



COVID-19 PREVENTION PLAN FOR **MISSION MEADOWS ELEMENTARY**

VISTA UNIFIED SCHOOL DISTRICT

Revised **1/21/2021**

Revision Note: Changes have been made to this COVID-19 Plan. Please use the following Bookmark Link, which will take you to the new additions.

[Communication to Employees for COVID-19 Prevention Plan Amendment: 12/18/2021](#)

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.

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 **Mission Meadows Elementary 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. **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.



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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.mm.vistausd.org/healthandsafety>.
 - a. The person responsible to implement and monitor this plan is: **Dr. Bill Porter, Principal**
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: **Dr. Bill Porter, Principal, (760) 630-7884**
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's COVID-19 Liaison will immediately contact Rachel D'Ambroso, Assistant Superintendent, Human Relations by telephone and email message. The Liaison will provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department. The report will also include known contacts and close contacts of the infected person and locations the infected person 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 the 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.mm.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. **Dr. Porter will train the entire staff on all protocols within this plan during a staff meeting before the school is open to in-person learning in addition to future training as needed. COVID-19 prevention plans will be reinforced and monitored daily to ensure all staff are trained on all protocols and procedures included in this plan.**
 - 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 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://www.mm.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 **inside the display case located to the right of the Mission Meadows office entrance in addition to the front of the school fencing, and office entrance.**
 - f. 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. **Principal Porter will continuously monitor compliance with this plan by walking the campus daily and noting the health and safety protocols and procedures set up within this plan. Any deficiencies will be corrected as they are identified.**
 - g. 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.



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- h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- i. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for additional details.)

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

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

4. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

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

Student health plans have been reviewed and individual students that may need additional accommodations have been identified. Specific plans have been created for each student and can be found in the Comprehensive School Safety Plan and the Health Files located in the Health Office.

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.



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- 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.

- Mission Meadows school Nurse and/or Health Technician will provide age-appropriate resources for teachers to use with students to promote proper hand washing, avoid contact with eyes, nose, and mouth, and to cover their mouths when they cough or sneeze. Teachers will use social stories, videos, and grade appropriate lessons to educate students on these important health and safety habits.
- Staff members will provide frequent reminders for hand washing or use of hand sanitizer, and will have regular hand washing times included in their daily schedule for students.
- Signs will be posted throughout campus reminding students and staff to wear a mask, wash their hands, and to maintain at least 6 feet from others.
- On the morning of the first day of in-person learning, Dr. Porter will review and announce each of these safety protocol items to all students and staff over the school-wide intercom system. Dr. Porter will follow up by visiting each classroom to review and discuss each of these safety protocols with students/staff and answer any questions. Dr. Porter will ensure that all staff, including campus supervisors, know these protocols so that they can assist Dr. Porter in establishing, monitoring, and enforcing these safety standards. Mrs. Lisa Mackey RN, BSN (VUSD Nurse), will provide hand washing demonstrations for students in their classroom environment.

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 with running water.
- Soap and paper towels will be provided at all classroom sinks.
- During recess and lunch periods, students will have access to outside handwashing stations located outside each student bathroom. All handwashing stations will be stocked with soap and paper. Classrooms will also be provided with hand sanitizer.

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

Teachers have developed schedules for students to wash hands at staggered intervals either within their classroom, or at the handwashing station. Grade levels will coordinate schedules to ensure multiple classes do not congregate at the handwashing station at one time.

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.

- Mission Meadows' Lead Custodian will monitor campus restrooms, hand washing stations, and classrooms throughout the day to ensure an adequate supply of hand sanitizer, soap, paper towels, and facial tissues. He will monitor inventory levels and reorder when necessary.
- All trash cans throughout campus are no-touch.
- Mission Meadows' site Health Technician will monitor inventory levels of necessary PPE equipment and reorder when necessary.



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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.

- Copies of information listed in section 41 of this document will be distributed to all staff and families. This includes the information contained in the CDPH Guidance for the Use of Face Coverings.
- Mission Meadows' school nurse will provide age-appropriate resources for teachers to use with students to promote proper hand washing, avoid contact with eyes, nose, and mouth, and to cover their mouths when they cough or sneeze. Teachers will use social stories, videos, and grade appropriate lessons to educate students on these important health and safety habits.
- Signs will be posted throughout campus reminding students to wear a mask, wash their hands, and keep at least 6 feet from others.
- Dr. Porter will notify all families of the CDPH Guidance for the Use of Face Coverings through the School Manager email and phone communication system.

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.

- Mission Meadows' Health Technician will monitor the inventory of disposable masks, disposable non-latex gloves, eye protection, N95 respirator masks, disposable gowns, and face tissues.
- Mission Meadows' Lead Custodian will monitor inventory of disposable latex gloves and disinfectant.
- Orders will be placed throughout the school year to ensure that supplies are always on hand.

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



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- 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.
 - 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.

- Mission Meadows' school nurse will provide age-appropriate resources for teachers to use with students to promote proper hand washing, wear a mask, avoid contact with eyes, nose, and mouth, and to cover their mouths when they cough or sneeze. Teachers will use social stories, videos, and grade appropriate lessons to educate students on these important health and safety habits.
- Signs will be posted throughout campus reminding students to wear a mask, wash their hands, and keep at least 6 feet from others.
- Mission Meadows will communicate information about the importance of face coverings and effective hand washing to families through our school and district websites, school newsletter, district's community updates, and the Vista Institute for Parents (VIP).
- Mission Meadows' staff will be educated on the proper use of face coverings and effective handwashing at a staff meeting and through educational materials.

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 <i>strongly encourage</i> 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	



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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.
- 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.



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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 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.
- All meetings, including monthly staff meetings, will be held virtually.
 - The staff lounge has been closed and converted into an open workspace with a limit of no more than 4 employees being allowed in the workspace at any given time..



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- Copy machines have been moved to the former staff lounge to allow staff to maintain social distancing when using the copy machines. Disinfectant spray is available to clean the machines between uses.
- Hand sanitizer is also available in the front office and at the entrances to the teacher workspaces.
- Every work day, staff will self-monitor for symptoms. Once they arrive on campus, all staff will be screened by our health technician. In addition they will have their temperature taken before entering.
- Any person reporting or exhibiting symptoms will not be allowed onto campus.

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.

- Playground equipment will be off-limits to students. Caution tape has been used to block off access to this area.
- Students will be provided with individual school supplies, including use of a personal Chromebook or iPad.
- Copy machines have been moved to the larger staff lounge area that allows for staff to maintain social distancing when using the machines. Disinfectant spray is available to clean the machine between uses. Hand sanitizer is available for teachers to use before and after using the machine.
- Mission Meadows purchased individual class playground equipment, such as playground balls and jump ropes to ensure the equipment is only used by the same class cohort of students. This equipment will be sanitized at the end of each day during classroom sanitation.

21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily. These surfaces will be cleaned and disinfected more frequently throughout the day by trained staff if it is practical to do so.

Frequently touched surfaces in the school include, but are not limited to:

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

- All frequently touched areas including, door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs will be cleaned and disinfected at least daily.
- High traffic areas including the office counter will be sanitized every hour.
- Student restrooms will be monitored for cleanliness throughout the school day.
- Lunch tables will be sanitized before and after each class cohort to ensure they are clean when a student sits down to eat.
- For students purchasing their lunch, a touch-free system will be used for purchasing.

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.



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- Teachers will be trained on the importance of limiting shared student supplies.
- Mission Meadows purchased individual class playground equipment, such as playground balls and jump ropes to ensure the equipment is only used by the same class cohort of students. This equipment will be sanitized at the end of each day during classroom sanitation.
- Teachers will have access to disinfecting products to disinfect objects or areas as needed.

24. When choosing disinfecting products, the school will use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.

- To reduce the risk of asthma and other health effects related to disinfecting, the school district has selected and purchased disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- The school will not use products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- School staff will follow label directions for appropriate dilution rates and contact times. Workers have been provided training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- All products are kept out of children's reach and stored in a space with restricted access.
- The VUSD Maintenance and Operations Department keeps an [up-to-date list of cleaning and disinfecting products used in VUSD](#).

25. School staff will ensure the safe and correct application of disinfectant and will ensure that disinfecting products are kept away from students.

- All staff will be trained on keeping disinfectant away from students.
- For the safety of all students, disinfectants will be locked up or inaccessible in cabinets when not in use.

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.



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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.

- At the front of the school, Mission Meadows has clearly marked stand spots that are 6 feet from each other for families that may be standing in line for the office. Whenever possible, families will be encouraged to make an appointment to minimize the number of people waiting.
- Plexiglass dividers have been installed in the main office to appropriately social distance the public from the front off staff
- COVID-19 prevention signs will be posted for students, staff, and the public, in visibly appropriate places for clear visual communication

Recess and Lunch

- Mission Meadows has purchased individual class playground equipment, such as playground balls and jump ropes to ensure the equipment is only used by the same class cohort of students. This equipment will be sanitized at the end of each day during classroom sanitation.
- Students will be assigned to a designated play area each day. Each area will be designated by an assigned color.
- During the lunch period, teachers will escort their classes to their assigned lunch tables. Any students who bring lunch will start at the tables, any students who get lunch from Wave Crest Cafe will be escorted to the line.
- Students getting breakfast or lunch from Wave Crest Cafe will line up maintaining 6 feet distance from each other and utilize marked spots on the ground to indicate their wait spots. A staff member will be assigned to monitoring students in the line.
- Breakfast and lunch will be pre-placed on the cafeteria tray by CNS staff, including the drink.
- Students will eat at their assigned tables, as designated by their classroom cohort color. Students will sit on marked spots to ensure they maintain a safe distance.
- Lunch tables will have marked "sit here" spots to ensure students maintain a safe distance from each other. Only three students will be permitted to sit at each table using "Sit Here" spots.
- Each class will be supervised by a dedicated noon duty who will stay with them through eating and play time.
- At the end of the lunch, students will be escorted by a noon duty to their play zone on the playground. Each class will maintain distance from the other classes.
- Noon duties and staff members will supervise students during recess and lunch.
- On rainy days, students will be dismissed from school at 11:15 a.m. with a sack lunch to take home with them to eat.
- Recess and Lunch schedules are staggered to provide enough time in between for disinfecting
- Cohorts will not be permitted to mingle with other cohorts during breakfast or lunch



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- After each cohort leaves their assigned table space, the tables will be wiped down with disinfectant in preparation for the next arriving cohort.
- Grade level signs will be posted on three separate entry points for specific grade levels to enter and exit the campus.
- Parents will not be permitted on campus other than to conduct business with office staff
- Desk partitions will be used by students in addition to the wearing of masks
- For staff who assess students sitting in close proximity, plexiglass free-standing table dividers will be used to separate the student from the staff member.
- Posters to educate on how to prevent COVID-19 will be placed on the outside wall of each classroom and entry door to each building.

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 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.

Before School/Ingress

- At the front of the school, Mission Meadows has clearly marked stand spots that are 6 feet from each other for families that may be standing in line for the office. Whenever possible, families will be encouraged to make an appointment to minimize the number of people waiting.
- The school gates will be closed until 7:40am when students can safely enter the school. This will alleviate unsupervised students waiting outside the gate.
- Students will enter school in three different gates to minimize the number of students in each area. TK and Kinder will use the west gate near the kindergarten playground. First, Second, and Third grade will use the Main gate, and Fourth and Fifth will use the “Bike” gate. Systems will be in place during student ingress to ensure they maintain 6 feet from other students.
- Once on campus, students will immediately sit in their designated class lineup spot. Each class line is 6



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feet from the next class line.

- Breakfast will not be served until first recess, where students would then sit at the lunch tables on marked spots to ensure they maintain a safe distance from each other.

After School / Egress

- At the end of the day students will assemble with their class at their assigned entry gate area.
- Parents will remain in cars/carline and provide their student name(s) to Mission Meadows staff
- Mission Meadows staff will use a bullhorn system to call for each student to their car.
- Once students are called over the bullhorn system, they will be directed to leave from their grade level assigned gate for parent reunification via the "Car Cage."
- Depending on how many busses will be used to take students home, bus riders will be dismissed first from their respective classrooms five minutes earlier than the balance of students to walk to their assigned bus by walking in a line while also maintaining appropriate social distancing.
- Parents who walk to school to pick up their child(ren) will assemble at the West where "Walkers" will be assembled six feet apart. Mission Meadows staff will use the radio system to call for each student when their parent provides their name. Once students are called over the radio system, they will be directed to a specific gate for parent reunification.

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.
- Revised schedules will assist with keeping cohorts of students together while on campus. For example, staggered lunch times will include time to disinfect and clean the lunch tables between cohorts. See schedules [HERE](#)
 - Students will stay with the same cohort of students all day both within class and at recess and lunch.
 - Teachers will utilize outdoor spaces for activities when practicable.
 - Teachers and students will stay with their same cohort of students all day. Students will stay within their cohort during recess and lunch and maintain 6 feet from noon duty supervisors as much as practicable.
 - Students will have access to individual student privacy shields when in class. Sit spots will be used in each class to help students socially distance.
 - Teachers will maintain 6 feet of distance from students, as practicable.
 - Teachers will collect papers using routines that minimize contact. The use of Canvas, the online



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Learning Management System (LMS) allows students to turn in their assignments and work electronically, which will minimize the amount of physical contact of student work. If using the LMS system is not practical for a particular assignment, students could turn in assignments in a “turn-in” bin, or other non-contact procedures.

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.

- All family nights including Back to School Night, Open House, Parent-Teacher Conferences, and any other school functions will be held virtually.

Section 7 - Limiting Sharing

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



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- Teachers will have a system in the classroom where students' personal materials are kept in a separate container (ziploc, pencil box, pencil pouch, etc) and students will be instructed to keep their materials separate from others.
- Students will only use their assigned textbooks, devices, materials, etc. Students may not share library books, materials, etc.
- The importance of maintaining safe procedures at school, such as limiting sharing, will be communicated to families throughout the year in a monthly school newsletter.
- Families will be encouraged to clean student belongings that are taken home each day.
- Families will be encouraged to limit the belongings that are brought to school each day.

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:

- [Enhanced sanitation practices](#)
- [Physical distancing guidelines and their importance](#)
- [Proper use, removal, and washing of face coverings](#)
- [Screening practices](#)
- [How COVID-19 is spread](#)
- COVID-19 specific [symptom](#) identification
- [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.
- For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- The employer's plan and procedures to follow when children or adults become sick at school.
- The employer's plan and procedures to protect workers from COVID-19 illness.

- Families will receive an annual notification along with educational materials for each topic listed above from Student Support Services. This information will be distributed to families using paper distribution, site newsletter, and will be posted on the school website.
- All staff will receive a copy of educational materials from Human Relations. Mission Meadows Administration will work with the Human Relations Department to coordinate staff trainings, and this information will also be shared during a staff meeting prior to students returning to campus.

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



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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.

- Signs informing all employees and parents that they should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact are posted at every entrance.
- All staff will receive information on established policies at staff meetings, newsletters, training, emails, signage, etc.
- Staff and students who are sick, or who have had close contact with a person with COVID-19, will be required to stay home. Policies which include this information will be communicated to staff and families through district and school communication.

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.

- Students will not be penalized for missing class due to pandemic health concerns.
- Teachers will reach out to families and supply missing work.
- If students need to have an extended isolation or absence, they will be offered an opportunity for virtual school.
- At this time, all perfect attendance incentive programs will be discontinued.
- Administration, the School Counselor, and the Attendance Clerk, will follow up with any family whose student misses 3 days of school, whether Vista Classic or Vista Virtual.



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

- | |
|---|
| <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> |
| <p>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.</p> |



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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 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.

- **Mission Meadows’ Outreach Team (counselor, school nurse, health technician, psychologist, administration) will target high profile and at-risk families to offer guidance, support, resources, in order to engage in collaborative 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.

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.



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- 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 CDPH Guidelines dated 1/14/2021 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.



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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.

Dr. Bill Porter

Dr. Bill Porter, Principal

January 21, 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.

January 21, 2021



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Matt Doyle, Ed.D., Superintendent

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](#))
 - 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](#)



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- 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

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,



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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 having both teachers and custodial staff clean and sanitize as necessary using the appropriate sanitation solution.

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.

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.



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- 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.
- 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			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			



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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)]

<p>Employee (or non-employee*) name:</p>		<p>Occupation (if non-employee, why they were in the workplace):</p>	
<p>Location where employee worked (or non-employee was present in the workplace):</p>		<p>Date investigation was initiated:</p>	
<p>Was COVID-19 test offered?</p>		<p>Name(s) of staff involved in the investigation:</p>	



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<p>Date and time the COVID-19 case was last present in the workplace:</p>		<p>Date of the positive or negative test and/or diagnosis:</p>	
<p>Date the case first had one or more COVID-19 symptoms:</p>		<p>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</p>	
<p>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):</p>			

<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p align="center">Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at</p>	<p align="center">Date:</p>	



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the workplace during the high-risk exposure period.	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 the 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



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

The investigation and review will be documented and include:

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

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



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