Link on the main page.

13. The school district will provide and ensure staff use face coverings and all required protective equipment



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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.

At MMS:

The RN and LVN will monitor the PPE equipment in the office/nurses office.

The plant lead will monitor the PPE equipment for the maintenance, grounds, and operations.

The CNS lead will monitor the PPE equipment for the CNS staff at MMS.

Each of these department leads will report any deficiencies to the Principal.

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.

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:
- a. The school will teach and reinforce use of [face coverings](#), or in limited instances, face shields.



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- b. The school has prominently posted signage throughout the campus that promotes the use of face coverings by all individuals.
- c. Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- d. Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- e. 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.
- f. Training for school staff will include policies on how people who are exempted from wearing a face covering will be addressed.

Every first period teacher will dedicate time at the beginning of their first day of instruction to include CDC guidelines on safe and healthy practices that can be implemented both on and off campus. This introductory lesson will be available to students in both the Classic and Virtual Models of Learning to ensure all students have access to the safety information. This lesson will be provided at a minimum three times in the 2020-2021 school year at the beginning of the first, second, and third grading periods. Students will be provided with a lesson on the function of face coverings to include proper wear, consideration for masks, making their own masks if appropriate, and washing non-disposable masks. This information will be made available to students from the CDC website on the following link: [Use of Masks to Help Slow the Spread of COVID-19](#). The teacher will also review [CDPH guidelines on face coverings](#) to ensure students and families understand that everyone entering MMS is required to wear a face covering unless they have obtained a waiver in accordance to the guidelines. Families will be made aware of this training and will have access to the resources presented to their students. These resources are currently on our schools’ website under the MMS Health and Safety Link on the main page.

MMS staff will be trained during our initial professional development meeting on August 31, 2020 with a presentation outlining each aspect of the COVID-19 Prevention Plan. Teachers will have access to the presentation, which will be placed on the MMS staff webpage.

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.

- a. 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.
- b. 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 related to proper and consistent use of a face covering.



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- 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.

MMS staff will be trained during our initial professional development meeting on August 31, 2020 with our staff PD presentation outlining each aspect of the COVID-19 Prevention Plan. Teachers will have access to the presentation, which will be placed on the MMS website. Within the presentation, teachers will be informed that they will ensure they maintain physical distancing and remain in their classrooms but taking into account the need for restroom breaks and other instances where staying in the classroom is not feasible for the task being addressed. Teachers will be required to wear face masks in accordance with the [CDPH guidelines on face coverings](#). Teachers will be informed of 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. The



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use of staff rooms, lounge, and other settings will be minimized to no more than two to 3 adults in any one of these rooms to ensure minimal contact among staff.

The District will support any staff member with doctors notes, indicating that they or members of their family are at a high risk for serious illness and take measures for appropriate work placement through telecommuting or other appropriate measures.

Staff will have their temperature taken by the nurse, nurse tech, or office manager before they enter the campus to ensure that no one entering has a temperature of 100 degrees or more will enter the campus.. The staff will follow the [ORDER OF THE HEALTH OFFICER AND EMERGENCY REGULATIONS](#).

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.

During our professional development presentation on 8/31/20 PE, computer lab, and special education teachers will be provided with protocols for ensuring shared resources in their classes are properly disinfected after students utilize classroom equipment. Each of these identified teachers will be provided with “700 Disinfectant” along with disposable paper towels to wipe down the equipment in their respective classroom environments after each class period where students utilized the equipment. They will be provided with a lesson on the essentials of [Cleaning and Disinfecting Your Facility](#) as well as instruction on how to ensure a [safe and correct application of disinfectants](#). During this time we will also explain that the disinfectant needs to be put away in a cabinet or drawer that is not accessible to students.

In the common areas such as the staff workroom and lounge, a “700 Disinfectant” spray bottle and disposable paper towels will be provided in each area in order for staff to wipe down any surface used upon completing their tasks before the next staff member utilizes the shared equipment. They will be provided with a lesson on the essentials of [Cleaning and Disinfecting Your Facility](#).

In each classroom, staff members participating in the Classic School Model, will also be provided with a “700 Disinfectant” spray bottle and disposable paper towels to use when practicable and when the teacher feels it is necessary.

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



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- e. Tables
- f. Student desks
- g. Chairs

The day time custodial staff will disinfect high traffic/frequently touched areas as they work through their daily schedule. The night time custodial staff will do their normal cleaning schedule and also disinfect the high traffic/frequently touched areas before they leave for the night.

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.

During our professional development presentation on 8/31/20 PE, computer lab, and special education teachers will be provided with protocols for ensuring shared resources in their classes are properly disinfected after students utilize classroom equipment. Each of these identified teachers will be provided with "700 Disinfectant" along with disposable paper towels to wipe down the equipment in their respective classroom environments after each class period where students utilized the equipment. They will be provided with a lesson on the essentials of [Cleaning and Disinfecting Your Facility](#) as well as instruction on how to ensure a [safe and correct application of disinfectants](#).

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.

- a. 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.
- b. The school will not use products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. 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.
- d. 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.
- e. The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- f. All products are kept out of children's reach and stored in a space with restricted access.
- g. 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



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products are kept away from students.

Staff training will occur on the back to school staff PD day, August 31st, as where to keep disinfectants and cleaners which will be inaccessible to students. The custodial staff will have products available to staff when needed but could “pick up” the products as soon as the staff is done using them or the staff member can store them in a cabinet or drawer that is inaccessible to students.

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 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.

Families and students may have a need or be required to be present at the school site for various reasons such as registration, resources, or meetings with administrators.



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- Students and their parents will be required to adhere to the social distancing protocols outlined on the [CDC Social Distancing Website](#). The school will post 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. There will also be a designated place outdoors where employees will be directed to stand when they interact with parents and students. This will include an area immediately outside of the main office, near the entrance to the multi-purpose room, and at the entrance to the main gate.. Each area will be marked on the ground to indicate where students and families will stand, ensuring those waiting in any line maintain appropriate social distancing.
- Procedures for students and their families will require them to arrive at school on the MMS registration days and times by appointment only. For those families who are unable to attend on the scheduled registration days will be required to make an appointment by calling the school office at (760) 940-0176. Office personnel will direct families to a specific time and day. Parents will arrive at the school site on their scheduled day and time, proceed to the main office and speak to the attendance clerk who will address their needs.
- Students and their families who were unable to complete any registration items for any reason and are unable to complete their registration will be directed to make an appointment and when they arrive on campus they will be led to a station in which we will do the registration process.
- Families who do not have access to a computer or the internet will be provided with the necessary tools in the main office on their appointment day. (social distancing mandatory, masks mandatory)
- Students who were unable to attend the scheduled registration days who still need textbooks and chromebooks will be directed to the library entrance of the school. The librarian will be available to assist with a student's needs at that time.
- Students and families who are visiting the school for services other than instruction will be required to make an appointment with staff. When an appointment is set they will be required to wait outside the office until a staff member escorts them into the front office or campus. We will encourage outdoor meetings as feasible.
- School activities such as entering PE, lunch, and each class, students will also be required to socially distance from each other as practicable:
 - PE: markings on the ground in front of the entrance to the locker rooms will be marked, indicating where each student will stand in order to help mitigate students standing immediately next to one another. These markings will be used for both entry and exit from the locker rooms.
 - Lunch: markings on the ground leading into the lunch area tables and lunch lines will be placed prominently to indicate where students will stand as they wait to get their meals for both breakfast and lunch. The restrooms in the cafeteria area will also be marked with several floor markings to indicate where students will stand as they wait to enter the restroom.
 - Classes: Signage will be posted in prominent areas to remind students of social distance from other students as they wait to enter their classrooms, respectively.
 - Passing periods: markings on the ground will be placed prominently to indicate the direction in which the flow of traffic (one way or two way) for students to walk to their next classroom. All hallways will have markings to indicate one way flow of traffic. Two way traffic will be allowed in outside areas where 6ft distance between each flow can be maintained.

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
 - b. In large rooms



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- 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.
- c. Prioritize minimizing contact between adults at all times.
- 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.
- e. Designate routes for entry and exit, using as many entrances as feasible.
- f. Put in place other protocols to limit direct contact with others as much as practicable.
- g. Implement health screenings of staff upon arrival at school according to protocols provided by the VUSD Human Relations Department.
- h. Implement health screenings of students upon arrival to school according to protocols provided by the VUSD Student Support Services Department.
- i. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

We will do everything in our power to keep students socially distanced as practicably as possible.

A. Students will sit one per row and the bus driver will have the windows open to the greatest extent possible.

B. We will allow students to enter the main gate and the back gate at 8:00 each morning or as soon as we have adequate supervision in the outside area and in the main quad area. We will encourage our students to maintain social distancing protocols when arriving and leaving our campus as practicable. We will ask our families to reinforce social distancing protocols and guidelines with their student(s). We will be asking families not to get out of their vehicles or to wait in the outside quad area to pick up their children. We will ask families to make appointments to access school personnel when needing assistance. We will post signs, email families, all calls and weekly updates will explain that we are requiring appointments to access campus. We have placed a sign out front that has the name and email of our particular staff to assist with certain needs of our parents and students, so they can easily identify what they need.

C. We have staggered lunch times and prep times for our staff. We will encourage our staff not to congregate during their prep's and lunch periods. We will encourage our staff to maintain and follow all social distancing policies and procedures.

D. We will encourage our students to social distance outside the main gate and back gate in the mornings and afternoons as to the maximum extent practicable. Students will be allowed to enter upon arrival once adequate supervision is available.

E. We will designate one entry door to the front office and one exit door to minimize contact amongst our visitors and staff. We will significantly alter where our staff is sitting in our front office as a way to increase social distancing and the possibility of congregation in the front office. If feasible, we will also open our fire gate for students and staff to enter our site to make it more feasible to have less contact with each other as they enter the school grounds.

F. Installing plexi-glass where applicable in the front office, nurse's office, and secretary areas.



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G. 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.

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.
- b. Teachers and staff will prioritize the use and maximization of outdoor space for activities where practicable.
- c. The movement of students and teachers or staff will be minimized as much as practicable.
- d. Teachers will maximize space between seating and desks. Teacher and other staff desks will be at least 6 feet away from student desks.
- e. Teachers have and will redesign activities for smaller groups and have rearranged furniture and play spaces to maintain separation to the extent practicable.
- f. Teachers have removed all non-essential items, e.g., bean bags, plush toys, etc., from their classrooms.
- 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.
- 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. Other activities that involve singing will be minimized and only take place outdoors.
- j. Teachers will implement procedures for turning in assignments to minimize contact.

a. Instructional and bell schedules have been developed to ensure a consistent model of instruction will be provided to each student.

- MMS will maintain our 7 period day structure to the extent practicable. This structure places each grade level together for lunch. (only 1/3 of student enrollment per lunch)
This will minimize exposure for students and limit the different number of students a specific teacher has contact with.
- Students enrolled in Classic sections will not exceed 34 students. Desks in their classrooms will be distanced as much as possible to promote social distancing. Markings will be placed on the floor to ensure desks stay in the same location, allowing teachers to reposition desks in their appropriate spot.
- Teachers and students will be encouraged, to the extent practicable, to remain in their sitting area to minimize movement in the classroom. Group work will not be encouraged due not being able to socially distance.

b. Staff will be encouraged to conduct class outdoors to the maximum extent possible. Classes can be socially distanced in the building quad areas where there are a few tables and benches.

c. Movement of students and staff will be minimized as practicable with each grade level having their own lunch period and the 6th graders having the 400 building as their home base.

d. Staff will be required to keep their desks situated at a minimum of 6 feet from student desks.

e. Staff will be encouraged to redesign activities into smaller groups and rearrange the furniture to limit contact amongst the students.



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- f. A walkthrough of classrooms to check on the status of this will be done one week prior to having students back on campus and will be instructed to remove any non essential items.
- g. Staff will teach, train and remind students about minimizing movement and maximizing space in the classroom and outside, using social distancing protocols provided by the CDC.
- 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. Other activities that involve singing will be minimized and only take place outdoors.
- j. Teachers will implement procedures for turning in assignments to minimize contact such as electronic submissions or drop boxes outside the classrooms.

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).
 - 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.

Section 7 - Limiting Sharing



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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.

Administration will communicate with the staff regarding this protocol and the staff will inform the parents and students of said protocol during their introduction to each course.

Adequate supplies should be available to minimize sharing of high-touch materials.

MMS will limit all equipment use when students return. We will focus on low stress activities for PE.

PE teachers will provide workout and lessons related to PE during remote learning, using ZOOM

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 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.

The Principal will provide time during our back to school staff meeting to go over the protocols for each of these sections using the packet provided from Student Support Services. We will also send out an email with all the attachments listed above to all families. We will also post prominently on our website these same materials. The Principal will also send out his weekly newsletter to all families with this same information. All staff will be trained by the Human Relations Department on the topics listed above.



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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.

Staff will be provided general information regarding policies and procedures that are located on the District's website on the following [link](#) to provide a list of FAQs to guide the employee and provide them with a contact in human resources with any further questions. The MMS staff was also asked to submit responses to a survey that the principal sent via email to the MMS staff on 08/13/20. Once the individual employee completes the survey, they will be contacted by Human Resources to support and guide each employee with their individual needs. Staff, students, and their families will be made aware of the policies contained in the [COVID-19 Industry Guidance: Schools and School Based Programs](#) that outlines the need for schools and the district to support students and staff who may be at higher risk of illness who may need additional options via phone dialer, email from Principal, and also The Principal Weekly Smore newsletter.

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.

MMS will create an action plan to reach out to families when they are absent in the classic model to keep lines of communication open as related to their students not attending school. Staff has been trained to accept completed



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work as part of the attendance policy and will indicate that participation with a code in their attendance form. Weekly communication, via the Principal's Smore newsletter, with families will be sent out via email with reminders about keeping everyone healthy and safe. This newsletter is able to be translated into many different languages through the newsletter application ensuring that every parent has access to the information in their home language.

FYI: VUSD Memo from the superintendent, 8/19/20: As a school district, along with all school districts in California, we are required to follow the regulations outlined in Senate Bill 98 with regard to reopening school for the 2020-21 school year. One aspect of this requirement is the development and submission of a Learning Continuity and Attendance Plan. We will be presenting this plan to the school board for adoption on September 10, 2020. In alignment to SB 98 requirements, we have also developed a set of documents by grade span that outline the common expectations for students, parents, teachers, administrators, and other staff members. These expectations will ensure that we maintain a high quality learning environment no matter if students are learning virtually or in-person. Please use these quick reference documents as you start to prepare for the new school year. Much more information is posted to the school reopening [website](#), including school sample schedules and FAQs.

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 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



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- 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.

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 cohabit 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.

MMS has several procedures for identifying "at-risk" students who meet the criteria above.

Madison/VUSD school nurse and/or LVN (health technician) have several methods of identifying students with health concerns who may need additional accommodations.

- **The district RN/ nurse and/or LVN (health technician) utilize query results from Aeries to identify students' Confidential Health Concerns. This confidential list identifies each individual student's health conditions, which is a tool utilized if further support may be needed.**
- **Health office personnel also have access to students' health concerns through IEPs, SSTs, 504s, or through informal interactions with students, teachers, and families. They obtain pertinent information regarding a student's health concerns, which may result in additional follow up where a student's health record in Aeries is updated to reflect their current health condition.**



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- During registration, families complete a student health questionnaire. Families have a section on their form to indicate a student's health conditions that the health office traditionally uses to enter or update a student's information in AERIES. Health officer personnel can utilize this information, which they can obtain in a query results from Aeries.
 - Counselors can also query information from Aeries to identify students who have not registered for distance learning. Counselors, in collaboration with the health office personnel can reconcile their list to further identify students who may benefit from a distance learning model.
 - At this time, in collaboration with the health office, counselors will reach out to families on a case by case basis and when practicable.

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.
- 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.



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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

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](#)



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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.

Steven Bailey, Principal

8/21/20

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.

Matt Doyle, Ed.D., Superintendent

October 1, 2020

Date