



COVID-19 PREVENTION PROGRAM FOR VISTA ACADEMY OF VISUAL AND PERFORMING ARTS VISTA UNIFIED SCHOOL DISTRICT

Revised August 13, 2021

* **Note:** A new amended section has been added at the end of this document and linked with a bookmark [HERE](#)

This COVID-19 Prevention Program 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 Program reflects procedures and protocols that will be followed when schools are open to in-person learning for students and also procedures and protocols that will be followed if a school is open for limited services. The plan contains elements applicable to all schools in Vista Unified School District as well as procedures and protocols specific to **Vista Academy of Visual and Performing Arts**.

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. **All document links are listed at the end of this COVID Prevention Plan under "Reference Documents/Materials/Websites"**.

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://www.vapa.vistausd.org/healthandsafety>
 - a. The person responsible to implement and monitor this plan is: **Benjie Walker, Principal, 760-941-0880**
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: **Benjie Walker, Principal, 760-941-0880**
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's COVID-19 Liaison will immediately contact Rachel D'Ambroso, Assistant Superintendent, Human Relations by telephone and email message. The Liaison will provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department. The report will also



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- include known contacts and close contacts of the infected person and locations the infected person was present. Ms. D'Ambrosio will report this information to Public Health Services and coordinate a response with their experts.
- ii. Ms. D'Ambrosio or her designee will immediately report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The school has incorporated the CDPH Guidance for the Use of Face Coverings. See Section 3 (below) for more information.
 - d. The school's COVID-19 Prevention Plan is posted at: <https://www.vapa.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. All staff will be trained on Vista Academy safety procedures and school reopening on August 31, 2020. [Vista Academy Safety Training](#). Weekly updates will be provided in the Weekly Staff Update. Weekly meeting with Plant Lead to discuss cleaning, disinfecting and PPE log.
 - e. 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 13, 2021 and will continue to be reviewed and revised as appropriate.
 - iii. The Social Distancing and Sanitation Protocol document is posted online at: <https://www.vapa.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 **posted on the school office next to the main entrance door.**
 - v. The school's COVID-19 Liaison and other school and school district staff members will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified.
 1. The site liaison, plant lead and others will walk the site weekly and update the plan and document as needed.
 2. The site liaison will regularly elicit feedback from staff members and develop systems to report deficiencies.
 3. Deficiencies will promptly be corrected by the site liaison and 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.)



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| <p>2. The school district has determined that external community organizations will not be permitted to use this site and associated campus resources at this time unless that organization is operating under the <i>direct</i> supervision of school or school district staff and that organization follows all the protocols contained herein.</p> |
| <p>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).</p> |
| <p>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.)</p> |
| <p>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.</p> <ul style="list-style-type: none">a. Prior to students beginning in-person instruction on campus, the site liaison and team will review student health data, including Individual Education Plans (IEP), to determine which students would need accommodations or special considerations.b. Using such data, the school nurse, the site liaison, general education teams, and the special education team will create a behavioral plan to support all students in wearing a mask, hand washing and safety protocols on campus. This includes social stories, modeling and behavioral contracts if needed.c. Expectations for students on campus will be communicated to families prior to students beginning in-person instruction on campus. Families are encouraged to communicate any special health considerations to the school in order for accommodations to be made. All communication will be available in multiple languages and staff are prepared to answer questions and assist families.d. Students with any physical or mental disabilities or language barriers will be supported on an individualized basis (i.e. newcomer students may use picture posters to indicate feeling ill, students who experience difficulty processing information will be provided with social stories, visual cues, etc). |
| <p>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.</p> |

Section 2 - Promoting Healthy Hygiene Practices

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| <p>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.</p> |
| <p>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:</p> <ul style="list-style-type: none">a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbowb. 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, |



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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.

The site liaison will clearly communicate the expectations for hand washing to all stakeholders. The site liaison will provide age-appropriate resources for teachers to use with students and promote proper hand washing techniques throughout various locations on campus. Staff members are encouraged to provide reminders for frequent hand washing or use of hand sanitizer and will have regular hand washing times included in their daily schedule.

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

All classrooms have sinks for hand washing. Soap and paper towels will be provided.

10. The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals. The site liaison will provide all staff members with clear expectations for assisting and promoting proper hand washing.

- a. Teachers and support staff will provide frequent reminders for hand washing, 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.
- b. Students will be allowed to wash their hands by request at any point during the day.
- c. Schedules will include time for hand washing or sanitizer use.

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.

Custodial staff will check hygiene supplies daily on their custodial routes and replace if needed. Plant Lead will closely monitor supplies weekly and will work with operations to ensure supplies are ordered and replenished as needed.

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



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as any policies, work rules, and practices that VUSD has adopted to ensure the use of face coverings.

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

- a. Information and guidelines regarding face coverings will be shared with families in a variety of ways. Guidelines and expectations for use of face masks or shields by students will be included in community newsletters, classroom presentations, classroom and school websites or social media platforms. Expectations will be clearly communicated in phone messages to all parents.
- b. Requirements for face coverings or face shields on campus will be posted at all entry points on campus.
- c. Communication will be provided in multiple languages to ensure all stakeholders understand and adhere to policies and to promote dialogue within the community around best practices in health and safety.

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

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

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

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

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

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

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

The site liaison and plant lead are jointly responsible for providing PPE to employees.

- a. Employees will be provided with PPE at the onset of the school reopening and will be directed to request replacements from the plant lead and site liaison as needed.
- b. PPE used in instances of suspected COVID-19 will be located in the health office and used by the school; nurse/ health clerk/site liaison.

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



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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.
 - 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.
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- a. Teachers will instruct, model and demonstrate proper mask or shield wearing. Teachers will promote positive interaction with students regarding the use of masks or shields and reinforce proper use through praise, rewards, etc. Teachers will provide reminders and encouragement to students.
 - b. When teachers suspect students might have difficulty with mask wearing, they will work collaboratively with the site administrator to develop proactive plans for mask use. The site administrator will enforce the policies and protocols and notify parents if students refuse to wear a mask.
 - c. Information and guidelines regarding face coverings will be shared with families in a variety of ways. Guidelines and expectations for use of face masks or shields by students will be included in community newsletters, classroom presentations, classroom and school websites or social media platforms. Expectations will be clearly communicated in phone messages to all parents.
 - d. Requirements for face coverings or face shields on campus will be posted at all entry points on campus.
 - e. Communication will be provided in multiple languages to ensure all stakeholders understand and adhere to policies and to promote dialogue within the community around best practices in health and safety.



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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

- 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 them from wearing a face covering may apply for an exemption with the school administration and site nurse. A 504 or IEP meeting will need to take place to determine eligibility.
- 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. Working in indoor areas, such as the school offices, teachers' lounge, restroom, and other common areas.
 - vi. Driving or operating any passenger-carrying vehicle in the district's transportation fleet when passengers are present.
- c. In limited situations where face coverings cannot be used for pedagogical or developmental



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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.
- 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 possible based on their job requirements. 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 following guidelines set forth by CDPH and CalOSHA
- e. The school will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. 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.
- g. 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.



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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.
 - a. Social distancing posters and markers will be placed throughout the campus and in areas of probable proximity between staff members. Staff members will be directed to maintain distance as practicable and wear a mask or face shield when interacting with each other.
 - b. Staff meetings, PLC and collaborative meetings will be held virtually until further notice.
 - c. Staff will be directed to eat in their respective areas (classrooms, offices, etc) and not in the staff lounge. Schedules will promote staggered lunches and break times as practicable. Staff needing to use the staff lounge will use the kitchen as needed and then wipe down appliances. The maximum number of staff allowed in the lounge is three. If multiple members need to use the staff lounge to prepare food, social distancing is required and staff bring their food back to their classroom to eat. Staff may eat lunch together outdoors with at least 6 feet distance.
 - i. Food will not be shared or left out.
 - ii. Staff will complete the health screening prior to arriving on campus each day. Staff will report to the health office or additional locations each day to have their temperature taken. Staff member and site liaison be notified immediately of an elevated temperature. Staff member will be prohibited from entering school and proper protocols will be followed.

Section 5 - Cleaning, Disinfection, and Ventilation

20. The school will modify the use of site resources that necessitate sharing or touching items. For additional details, please also refer to Section 7 of this plan.
 - a. Classroom: Each student will have their own materials and supplies. No materials or supplies will be shared. For example, each student will have their own pencil boxes or pouches including pencils, crayons, etc. Shared of supplies, manipulatives, etc is prohibited.
 - b. Playground: Each classroom will have designated playground equipment such as balls, frisbees, etc. An effort will be made to color code playground equipment by classroom. An effort will be made to disinfect equipment after use. Playground structures will be blocked off by caution tape.
21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will clean 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

Lunch area tables will be disinfected between groups of students. Office staff are provided disinfectant to be used on desk/counter surfaces between visitors.

22. Buses will be thoroughly cleaned each day and properly disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support cleaning and/or disinfection as needed. All buses will be disinfected using Protexus electrostatic disinfecting sprayers at least weekly.

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.

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 products are kept away from students.

- a. Disinfectants will be available to staff members for use after using supplies, materials or machines in common areas. For example, after the use of the copier or materials in the workroom, breakroom or other common areas, hand sanitizer will be recommended for use.
- b. Disinfectants will not be available to students in classrooms. If a staff member has disinfectant in their classroom or area, it must be kept in a locked or unreachable place. Most disinfectants and cleaning solutions will be kept in custodial closets.



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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. Replace with the following: The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of following health and safety guidelines as required by the CDPH.

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
- 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



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- 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.

a. [Exit and Entrance Map](#)

b. Staff are directed to maintain at least 6 feet social distance.

d. See exit and entrance map above. Start and end times will not be changed at this time. Staggered recess and lunch times will promote distancing as practicable.

e. See exit and entrance map above.

f. Staff will place an emphasis on communicating and assisting families virtually. In instances that families would need to come on campus for registration or other requirements, social distancing, mask wearing and cleaning will take place. Staff will disinfect and clean materials that are used in common areas or by parents (pens, etc).

g. Staff will report to the office to complete temperature screening when arriving on campus. Social distancing required.

h. Students will enter campus at various entry points and maintain social distancing (See exit and entrance map above). Staff will open the gate at appropriate times to ensure that students are not congregating on the playground or the hallways. Staff will conduct quick screening through verbal questioning and encourage students to use hand sanitizer upon entry. Students will be directed to their lines to wait on socially distanced lines or to the cafeteria to have breakfast sitting at socially distanced seats.

35. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in stable groups 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 as practicable.
- 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 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 follow the most current CDPH requirements and practice all necessary safety precautions during activities, such as band, choir practice and performance to keep students safe.



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i. Other activities that involve singing should take place outdoors when practicable. If singing indoors, students should be masked and socially distanced.

- A. Schedules will promote that cohorts remain separated. For example, separate lunch times that include time to disinfect and clean between cohorts. The school [Recess and Lunch Procedures](#) describe the plan to keep students socially distanced, eat and play in cohorts, and disinfecting plan. See Bell schedule [HERE](#) for recess and lunch times by grade level.
- B. Teachers may sign up to teach in outdoor space such as the cafeteria, courtyards, etc. Teachers may have groups of students utilize the outdoor spaces near the classrooms.
- C. See Bell Schedule [HERE](#)
- D. Teachers will utilize space in the classroom as practicable to promote social distancing. If the classroom has individual desks, then students can be separated to the greatest extent possible. If individual desks are not in the classroom, then dividers/partitions can be utilized to protect students from exposure to one another. Teachers and their work stations will be at least 6 feet from students.
- E. Teachers will maximize individual activities and tasks that minimize student interaction. Teachers will use centers or rotations on a basis that promotes one student using materials or play places at a time and disinfecting between rotations.
- F. Teachers will remove bean bags, couches, toys, etc.
- G. Teachers will use recommended safety and social distancing signage, videos, instructions that are developmentally appropriate and are easy for students to understand and follow.
- H. The specialist teachers will utilize alternative music instruction and practice that excludes singing, choir or wind instruments.
- I. Singing will only occur outdoors and when students are socially distant.
- J. Teachers will utilize technology as possible to minimize handling of paper and materials. Teachers will call upon tables or individual students to turn in paper and materials if technology is not able to be used.

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

Extracurricular activities and events will be approved based on the most current guidance from the CDPH and HHSA. Asymptomatic testing for secondary students may be required for participation in sports and extracurricular activities.

- a. Back to school night, open house, parent nights, assemblies, Foundation, ELAC, SSC, etc will all be held virtually through zoom. The community will be notified in advance notice and the information, including link, will be posted on the school website and learning management system.
- b. Cohorts, or classes, of students will be able to play during lunch and recess. Activities will promote social distancing (four square, handball, etc.) Students will not be permitted to mix with other cohorts or play on playground structures or close contact sports like soccer.
- c. No sports will be permitted on campus.
- d. Not applicable.
- e. Playground equipment will be disinfected between use by cohorts as practicable.
- f. Not applicable.
- g. Not applicable.
- h. Not applicable.
- i. Not applicable.



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j. Band and choir are prohibited at this time.

Section 7 - Limiting Sharing

37. Teachers and staff will encourage students to use only their personal belongings and will limit shared supplies and manipulatives as practicable.

a. Teachers will provide student materials in individual bags (ziploc, pencil box, pencil pouch, etc) and students will be instructed to keep their materials separate from others. Students will use their assigned textbooks, devices, materials, etc. Students may not share library books, materials, etc.

b. Teachers will implement routines and procedures that promote singular use of materials. If a student needs to replace an item they will know how to do so safely. For example, how to trade out a pencil, etc. Teachers will utilize cubbies, backpacks, desks and bins to keep student belongings separated.

c. Teachers and students will use differentiated playground equipment and disinfect as practicable.

38. n/a

39. n/a

40. n/a

Section 8 - Training All Staff and Educating Families

41. A School Reopening Guidebook has been sent to school families through the VUSD Community Update. The document informs families of the health and safety procedures in place to help keep students, staff, and visitors safe for COVID-19. On the first day of school, every student will receive a copy of the Student Agreements to review with their teacher and pledge to follow the agreements designed to keep themselves and other students safe. All VUSD employees will be required to participate in an online training regarding COVID protocols.

1. Custodial staff: Will receive the above training prior to students returning to campus. This employee group will help to extend plans for specific job duties that relate to the health and safety of all. For example, cleaning and sanitation protocols and schedules.
2. Certificated staff: Will receive the above training prior to students returning to campus. This employee group will help to extend plans for specific job duties that relate to the health and safety of all. For example, the music prep teacher and counselor will have specific protocols for working with students safely.
3. Instructional Aides: Will receive the above training prior to students returning to campus. This employee group will help to extend plans for specific job duties that relate to the health and safety of all. For example, how to work with small groups of children safely.
4. Campus Supervisors: Will receive the above training prior to students returning to campus. This employee group will help to extend plans for specific job duties that relate to the health and safety of all. For example, how to monitor students for social distancing and encourage students to be distant and frequent hand washing.
5. General education and special education teachers: Will receive the above training prior to students returning to campus. This employee group will help to extend plans for specific job duties that relate to the health and



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safety of all. For example, classroom routines that promote mask wearing, social distancing, frequent hand washing and individual materials.

6. The [VUSD Annual Notification Covid-19 Supplemental](#) was sent out digitally to all Vista Academy families on 9/6/2020 and is linked in the Vista Academy Website under [Health&Safety](#).

Section 9 - Checking for Signs and Symptoms

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| 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.

a. Families will be provided with the health and safety protocols in English and Spanish.
b. Staff and students who are sick or had close contact with a person with COVID-19 will be required to stay home.
c. Staff and families will be made aware of this policy at staff meetings, newsletters, training, memos, signage. etc. |
| 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.

a. Attendance awards and assemblies will cease.
b. Staff and students will be encouraged to communicate concerns and report illness in a safe environment. |



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c. Signs of symptoms associated with COVID-19 will be posted throughout the campus.

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

- | |
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| <p>51. The school has an isolation room or area to separate anyone who exhibits symptoms of COVID-19.</p> |
| <p>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.</p> |
| <p>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:</p> <ul style="list-style-type: none">a. Feverb. Coughc. Shortness of breath or difficulty breathingd. Chillse. Repeated shaking with chillsf. Fatigueg. Muscle painh. Headachei. Sore throatj. Congestion or runny nosek. Nausea or vomitingl. Diarrheam. New loss of taste or smell |
| <p>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:</p> <ul style="list-style-type: none">a. Trouble breathingb. Persistent pain or pressure in the chestc. New confusiond. Inability to wake or stay awakee. Bluish lips or facef. Any other symptoms that are severe or concerning |
| <p>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.</p> |



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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 and CDPH Criteria to discontinue home isolation, including at least 24 hours with no fever and symptoms that have improved and at least 10 days since symptoms first appeared. For COVID positive cases and identified close contacts VUSD will follow the most current COVID-19 decision tree from HHS and SDCOE.

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

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

Outreach team members (parent liaison, counselor, health technician, psychologist and social worker) will target high profile and at-risk families to offer guidance, support, resources and engage in dialogue with families to address concerns. At-risk families include and are not limited to; homeless families, foster youth, families in poverty, etc.

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.



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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.

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 most recent [CDPH Guidelines](#) 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



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

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



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Benjie Walker

Benjie Walker, Principal

August 13, 2021

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

August 13, 2021

Date

NEW Amended Section for COVID Prevention Program

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

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

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

1. VUSD Communication on COVID-19 prevention procedures. Periodic updates are made based on changes outlined by the County Department of Public Health or VUSD School Board actions. These updates are provided through the [VUSD Employee Handbook](#), VUSD Monthly Staff Newsletters, or Letters To VUSD Staff.
 - a. How to Report COVID-19 symptoms, exposures, and hazards to VUSD without fear of reprisal - Please contact your administrator/supervisor to report symptoms, exposures, and hazards. You will be contacted by a representative from the Human Relations Department. The information you provide is confidential and a notification letter will be sent to you by email and US Postal Mail with your dates of self isolation or quarantine.
 - b. If you find any COVID-19 hazards in the workplace, please contact an administrator/supervisor immediately. All reports will be addressed through the cleaning and disinfection protocols outlined in the site's reopening plan and through the discipline process if necessary. ([link here](#))



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- c. Information about accommodating those employees at higher risk
 - d. Employees can obtain free testing for COVID-19 at the Linda Rhoades Recreation Center located at 600 N Sante Fe, Vista, CA 92084. You may also test at other [COVID 19 Testing Sites](#) or contact your own primary care provider.
 - e. Notice of potential exposure to COVID-19 - if you are exposed to COVID-19 in the workplace, you will be notified by phone, email, and US Mail providing you with the dates that you are quarantined and providing information about benefits and leave, Worker's Compensation and cleaning and disinfection protocols. This information is also included in every site's reopening plan (Section 5). [Protocols for Custodians](#)
 - f. You can participate in periodic inspections of the workplace to ensure compliance with the Emergency Temporary Standards (ETS). Reach out to your administrator/supervisor to participate or contact HR.
2. Identify, Evaluate, and Correct COVID-19 Hazards
- a. Employees will complete a [COVID-19 Screening Form](#) each day before they report to the site or department. Other screening measures may include... Employees who report symptoms, exposure to a COVID positive person or a positive test for themselves are expected to self isolate or quarantine. If they receive notification at the worksite, they are sent home immediately to self isolate or quarantine. HR will send official notification with a return to work date included.
 - b. State and local guidance and orders on hazard prevention, including industry specific guidance on Cal/OSHA's website or at Covid-19.ca.gov, will be reviewed.
 - c. The site/department/district will review existing practices for controlling COVID-19.
 - d. Conducting site-specific evaluations of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public. The inspections of the workplace will also help to ensure compliance with the ETS and check for hazards. Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix A: Identification of COVID-19 Hazards**, and corrected in a timely manner based on the severity of the hazards, as follows: The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.
 - e. The site/district will implement procedures to correct identified hazards.
 - f. Allowing employees or employee's authorized representatives to participate in hazard identification and evaluation. [COVID-19 Hazards Reporting](#)
3. Physical Distancing
Section 6 of all School Site's COVID-19 Prevention Plans
4. Face Coverings
Section 4 of School Site's COVID-19 Prevention Plans



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5. Using Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE) as required to reduce transmission risk. We implement the following measures for situations where we cannot maintain at least six feet between individuals:
 - a. Engineering Controls consists of providing cleanable solid partitions that reduce transmissions between fixed work locations where it is not possible to physically distance. (plexiglass barriers, plastic drapes) Maximize outside air to the extent feasible. All filters are replaced every 6 months. If it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system at this site, the District is doing so.
 - b. Administrative Controls include effective cleaning procedures of commonly touched surfaces, informing employees and employee's authorized representatives of cleaning and disinfection protocols, planned frequency and scope of cleaning, minimization of sharing of tools, equipment, and vehicles, protocols for cleaning an area where a COVID-19 case has been during the "high risk period", and providing, encouraging, and allowing time to frequently wash hands and providing hand sanitizer.
 - c. Personal Protective Equipment (PPE) - Evaluate the need for PPE, provide necessary PPE for classifications of employee groups, and provide accommodation meetings for employees at increased risk. Prohibit sharing of PPE. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **school staff who have access to cleaning supplies.**

6. Procedures to Investigate and Respond to COVID-19 Cases in the Workplace - VUSD is contact tracing all notifications provided by sites/departments related to symptoms, exposure, and positive COVID-19 test of employees, students, or visitors. HR and Student Services are working together to investigate and provide notification to anyone potentially exposed. The Human Relations Department will investigate and respond as outlined in **Appendix C: Investigating COVID-19 Cases**
When a positive case is identified, the District:
 - a. Determines when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms.
 - b. Determines which employees, students, or others may have been exposed to COVID-19.
 - c. Notifies individuals of any potential exposure within one business day
 - d. Offers testing to potentially exposed employees at no cost and during work hours. Employees will be provided testing information for free testing at the Linda Rhoades Recreational Center. Testing is confidential.
 - e. Investigates the exposure, whether workplace conditions could have contributed to the risk of exposure and what corrections would reduce exposure.

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



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7. COVID-19 cases and exposed employees are excluded from the workplace until they are no longer an infection risk. The criteria for a COVID-19 case returning to work is as follows:
 - a. For employees with symptoms, all of the these conditions must be met:
 - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - ii. COVID-19 symptoms have improved; and
 - iii. At least 10 days have passed since COVID-19 symptoms first appeared
 - b. For employees without symptoms, at least 10 days have passed since the COVID-19 case's first positive test.
 - c. Employees who have been exposed to a COVID-19 case can return to the workplace 14 days after the last known COVID-19 exposure.
 - d. A negative COVID-19 test will not be required for an employee to return to work.
 - e. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
8. Recordkeeping and Reporting Requirements
 - a. Follow all state and local health department reporting requirements
 - b. Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14 day period. Providing the following information:
 - i. The total number of COVID-19 cases.
 - ii. For each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case.
 - iii. Any other information requested by the local health department.
 - iv. Conduct an inspection of a potential exposed workplace as outlined in **Appendix B: COVID-19 Inspections**
 - c. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
 - d. Reporting serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
 - e. Maintaining records which include inspection records, documentation of hazard corrections, and training records. (this form is in development and will be shared soon)
 - f. Make a written COVID-19 Prevention Program available upon request to employees and employee's authorized representatives.
 - g. Record and Track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law with personal identification information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work Related Injuries and Illnesses or other information as allowed by law.



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- h. **Visitor/Contractor Log In Sheets** will be maintained by the site to monitor those coming on campus and the locations of their visits. Each site will provide a map that visitors/contractors will use to record areas they have been on site for use in contact tracing if necessary.
[Visitor/Contractor Log](#)
- i. **Student Destination Log Sheets** - will be maintained by classroom teachers. This log in sheet will be used to record information for each student who leaves the classroom. This document will help identify where individuals are and if they could have potentially been exposed to a COVID-19 case. (see below)
- j. **Classroom Visitor Log In Sheets** - will be maintained by classroom teachers. This log will record visitors time in and out of classrooms and who the visitor was in contact with during that time. This log can be combined with the [Student Destination/Visitor Log](#).



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Appendix A: Identification of COVID-19 Hazards

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

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

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

Date: [enter date]

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
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Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			



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Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



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Appendix C: Investigating COVID-19 Cases

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

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

Date: [enter date]

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

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



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



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Other Sections to Implement if necessary:

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

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

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

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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



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The investigation and review will be documented and include:

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

Notifications to the local health department

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



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2) Major COVID-19 Outbreaks

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

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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

Notifications to the local health department

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



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Updated 8.13.21

NEW Amended Section for COVID Prevention Program

To be added after the Amended Section dated 2/17/21

California recently approved Cal/OSHA emergency temporary standards on COVID-19 infection prevention. These new temporary standards apply to most workers in California not covered by Cal/OSHA's [Aerosol Transmissible Diseases standard](#).

Emergency Temporary Standards

Revised Emergency Temporary Standards: *Effective June 17, 2021*

- **COVID-19 Prevention – Emergency Temporary Standards** NEW
 - [3205 COVID-19 Prevention](#)
 - [3205.1 Multiple COVID-19 Infections and COVID-19 Outbreaks](#)
 - [3205.2 Major COVID-19 Outbreaks](#)
 - [3205.3 COVID-19 Prevention in Employer-Provided Housing](#)
 - [3205.4 COVID-19 Prevention in Employer-Provided Transportation](#)