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Berkeley Unified School District
COVID-19 Reopening Safety Plan
2020-2021 School Year

Version 2
April 2, 2021

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Introduction

The mission of the Berkeley Unified School District (BUSD) is to enable and inspire our diverse student body to achieve academic excellence and make positive contributions to our world. The safety and wellbeing of our students, families and staff are top priorities for BUSD as we work to fulfil this mission. This is especially true during efforts to re-open our schools for on-campus learning during the COVID-19 pandemic.

In response to the COVID-19 pandemic, BUSD pivoted to emergency distance learning in March 2020 and continued in distance learning for the remainder of the 2019-2020 school year. The 2020-2021 school year began with an enhanced distance learning program on August 17, 2020. In November 2020, BUSD began providing in-person targeted specialized services and support under the California Department of Public Health's (CDPH) [Cohort Guidance](#) at three elementary schools and Berkeley High School began to offer athletic conditioning to student athletes. In February 2021, BUSD began an Expanded Phase I program returning more students and staff to campuses while also running additional approved athletic programs at Berkeley High School.

On January 14, 2021, CDPH issued new guidance for safely reopening K-12 Schools for in-person instruction. Under California's *Safe Schools for All Plan*, districts in the "Red" tier must post a COVID-19 Safety Plan (CSP) on their website. The following required CSP documents are now posted on BUSD's website:

- [COVID-19 Guidance Checklist](#)
- [COVID-19 Prevention Program \(CPP\)](#)
- BUSD COVID-19 Reopening Safety Plan (This plan.)

The purpose of this plan is to provide a resource for school and district staff, parents, caregivers and public health officials to access clear, accurate, and detailed information regarding the specific steps and safety measures that BUSD and each individual school has put in place to ensure a successful school re-opening and, above all, to protect the health and well-being of BUSD students and staff.

CAMPUS SAFETY MEMORANDUM OF UNDERSTAND WITH LABOR PARTNERS

In October 2020, the District entered into a Memorandum of Understanding with the Berkeley Federation of Teachers (BFT) and its other labor partners that addresses the terms for health and safety protocols in this plan in preparation for resuming in-person teaching or services at sites.

Contact Information and Reopening Plan Specifics

District: Berkeley Unified School District
 2020 Bonar Street
 Berkeley, CA 94702
www.berkeleyschools.net
 (510) 644-6510

Superintendent: Brent Stephens, Ed.D.
superintendent@berkeley.net

School Type: Public School District

BUSD DISTRICT COVID LIAISONS	
Amanda Frey, District Nurse amandafrey@berkeley.net (510) 506-1282	Julia Ingoldsby, District Nurse juliaingoldsby@berkeley.net (510) 506-1202

Dates of Proposed Reopening

BUSD campus reopening dates are expected to be:

Monday, March 29:	Preschool, Transitional Kindergarten, and K-2
April 5-9:	Spring Recess
Monday, April 12:	Grades 3-5; Grades 6-8; Berkeley Technology Academy/Berkeley Independent Study, U9 Program at Berkeley High School
Monday, April 19:	Berkeley High School Grades 10-12

Health Orders and School Guidance

BUSD school leaders have familiarized themselves with Health Orders from the City of Berkeley (COB) and guidance from the Alameda County Office of Education (ACOE) relative to the safe reopening of District schools for in-person instruction. Additionally, the District remains current on all health orders and guidance information from the following agencies:

- California Department of Education (CDE)
- California Department of Public Health (CDPH)

Berkeley Unified School Information

BUSD PRESCHOOLS	
<p>Franklin Preschool 1460 Eighth Street, Berkeley, CA 94710 Enrolled Students: 84 Returning Students: 59 Staff: 30</p>	<p>King Child Development Center 1939 Ward Street, Berkeley, CA 94703 Enrolled Students: 48 Returning Students: 38 Staff: 20</p>
<p>Hopkins Preschool 1810 Hopkins Street, Berkeley, CA 94707 Enrolled Students: 44 Returning Students: 35 Staff: 18</p>	

BUSD ELEMENTARY SCHOOLS	
<p>Berkeley Arts Magnet at Whittier 2015 Virginia Street Berkeley, CA 94709 Enrolled Students: 387 Returning Students as of 3/18/21: 293 Staff: 27</p>	<p>Cragmont 830 Regal Road Berkeley, CA 94708 Enrolled Students: 314 Returning Students as of 3/18/21: 246 Staff: 24</p>
<p>Emerson 2800 Forest Avenue Berkeley, CA 94705</p>	<p>John Muir 2955 Claremont Avenue Berkeley, CA 94705</p>

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<p>Enrolled Students: 308 Returning Students as of 3/18/21: 251 Staff: 21</p>	<p>Enrolled Students: 291 Returning Students as of 3/18/21: 229 Staff: 21</p>
<p>Malcolm X 1731 Pine Street Berkeley, CA 94703 Enrolled Students: 488 Returning Students as of 3/18/21: 369 Staff: 35</p>	<p>Oxford at West Campus 1222 University Ave Berkeley, CA 94702 Enrolled Students: 242 Returning Students as of 3/18/21: 199 Staff: 20</p>
<p>Rosa Parks 920 Allston Way Berkeley, CA 94710 Enrolled Students: 419 Returning Students as of 3/18/21: 357 Staff: 29</p>	<p>Ruth Acty 1400 Ada Street Berkeley, CA 94702 Enrolled Students: 411 Returning Students as of 3/18/21: 356 Staff: 28</p>
<p>Sylvia Mendez 2840 Ellsworth Street, Berkeley, CA 94705 Enrolled Students: 386 Returning Students as of 3/18/21: 312 Staff: 27</p>	<p>Thousand Oaks 840 Colusa Avenue Berkeley, CA 94707 Enrolled Students: 363 Returning Students as of 3/18/21: 287 Staff: 27</p>
<p>Washington 2300 Martin Luther King Jr. Way, Berkeley, CA 94704 Enrolled Students: 395 Returning Students as of 3/18/21: 326 Staff: 28</p>	

BUSD MIDDLE SCHOOLS	
<p>Longfellow Middle School 1500 Derby Street, Berkeley, CA 94703 Enrolled Students: 472 Returning Students: ~300 On-Site Staff: 60</p>	<p>Martin Luther King Middle School 1781 Rose Street, Berkeley, CA 94703 Enrolled Students: 948 Returning Students: 716 On-Site Staff: ~60</p>

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<p>Willard Middle School 2425 Stuart Street, Berkeley, CA 94705 Enrolled Students: 633 Returning Students: 517 On-Site Staff: 64</p>	
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BUSD HIGH SCHOOLS AND ALTERNATIVE SCHOOLS	
<p>Berkeley High School (BHS) 1980 Allston Way, Berkeley, CA 94704 Enrolled Students: Returning Students: Not yet available On-Site Staff: ~330</p>	<p>Berkeley Technology Academy (BTA) 2701 Martin Luther King Jr. Way, Berkeley, CA 94703 Enrolled Students: 63 Returning Students: 14 Staff: ~8</p>
<p>Berkeley Independent Study (BIS) 2701 Martin Luther King Jr. Way Berkeley, CA 94703 Enrolled Students: 124 Returning Students: 29 Staff: ~14</p>	

Face Coverings and Personal Protective Equipment

FACE COVERINGS

The District requires the use of face coverings for all persons who enter District facilities or ride District buses. All students age 2 and up, any visitors, and all staff will be required to wear cloth face coverings that cover the nose and mouth while at any school campus or facility.

- Students, staff, and other school visitors entering a school campus will be monitored by screening station staff, office staff, school staff, and site administration for face coverings.
- Face coverings must be worn correctly, including over the nose and mouth. BUSD will reinforce this through information sent to parents, initial and ongoing staff trainings, thorough regular inspections of the site by the principal and others, and periodic inspections by district staff. The district will use Cal OSHA's Appendix B inspection form for this purpose.
- Any mask that incorporates a one-way valve designed to facilitate easy exhaling allows droplets to be released from the mask and is not considered an appropriate face covering.
- Students may only remove face coverings when eating, drinking, or changing a face covering when wet or damaged. Students will remove face coverings for eating and drinking by pulling them down below their chins. Schools will use outside space, to the extent practicable during meals and snacks, and students will socially distance by six feet when face coverings are removed. Students will be supervised by staff while eating and drinking.
- While students and staff are encouraged to bring their own face coverings to school, all schools are equipped to provide face coverings when necessary, and the district has a plentiful supply of face coverings for all sites. All principals will receive written information about how to request replacement face coverings.
- Students and staff will watch training videos regarding the use of face coverings.
- Parents/caregivers will read a BUSD Family Health and Safety Guidelines letter in which face covering rules at school are discussed.
- Teachers, school staff, and school administration will reinforce the proper use of face coverings on school campuses. All employees are expected to comply with face covering rules and to support all students to comply with these rules.

EXEMPTIONS

There is an exemption, per [CDPH guidance](#), for students and staff unable to wear a face covering due to special circumstances such as a documented developmental or health diagnosis limiting their ability to wear a face covering. In these cases, face shields with

drapes tucked into their clothing are permissible. These students and staff members may participate in school community activities while wearing a face shield with a drape. Additional accommodations for students unable to wear a face covering may include modifying the student's environment to ensure that the student maintains 6 ft of distance between teachers and peers, as well as other accommodations as appropriate.

Linked you will find the District's [Student Mask Exemption Form](#) and the [Mask Exemption Procedure](#).

BUSD's Student Services Director, Dr. Phillip Shelley, is responsible for making the determination regarding face covering exemptions.

Parents/caregivers will be notified in the Family COVID-19 Health and Safety Letter that classrooms, school buses, and shared school office spaces used by persons who cannot tolerate face coverings or are sub-optimally masked are less safe for others who share that environment.

FAILURE TO WEAR A FACE COVERING

When a student does not wear a face covering, staff will first try to ascertain the reason why. If the staff member determines that the failure to wear a face covering, or failure to properly wear a face covering, is the result of a willful decision, this will result in a warning and then, if there is another instance, in a student being asked to leave a school campus or be picked up a parent/guardian. Students will be permitted to return to campus the next day, but ongoing failure to comply with rules about face coverings could result in a temporary assignment to distance learning, or to the revocation of a student's assignment to in-person learning.

All staff are expected to wear face coverings. School administrators and district office managers will be trained to review face covering expectations with employees, and all employees are required to view an instructional video about the proper use of face coverings. Staff who refuse to comply with district rules about face coverings will be asked to leave work, and progressive discipline steps may follow. These steps could include verbal reprimands, warning letters, unpaid suspension, or termination. Site administrators will work with Human Resources to determine the precise steps to be followed with each individual employee on the basis of the facts of each case.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The District shall provide all staff any District-funded Personal Protective Equipment (PPE) necessary to complete their work assignment. Appropriate PPE will be provided to students when needed as well. The District shall provide sufficient protective equipment to comply with

CDPH guidance for staff appropriate for each classification or duty, relevant to [Cal/OSHA requirements](#), including but not limited to the following:

- For all staff: Face coverings ([as defined by the CDPH](#) Face Covering guidance.)
- For Custodial and Maintenance staff, face coverings, gloves, and gowns are available at each school or work location. All school sites are stocked with appropriate PPE for all staff-including custodians-and PPE for maintenance and grounds is stored and available at Plant Operations (where Maintenance and Grounds reports for work.) Maintenance and custodial managers, as well as school administrators, will regularly check the availability of PPE at school sites.
- Additionally, for staff working with moderate/severe special education students in person and for any staff member upon request, face shields, disposable gloves, and gowns will be provided. Physical barriers and bite prevention gear will be provided when appropriate.
- Respiratory protection is important for staff caring for individuals who present COVID-19 like symptoms and are in an isolation space pending travel home. Such staff shall be provided N95 respirator masks without valves. Disposable face masks, face shields, disposable gloves, gowns, and physical barriers shall be provided. A portable air purifier shall be provided for these isolation locations.
- Face shields shall be provided to all staff requesting them.
- The District has purchased a sufficient number of no-touch thermal scan thermometers for symptom screenings.

Stable Groups

BUSD students will attend school in stable groups with fixed membership.

At elementary schools, each classroom will be a stable group. These are fixed groups that will stay together throughout the school day, and will not mix with other stable groups (other classes) while on campus. Stable groups will have assigned classrooms, restrooms, lunch areas, and playground sections. Elementary schools will limit the number of stable groups for students, as practicable, generally to include their class group and an afterschool group.

At middle schools, each class will be a stable group. These student groups will stay together throughout the school day, and will not mix with other stable groups (other classes) while on campus. Stable groups will have assigned classrooms where students will stay throughout the 1-3pm timeblock while teachers rotate throughout the classes. Middle schools will limit the number of stable groups for students, as practicable.

At Berkeley High School, Berkeley Technology Academy and Berkeley Independent Study, each classroom will be a stable group. These are fixed groups that will stay together throughout the afternoon, and will not mix with other stable groups (other classes) while on campus. Stable groups will have assigned classrooms. BHS will limit the number of stable groups for students, as practicable.

School Day Stable Groups: Maintaining stable grouping during the school day will be accomplished by defining each class as one stable group, and strictly monitoring contact between each class stable group and any other. These small stable groups will stay together for all activities during the school day, including instruction, snack, lunch, recess, and other breaks and transition times. Schedules for these activities will allow for group separation and students will be supervised by staff during these times to maintain the stability of the group. Contact with other stable groups or individuals outside of the group will be minimized and avoided to the extent possible (Please refer to the following section for information about specialist teachers' interaction with stable groups.)

Elementary school principals will create rotating recess, meal, and other common-area activity schedules to avoid mixing of stable groups. Sections of the play yard will be designated for each group only and staff will supervise these activities to avoid the mixing of groups.

Class stable group sizes will be defined in keeping with the measurements of each classroom. Each class stable group will have a core teacher, assigned only to that group. Some classrooms may have an additional staff member assigned also as a member of the stable group.

After-School Stable Groups: Some students will participate in an after-school program at their school. Every effort will be made to maintain stable groups from the school day during the after-school program. Once an after-school stable group is formed, after-school staff will strictly avoid contact between stable groups.

Students' assignment to stable groups will be tracked by the school principal and after-school site manager. District Nurses will have access to these stable group assignments for the purpose of contact tracing.

Daily attendance will be taken and entered into Illuminate, the district's Student Information System.

Please see the appendix for school-specific reopening plans, which include information about staggered arrival and departure schedules for stable groups.

ELECTIVES, SPECIAL EDUCATION, INTERVENTION, AND COUNSELING

A number of staff in BUSD schools play specialized roles to support students' learning. These include:

- Specialist Teachers in the areas of Visual and Performing Arts, Library, Science, Gardening and Cooking, and PE.
- Intervention teachers who support students identified with specific needs in reading and math.
- English Language Development teachers who work specifically to provide legally required supplemental instruction for English Language Learners.
- Special Education teachers who work with students assigned to General Education classroom to provide legally mandated specialized support.
- Related Service Providers such as Speech Pathologists, Physical and Occupational Therapists, and Adaptive PE teachers who provide mandated services to individual students.
- Counselors working to provide individual support on issues related to academic needs, students' well-being, family support, and access to food, housing, and other needs may work either remotely, or may work with small groups of students, provided that each small group is drawn from only one classroom at a time so that classroom groups are not mixed.

Whenever possible, staff in these areas will conduct their student support activities remotely. This may mean that in some cases, such as English Language Development or Special Education, that small student groups are working on Zoom in the back of the classroom in a small, socially distanced group while their specialist teacher is in another room of the school. When this is not possible, the following procedures will always be followed:

Specialist teachers who work with individual students or small groups of students (Special Education, English Language Development, Related Service providers, Intervention) will remove the student or small group from the classroom to another location. In these cases, specialist teachers will:

- Signal through the classroom door window that they are picking up a student or small group for specialized instruction.
- Never enter the classroom.
- Maximize outdoor learning space when working with an individual or small group
- Never combine students from two stable groups.
- Accompany students in the hallway to ensure that students do not mix with another stable group, and maintain social distancing and the use of face coverings in the hallway.
- Clean their instructional space between stable groups with approved cleaning products provided by the district (see Cleaning Solutions below).

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Specialist teachers who typically work with whole classes of students (Music, Art, Gardening, Library, and PE) will follow these procedures:

- If working in the classroom assigned to the stable group, maximize distance between students in the group and themselves. BUSD will recommend at least 12 feet in these instances.
- Wash hands thoroughly in between sessions with different stable groups.
- Maximize indoor ventilation and outdoor learning space when working with an entire stable group.
- Never combine students from two stable groups.
- The school library will be closed. If space permits on a particular campus, school librarians may issue books to students outdoors by using book bags (not reusable). Books collected back from students will be left for 4 days prior to handling by the librarian.
- All music classes (singing, instrumental music) will take place outside, weather permitting. During inclement weather, singing and instrumental music will not be permitted.
- Use of equipment (such as balls, gardening equipment, books., computers) will be limited during specialist instruction, and ensure that all equipment needed for instruction is thoroughly cleaned between stable groups.
- Instructional space will be cleaned between stable groups with approved cleaning supplies provided by the district (see Cleaning Solutions below).

Physical Distancing

The District will maintain physical distancing standards in school facilities and vehicles, including but not limited to implementing plans incorporating the following components.

STUDENTS AND STAFF

The District will maintain appropriate changes to the physical layout and modify practices to maintain physical distancing between students as practicable. Changes to pre-pandemic practices include:

- Student chairs in classrooms will be spaced at intervals of six feet. The number of students allowed in a room will reflect the actual size of usable space (See school-specific plans in the appendix, for Classroom Measurements and Capacity).
- In classrooms where a six-foot spacing between student chairs would result in students not attending school regularly, classes will be reassigned to other usable indoor instructional spaces such as the school library.
- If alternative instructional spaces are not available and six-foot chair spacing

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would result in students not being able to attend school regularly, chair spacing will not be less than four feet. In these classrooms, additional layers of risk mitigation - beyond those described in other sections of this reopening plan - will be in place, all of which exceed CDPH requirements:

- Desktop partitions for student desks will be available.
 - Bipolar ionization units will be installed. (Bipolar ionization technology releases charged atoms that attach to and deactivate harmful substances like bacteria, mold, allergens, and viruses.)
 - Windows will be open at all times (unless it is too cold or AQI issues prevent this).
 - Students will have the opportunity to be tested for COVID-19 at two week intervals, independent of community transmission levels.
 - All staff will have been offered the opportunity to be vaccinated against COVID-19 through a partnership with the City of Berkeley.
- One-way hallways in some locations.
 - Class groups will be accompanied by an adult who will ensure social distancing.
 - Staggered schedules for all major transitions during the school day, when practicable, such as recess, lunch, and school arrival and dismissal. (See school-specific reopening plans in the appendix for arrival and dismissal schedules.)
 - Sufficient points of access to avoid larger gatherings to the extent practicable (See school reopening plans in the appendix)
 - In all other spaces, limits on the number of students that can be accommodated while maintaining social distance between individuals.
 - Dedicated space(s) to safely isolate students who feel ill.
 - Plexiglass barriers in school offices.

STAFF

The District will maintain appropriate changes to the physical layout and modify practices to maintain physical distancing between students and staff, and between members of the staff, as practicable. Changes include:

- Limiting the number of staff in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of six feet of distance between individual staff members.
- Specialist Teachers will adhere to the protocols described in the previous section.
- Supervisors will enforce social distancing and the use of PPE in all areas of the workplace.
- Area measurements will be used in offices to determine capacity to ensure social distancing.
- Employees shall not socially congregate in any workspace, including but not limited to break rooms, common lunch areas, hallways, restrooms and other

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workspaces. No social activities shall take place in any workspaces in order to protect the health and safety of all and prevent COVID-19 spread. No potlucks or other food sharing will be permitted on campus.

- Staff meetings will take place remotely.
- Meetings shall be virtual to the extent possible. In the event that a meeting occurs in person, social distancing and the use of Personal Protective Equipment (PPE) will be required.

VISITOR RESTRICTIONS

To help prevent the spread of COVID-19, no visitors will be permitted on the school site or in a central office facility unless they are considered an essential visitor. There is signage stating this at all school gate entrances.

- No adults other than District staff will be allowed in classrooms, unless it is an emergency situation.
- An “Essential Visitor” is defined as someone who has business at the site that cannot be conducted remotely.
- All efforts will be made to keep any deliveries contact free.
- All visitors will submit to self-attestation screening prior to entering campus buildings.
- School volunteers will be limited in number and limited to tasks directly related to the implementation of safety procedures, such as student screening upon arrival. They will not have access to classrooms.

Training and Enforcement of Social Distancing and Other Protocols

Student and staff safety is always of the utmost importance, and is especially so in the return to in-person learning. Staff are encouraged to courteously remind one another of all safety expectations and to report concerns to their site administrator.

All Principals and school administrative assistants have participated in the City of Berkeley’s COVID Learning Sessions.

Principals and all staff will be trained by BUSD on all procedures. This training will consist of three components:

- (1) Professionally prepared videos by California schools insurance provider Keenan. These videos will consist of the following modules:

- Cal/OSHA COVID-19 Protection Plan Training
- Coronavirus Awareness
- Coronavirus: Managing Stress & Anxiety
- Coronavirus: Cleaning & Disinfecting Your Workplace

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(2) BUSD-Specific Online Training on Key Safety Practices, Case Investigation and Contact Tracing Procedures, Quarantine and Isolation Procedures.

(3) Site-Specific Training by the school principal to include (this is not an exhaustive list):

- Entrance and Exit Procedures for Students and Families
- Daily Symptom Screening Procedures
- Campus Traffic Flow
- Meal Procedures
- Group-Specific Playground Assignments
- Site Maps
- Isolation Room Procedures
- Working in Your Room with Students - Door Signage
- Teachers' Access to Classroom Cleaning Supplies
- Avoiding Congregation in Common Areas
- Specialist Teachers' Procedures
- Proper COVID Signage
- How to Access PPE at Your School
 - Masks
 - Gloves
 - Hand Sanitizer
 - Gowns and Face Shields with drapes (PK and some Special Education staff)
- Using Outdoor Space
- Custodian Cleaning Protocols at Your School
 - Reporting Concerns to Your Principal

All BUSD middle school and high school students have accounts with Vector Solutions Safe Schools. School principals have administrative access to the modules. Middle and high school students will be emailed to their Berkeley student email account a link directing them to the Covid-19 health and safety videos. Students will then login using the username and password provided in the email to access the content.

- *COVID-19 Awareness*
- *COVID-19 Face Coverings*
- *COVID-19 Handwashing*
- *COVID-19 Making the most of Distance Learning*
- *COVID-19 Social Distancing*

All Elementary families will receive this [PK-5 Family and Staff COVID-19 Educational Resources](#) about safety on campus. Elementary students will be required to view a set of developmentally appropriate videos about key health practices. These are:

Feels Sick? Stay Home

- [Feel Sick? Stay Home Video – English](#)
- [Te sientes enfermo? Quédate en casa - Español](#)

Wear a Face Covering

- [Be a Masked Hero](#)

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- [Proper Mask Wearing](#) – English
- [Proper Mask Wearing Video](#) – Español

Social Distancing

- [CDC Social Distancing](#) – English
- [CDC Social Distancing](#) – Español

Hand-Washing

- [Proper Handwashing Video](#)
- [Happy Handwashing Song](#) – English
- [Proper Handwashing Video](#) – Español

Facilities staff and Principals will organize a weekly inspection of the school using Cal OSHA’s Appendix B Inspection Form. ([CAL OSHA inspection form](#)).

District Office staff will also conduct routine site inspections using the same Cal OSHA inspection form. The results of these site inspections will be shared with school principals, reviewed with the principal and with the principal’s supervisor, and analyzed for patterns across schools to improve the overall effectiveness of the district’s risk mitigation program. BUSD has hired a full-time COVID Manager who will be responsible for the overall operation of site inspections.

BUSD has established covidconcerns@berkeley.net so that employees can report any concern related to safety protocols at their work location. This email is checked daily, and site-based concerns will be referred to principals and/or department managers for follow up.

Entrance, Egress, and Movement Within Our Schools

BUS PROTOCOLS

Parents/caregivers will need to wait with students at their bus stop. Ground area at bus stops will be marked with social distancing reminders. Students riding to school on a bus will be required to wear face coverings and socially distance while on the bus, loading, unloading, and waiting to board. Bus capacity will be limited in order to comply with social distancing protocols and social distancing signage will be posted on bus seats. In accordance with CDPH guidelines, at minimal, two windows on a bus will be opened fully, weather permitting. Bus drivers will have face coverings for students who don’t bring their own.

ENTERING AND EXITING SCHOOL

On all campuses, students/parents will receive a specific drop-off time and a designated entrance location for their student(s). Campus entrances and exits are marked for each BUSD school in the maps found in each school-specific reopening plan found in the appendix. These

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plans were created by a risk mitigation manager who worked with each individual school principal to analyze the traffic patterns of each individual campus. Each site specific plan marks points of entry and egress, and all campuses have multiple access points. These site plans also indicate path-of-travel directional markers in some instances and lunch pick-up locations.

Parents of younger students may drop off students from their vehicles at their designated entrance, or walk their student to the Attestation Station while masked and maintaining social distancing.

Students can also arrive at school without a parent. Students arriving by bicycle, on foot, or via public transportation will be directed to the proper entrance.

Ground area around school entrances will be marked with social distancing reminders. During arrival and departure times, students will be reminded to limit contacts with other students and staff. Wall and floor signs and hand sanitizer stations will remind everyone to engage in behaviors that help limit the spread of COVID-19.

STAGGERED ENTRY AND EXIT TIMES

At many schools, start and finish times will be staggered as practicable. Individual school arrival and departure schedules can be found in the school-specific plans in the appendix.

RISK MITIGATION SIGNS

Signage throughout school campuses will remind students, parents/guardians and staff about key risk mitigation behaviors, including hand washing, face coverings, social distancing, and staying home when ill with any COVID-19 symptom. Social distancing floor signs in every classroom and throughout the school will help students know where to stand when involved in activities such as lining up for recess, picking up lunch, moving through hallways, transition times, and while working in the classroom.

ONE-WAY PATH OF TRAVEL IN SOME INSTANCES

Some halls will be designated "one way" only. This will limit crowding and cohort mixing. In these instances, halls will be marked with clear signs directing students, visitors and staff about the correct direction. Each school principal will work to create staggered schedules for all major transitions during the school day, such as recess, lunch, breaks and transition times, and school arrival and dismissal, as practicable

Please see the appendix for school-specific plans that include maps delineating the path of travel.

Ventilation and Outdoor Space

VENTILATION

To increase the circulation of outdoor air, classroom windows will be opened when practicable. All classrooms are equipped with a MERV 17 HEPA Air Purification Unit. Additionally, filter upgrade work for poor air quality index levels has been completed on existing HVAC systems to include MERV 13 filtration and Needlepoint Bi-Polar Ionization. Air quality monitoring systems are being installed in all classrooms, common areas and offices to monitor temperature, humidity, CO2 levels and for Volatile Organic Compounds (VOCs)..

The District will ensure ventilation systems operate properly and increase fresh outdoor air circulation as much as possible in all classrooms and shared workspaces. All working spaces shall use any combination of mechanical ventilation, natural ventilation, and HEPA air purifiers, as the individual room characteristics dictate, to provide adequate air exchanges.

The District shall ensure all HVAC systems operate on the mode which delivers the most frequent air exchanges per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum extent as indoor and outdoor conditions safely permit. Air filters shall be MERV-13 where systems can accommodate, and changed at the recommended intervals. Portables and/or other rooms without HVAC or means of natural ventilation shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

Please see the appendix for school-specific reopening plans which contain detail on ventilation at each school site.

ISOLATION ROOMS

All areas used as the isolation space/room for individuals presenting COVID-19 symptoms, if indoors, shall be equipped with adequate ventilation with the use of minimal recirculated air. MERV-13 air filters and/or HEPA filters shall be utilized. The District shall make every effort to utilize unassigned rooms that meet the highest minimum standards for ventilation and air circulation when used as an isolation space/room.

Please see school-specific reopening plans found in the appendix for school maps and other information that details the location of each school's isolation room.

OUTDOOR SPACE

The use of outside spaces is one of many health practices that can be combined to reduce the risk of COVID-19. As weather permits, teachers will maximize their use of outside time. This can include additional learning activities that take place outside, snacks, lunch, or other recreation outside, and time spent in new outdoor learning environments at some schools.

Please see school-specific reopening plans found in the appendix for information about the use of outdoor space at individual schools.

Healthy Hygiene Practices

Students and staff will be encouraged to follow all healthy hygiene practices including to wash hands frequently, use hand sanitizer when soap and water are not available, and to sneeze and cough into their arms. Signage around schools will reinforce this messaging and teachers will teach hand washing routines as students begin to return. These procedures will be taught and reinforced regularly.

HAND WASHING AND SANITIZING

Students and staff will 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.

In keeping with CDPH Guidelines, teachers will

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Model and practice handwashing
- Show students how to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow as needed.
- Ensure that students wash their hands for 20 seconds with soap, rubbing thoroughly after application or use hand sanitizer when hand washing is not practical.

The district will ensure that hand sanitizer is ethyl alcohol-based and that children under age 9 only use hand sanitizer under adult supervision.

BUSD commissioned a thorough review of all non-classroom sinks at the elementary level and found that the cost of installing outdoor sinks in place of current drinking fountains was cost prohibitive. Portable handwashing stations also proved to be implausible because of the time required of custodial staff to fill and empty these stations throughout the day.

Every elementary school classroom was upgraded to include a touchless sink. Every classroom in the District, as well as all common areas, have touchless hand sanitizer dispensers. Additionally, staff and student training includes the importance of handwashing, and the BUSD Family COVID-19 Health and Safety Summary Letter includes information about hand washing. All students will be required to wash/sanitize their hands when entering and exiting the classroom.

Teachers will oversee regular handwashing and/or sanitizing. This will include the use of hand sanitizer when coming on to campus, before and after recess, before and after lunch, and before students begin the after-school program or go home. Students in after-school programs will maintain a similar regimen of hand sanitizing (i.e. before snack, before and after recess, and before leaving school).

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The following will be made available:

- Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels.
- Every classroom shall be provided hand sanitizer.
- Non-classroom workspaces shall be provided hand sanitizer.
- Hand sanitizer stations shall be provided at each ingress and egress point.
- Soap, hand sanitizer and paper towel supplies will be actively monitored by all staff in any space where students or staff are working.

Supplies will be regularly inspected by school custodial staff and will be promptly replenished upon request.

SCHOOL SINKS

Every elementary school classroom has a sink. Sinks are also located in restrooms and most staff break rooms. Teachers will be trained to oversee handwashing in the classroom at the key intervals listed in the section below. Hand sanitizer will also be used due to time restrictions.

SCHOOL	NUMBER OF SINKS
Preschools	
Franklin	41
Hopkins	22
King Child Development Center	40
Elementary Schools	
Berkeley Arts Magnet	47
Cragmont	45
Emerson	31
John Muir	34
Malcolm X	65
Oxford at West Campus	42
Rosa Parks	43
Ruth Acty	45
Sylvia Mendez	41

Thousand Oaks	43
Washington	47
Middle Schools	
Longfellow	39
Martin Luther King Jr	60
Willard	40
High Schools	
Berkeley High School	90
Berkeley Technology Academy	9

Cleaning and Disinfecting

The BUSD custodial staff has been trained on facilities cleaning protocols consistent with guidelines established by CDPH and CDC.

The district is aware of recent modifications by the CDPH in cleaning guidelines. According to the CDPH, “Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents. (See below for products approved for use).

If a COVID-19 case on a BUSD school has been identified, the spaces where the case spent a large proportion of their time will be disinfected.

BUSD will comply with CDPH guidelines for clearing and disinfecting, which state:

- Staff should clean frequently-touched surfaces at school and on school buses daily, including shared tables, desks, or chairs, door handles, shared technology, and supplies.
- In the event that a space is shared by two stable groups (please see the section of this plan that describes Stable Groups), desks and tables are considered shared and should be cleaned before the next group arrives.
- Buses should be thoroughly cleaned daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided cleaning materials, including but not limited to wipes and disposable gloves, to support cleaning of frequently touched surfaces during the day.

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- Outdoor playgrounds/natural play areas will be maintained regularly. Children will wash or sanitize their hands before and after using these spaces.

Schools will also be routinely “deep cleaned” to provide for a high level of cleanliness. BUSD will ensure its facilities (school site or central office) have the necessary District-funded supplies for preventative sanitation measures. The District's Operations Manager will monitor the frequency of campus cleaning.

USE OF SHARED ITEMS

The use of shared items will be minimized. High-touch shared items will be cleaned daily. Stable groups will have designated areas for breaks and dedicated sports equipment. Specialist Teachers (described in the section on Stable Groups) will limit the use of equipment (such as balls, gardening equipment, books, computers) during specialist instruction, and ensure that all equipment needed for instruction is thoroughly cleaned between stable groups. All Specialist Teachers will clean their instructional space between stable groups provided by the district (see Cleaning Solutions below).

CASES

In the event of a case of COVID-19 in a stable group, the classroom and other rooms used by the cohort will be closed for 24 hours and then receive a thorough disinfection. In other situations where a case was on campus during their infectious period, any rooms used by the case will be closed for 24 hours and then receive a thorough disinfection.

ELECTROSTATIC DISINFECTION

In instances when disinfection is necessary (per CDPH and described above), custodial and transportation staff will use electrostatic cleaners which spray an electrostatically charged mist that clings to surfaces to be cleaned and use a sanitizing agent to disinfect the area. Electrostatic cleaners enhance infection control and the spread of viruses, including COVID-19.

Supplies for these electrostatic sprayers appear on the CDC list of approved disinfectants. Disinfection will take place in keeping with the previous section which distinguishes between cleaning and disinfection. School staff will monitor students’ reactions to the use of the CDC approved disinfectants.

SCHOOL BUSES

School buses will be cleaned twice daily, once after the morning run and again after the afternoon run. At each cleaning, busses will first be cleaned with an electrostatic sprayer, and then manually. Cleaning is designed to disinfect all areas, to include high-touch surfaces.

CLEANING MATERIALS

These cleaning and disinfecting products, approved for use and on the EPA Environmental N List, will be used at school sites:

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- Botanical Disinfectant Solutions
- Betco Quat Stat 5 #44
- Betco Natural Degreaser #13
- Betco Green Earth Glass Cleaner #19
- Betco Green Earth Daily Floor Cleaner #20
- Betco GE Fight Bac (Childcares) test
- Betco ph7Q #4
- Green Earth All Purpose Cleaner #12

Health Screenings for Students and Staff

STAFF SCREENING

The District requires “Self-Attestation” of in-person staff daily, encouraging staff to self-screen before leaving for work (check temperature to ensure temperatures below 100 degrees Fahrenheit, check for symptoms specifically listed in the City of Berkeley Health Assessment Form (COVID Liaison Guide, Appendix F) and to stay home if they have tested positive for COVID-19, have symptoms consistent with COVID-19, or if they have had close contact with a person diagnosed with COVID-19. Staff who develop symptoms during the work day will be immediately sent home.

BUSD uses Frontline Health Portal for all employee daily self-screening.

In-person staff will be required to respond to an electronic screening questionnaire using the Frontline Health Portal that is based on CDC recognized symptoms and exposure and reviewed by District nurses. Questions may include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

BUSD will ensure that self-screening questions align with the City of Berkeley's CoB Health Assessment Form (COVID Liaison Guide, Appendix F).

STUDENT SCREENING

The District will instruct parents/guardians to screen students before leaving for school (check temperature to ensure temperatures below 100 degrees Fahrenheit, observe for symptoms specifically listed in the City of Berkeley COVID-19 Health Screening Form (COVID Liaison Guide, Appendix F) and to keep students at home if they have tested positive for COVID-19, have symptoms consistent with COVID-19, or if they have had close contact with a person diagnosed with COVID-19.

Parents/Caregivers shall be asked to respond to an electronic COVID-19 Health Screening Form that is based on questions and symptoms detailed in the City of Berkeley COVID-19 Health Screening Form, with responses reviewed by District nurses. Alternatively, for students with incomplete electronic questionnaires, a symptom screening checkpoint will be set up at school entrances. Students will be screened for symptoms including but not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

BUSD will maintain screening stations at each designated entrance of each school or use other methods to determine if students are completing their health screening. Screening stations will ensure that students have a face covering, that their parent/guardian has completed the electronic COVID-19 Health Screening Form, and that each student is visually screened for symptoms of COVID-19.

If a student is symptomatic for COVID-19 while entering campus or during the school day, the student will be separated from others right away and isolated in an area through which others do not enter or pass. The student's parent/guardian will be notified immediately that the student must return home. The District will ensure that office staff receive and are trained on

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these guidelines for symptoms occurring on a school campus. BUSD will maintain a cadre of trained screeners for each day and each campus. This group will consist of BUSD staff and trained parent volunteers.

ON SITE SCREENING

Students and staff who completed a daily screening will be checked off at their school's entrance and may enter the campus. When students on a school campus are screened on site, they will be screened using a checklist of symptoms specifically listed in the City of Berkeley COVID-19 Health Screening Form (COVID Liaison Guide, Appendix F). Their temperature will be taken using a no-touch thermal scan thermometer. Students who don't pass the screening will be isolated while waiting for parent/guardian pick up.

IF STUDENTS OR STAFF ANSWER "YES" TO ANY HEALTH SCREENING QUESTIONS

BUSD STAFF WILL:

- Send the student or staff home immediately, isolate them in the school site isolation room if necessary while waiting to be picked up.
- Refer the student (via parent/caregiver) or staff to their healthcare provider for evaluation and recommend a COVID-19 test, if applicable.
- Send the parent/caregiver or staff member a letter with isolation instructions, including Return-to-School guidelines and date, related resources, as well as what to do if they do test positive and what to do if they choose not to seek testing.
- Document that the student/staff was sent home because of exposure, symptoms, or fever.

IF STUDENTS OR STAFF ANSWER "NO" TO ANY HEALTH SCREENING QUESTIONS

Students/staff meet criteria to participate in in-person classes today. If symptoms develop while at school, or new exposure information is obtained, the student/staff should immediately notify their teacher/designated COVID Liaison for rescreening.

Identification and Tracing of Contacts

WORKPLACE CONTACT TRACING

All schools have designated staff at their school sites who have been trained to support contact tracing through the City of Berkeley Health Department and be available to receive notification from public health. These staff - principals and administrative assistants - have been trained by BUSD District Nurses on the contact tracing protocols established by the City of Berkeley and have taken part in the City of Berkeley COVID Liaison training. (BUSD District nurses were trained by both the City of Berkeley and Alameda County.)

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BUSD worked in consultation with the City of Berkeley Department of Public Health to create contact tracing procedures for all BUSD schools. These procedures describe the specific duties of school staff with respect to contact tracing at school sites, including sending home individuals who report symptoms or a positive case; conducting interviews with the individual to determine close contacts (per the CDPH definition of close contact); providing notification to close contacts that they must quarantine; notifying the community of a positive case; and notifying both the City of Berkeley and BUSD District Nurses.

Upon notification that an employee or student has been infected with COVID-19, the District shall work with public health officials and assist with workplace contact tracing and any required notifications.

- Staff will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. This information will be used solely for contact tracing purposes. All staff are expected to comply with contact tracing.
- The district has coordinated with the City of Berkeley Health Department to identify and train staff to perform contact tracing. They will appropriately report cases and share case contact information with the City of Berkeley Health Department.

ACTIONS WHEN THERE IS A CONFIRMED CASE

Parents/caregivers or staff must immediately report a COVID-19 case to their school's principal and should also fill out their daily Health Portal screening (Frontline for staff or the COVID-19 Health Screening Form for parents/caregivers). Principals or other designated and trained staff will contact the District's COVID-19 Liaison and the City of Berkeley Public Health department (510-981-5292) and immediately coordinate with the employee or parent/guardian to gather information in order to determine:

- When the case (the person with COVID-19) was on campus/at a BUSD facility.
- When the infectious period began.
- Who in the school community was a close contact with the case and must be notified to quarantine and consider testing.
- What safety protocols were practiced in the classroom, on the school campus, and on the bus.
- Whether a cohort must close and quarantine for 14 days.

Once the District's COVID Liaison has collected all necessary information, they will issue appropriate communications (for more information, see Communications Plan on page 32), track students and staff who are in home quarantine or isolation and guide them on meeting the criteria for a safe return*. When suspected student cases of COVID-19 arise during the school day or in an open school program, the School Site Liaison makes sure that parents/guardians are notified right away. In addition, Liaisons ensure that student(s) or staff who exhibit symptoms, may have been exposed, or who test positive for COVID-19 are

ushered to a separate designated room (isolation room) until they are picked up or able to leave safely.

Criteria for Safe Return from Isolation

- Must Isolate for 10 days (unless the student or staff member can provide/show they received a negative PCR or Molecular COVID Test Result)
- Must be fever-free for at least 24 hours, without using any fever-reducing medicine
- Symptoms must be improving.

***Criteria for Safe Return from Quarantine**

- Students or Staff who are placed in Quarantine must complete a full 14 days of quarantine regardless of a negative test result.

COVID-19 CASE: ROLE OF BUSD STAFF LIAISONS AND THE CITY OF BERKELEY

BUSD staff work closed with the City of Berkeley when there is a COVID-19 case in our school community. Each has a defined role in the process.

BUSD COVID Liaison*	City of Berkeley CD Program*
<ul style="list-style-type: none"> ✓ Provide isolation instructions ✓ Collect case information ✓ Complete list of close contacts on SPOT** ✓ Notify exposed individuals (close contacts) ✓ Send close contacts home with quarantine instructions & testing info ✓ Report case to CD Program within 24 hours ✓ Have impacted spaces cleaned and disinfected ✓ Send exposure letters to close contacts ✓ Send known case letter to community 	<ul style="list-style-type: none"> ✓ Review information collected on confirmed case ✓ Communicate with <i>COVID Liaison</i> from school/program ✓ Conduct case interview with positive individual to determine isolation period and identify other contacts ✓ Conduct contact tracing based on SPOT information and case interview ✓ Notify close contacts ✓ Provide support and quarantine guidance to close contacts ✓ Track positive individual until end of isolation and close contacts until end of quarantine

****School Portal for Outbreak Tracking (SPOT)** is the secure system used by schools and health districts across California to share information about students, teachers and staff who are involved in a COVID-19 exposure. COVID Liaisons enter information about positive and exposed individuals at their schools into SPOT in order for health professionals at local health districts to follow up to support their successful recovery from COVID-19 and to take immediate action to prevent the spread of COVID-19 to more individuals.

City of Berkeley Response Guide to Suspected and Confirmed COVID-19 Cases

Scenario	Action	Communication
HAS SYMPTOMS		
<div style="text-align: center; font-size: 2em; font-weight: bold; color: #800040; border: 1px solid #800040; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div> <p>A student or staff member:</p> <ul style="list-style-type: none"> ● exhibits COVID 19 symptoms; OR ● answers “yes” to a health screening question; OR ● has a temp of 100° F or higher 	<ul style="list-style-type: none"> ● Send student/staff member home (or advise to stay home). If pending pick up, isolate in a room or area away from others. ● Advise student/staff member to contact their health care provider. ● Refer student/staff member to COVID-19 testing resources. ● Advise student/staff member to follow ISOLATION Instructions (Spanish version) for at least 10 days, unless COVID-19 is ruled out by a negative test or a health provider (Scenario A). ● Advise student/staff member to share test results with school administrator as soon as possible: <ul style="list-style-type: none"> ○ If negative test result or no test result: Advise continued ISOLATION. See Return-to-School criteria in Scenario A. ○ If positive: Follow actions in Scenario 4 (Tests Positive). See Return-to-School criteria in Scenario C. 	<p>Cohort/School/Site remains OPEN</p> <p>Communication: None required</p>

City of Berkeley Response Guide to Suspected and Confirmed COVID-19 Cases

EXPOSED TO SOMEONE WHO TESTED POSITIVE (CLOSE CONTACT*)

2

A student or staff's household member, or someone with whom they have been in close contact,* tests positive for COVID-19

- Send student/staff member home (isolate, if pending pick up) or advise to stay home.
- Advise student/staff member to contact their health care provider.
- Refer student/staff member to [COVID-19 testing resources](#).
- Advise student/staff member to follow [QUARANTINE Instructions \(Spanish version\)](#) for at least 10 days from last exposure to confirmed case.
- Advise student/staff member to share test results with school administrator as soon as possible:
 - **If positive:** Follow actions in **Scenario 4 (Tests Positive)**. See Return-to-School criteria in **Scenario C**.
 - **If negative or no test:** Advise continued [QUARANTINE](#). See Return-to School criteria in **Scenario B**.

*A **Close Contact** is defined as a person who spent at least 15 minutes within 6 feet of someone with COVID-19, whether all at one time or cumulatively, while the person was infectious. See Key Terms section (above) for more information.

Note: Testing is **highly** recommended, but not required, for asymptomatic students/staff members **5 – 7 days** after their last close contact with someone who tested positive for COVID-19.

Cohort/School/Site remains **OPEN**

Communication:
None required

City of Berkeley Response Guide to Suspected and Confirmed COVID-19 Cases

Scenario	Action	Communication
EXPOSED TO A CLOSE CONTACT OF SOMEONE WHO TESTED POSITIVE		
<div style="text-align: center; font-size: 2em; font-weight: bold; color: #4a4a9a; border: 1px solid #4a4a9a; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div> <p>A student or staff member had close contact* with someone who had close contact* with someone who had COVID-19</p>	<ul style="list-style-type: none"> ● Student/staff member may return to school/class immediately without any special restrictions ● Advise student/staff member to practice steps to stay healthy: <ul style="list-style-type: none"> ○ Physically distance 6 feet ○ Wear a face covering ○ Wash hands often with soap and water for 20 seconds or use hand sanitizer with 60% alcohol ○ Avoid touching eyes, nose and mouth <p>*A Close Contact is defined as a person who spent at least 15 minutes within 6 feet of someone with COVID-19, whether all at one time or cumulatively, while the person was infectious. See Key Terms section (above) for more information.</p>	<p>Cohort/School/Site remains OPEN</p> <p>Communication: None required</p>

City of Berkeley Response Guide to Suspected and Confirmed COVID-19 Cases

Scenario	Action	Communication
TESTS POSITIVE (1 - 2 people)		
<div style="text-align: center; font-size: 2em; font-weight: bold; color: white; background-color: #e67e22; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">4</div> <p>1 - 2 student(s) or staff member(s) tests positive for COVID-19</p>	<p><u>Steps to Take with Positive Student/Staff Member:</u></p> <ul style="list-style-type: none"> • Send student/staff member home (isolate, if pending pick up) or advise to stay home. • Advise positive student/staff member to follow ISOLATION Instructions (Spanish version) for at least 10 days. See Return to School criteria in Scenario C. • Create list of student/staff's close contacts at school. <ul style="list-style-type: none"> ◦ For each close contact*, complete information on SPOT[◇], prioritizing: (1) full name; (2) date of birth; (3) home address; (4) personal phone number; and (5) date last exposed to the individual who tested positive. <p><u>Steps to Take with Close Contacts*:</u></p> <ul style="list-style-type: none"> • Follow actions in Scenario 2 (Exposed to Confirmed Positive). <p><u>Notifications:</u></p> <ul style="list-style-type: none"> • Within 24 hours, contact the City of Berkeley CD Program: cobcd@cityofberkeley.info or (510) 981-5292 with the subject line “Berkeley School Exposure - Positive Case.” Note that <u>Steps to Disinfect Facility:</u> • Clean and disinfect spaces where COVID-19 positive staff member/student spent significant time (15 mins or more). <p>*A Close Contact is defined as a person who spent at least 15 minutes within 6 feet of someone with COVID-19, whether all at one time or cumulatively, while the person was infectious. See Key Terms section (above) for more information.</p>	<p>COHORT(S) QUARANTINED for at least 10 days from last exposure</p> <p>CLOSE CONTACTS QUARANTINED for at least 10 days from last exposure</p> <p>School/Site remains OPEN</p> <p>Communication:</p> <ul style="list-style-type: none"> • Send Exposure Letter to Close Contacts/Cohort Members • Consider Schoolwide/Sitewide Notification of a Known Case • See notification requirements of Assembly Bill (AB) 685 in note below⁺

⁺Per California Assembly Bill (AB) 685, as of January 1, 2021, exposure and benefits notifications also must be sent to:

- All employees who were at the worksite within the infectious period (2-14 days) who may have been exposed to COVID-19
- Bargaining units/representation (unions) if applicable
- The disinfection and safety plan must be sent to all employees

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Scenario	Action	Communication
CLUSTER TESTS POSITIVE (3 or more people)		
<div style="text-align: center; font-size: 2em; font-weight: bold; color: #4F81BD; border: 2px solid #4F81BD; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">5</div> <p>3 or more students or staff members test positive for COVID-19: g</p> <ul style="list-style-type: none"> ● within a 2 week period; <li style="text-align: center;">AND ● they are not members of the same household 	<ul style="list-style-type: none"> ● Follow actions in Scenario 4. ● Immediately (within 24 hours) contact the City of Berkeley CD Program: cobcd@cityofberkeley.info or (510) 981-5292 with the subject line “Berkeley School Exposure - Possible Outbreak.” ● CD Program will work with the school/site to determine whether the cluster is an outbreak that requires a public health outbreak response. ● Full or partial closure of in-person school/site operations may be necessary in the case of an outbreak. ● More information on school/district closure and reopening below. 	<p>School/site may be subject to PARTIAL or FULL CLOSURE</p> <p>Communication:</p> <ul style="list-style-type: none"> ● Send Exposure Letter to Known Close Contacts ● Send Schoolwide/ Sitewide Notification of Multiple Known Cases on Site

Triggers for Switching to Distance Learning

The District will comply with CDPH and City of Berkeley Public Health regarding classroom, site, and district closures based on positive test results or local conditions.

In the event that a student or staff member is reported to be positive for COVID-19 and was in the cohort during their infectious period, the entire cohort will be quarantined --students and staff-- and participate in distance learning only during the quarantine period.

January 14, 2021 Guidance from CDPH includes these school closure guidelines:

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which

suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO. The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the LHD

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the LHD. If a LEA is closed, LEAs may typically reopen after 14 days, in consultation with the LHD.

Return to School Criteria

City of Berkeley Return to School Criteria

Scenario	Action
HAD SYMPTOMS, IN ISOLATION	
<p style="text-align: center;">A</p> <p>Student or staff member is in isolation because they exhibited COVID-19 symptoms OR responded "yes" on a health screening OR had a temperature of 100° F or above</p>	<ul style="list-style-type: none"> • The student/staff member should remain in ISOLATION until meeting ALL return-to-school criteria. • If student/staff member TESTS NEGATIVE or DOES NOT GET TESTED, they can return to school when: <ol style="list-style-type: none"> 1. They have had no fever for at least 24 hours, without using fever-reducing medicines, such as acetaminophen (Tylenol) or Ibuprofen (Advil or Motrin); AND 2. They feel better (symptoms do not have to be completely resolved); <p style="margin-left: 20px;">PLUS at least 1 of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> They obtain a negative COVID-19 test result; OR <input type="checkbox"/> They provide documentation from a <i>health care provider</i> that their symptoms are typical of another underlying chronic condition; OR <input type="checkbox"/> At least 10 days have passed since symptoms first appeared. • If student/staff member TESTS POSITIVE: Follow actions in Scenarios 4 and C;
CLOSE CONTACT TO A CONFIRMED CASE, IN QUARANTINE	
<p style="text-align: center;">B</p> <p>Student or staff is in quarantine following close contact with someone who tested positive for COVID-19</p>	<ul style="list-style-type: none"> • The student/staff member must remain in QUARANTINE for at least 10 days from last exposure even if they never had symptoms or received a negative COVID-19 test result. • Student/staff member should monitor for symptoms closely for 14 days following exposure to COVID-19 (4 days after quarantine ends). This person still may develop symptoms and/or become infectious to others. • While most people are subject to 10-day quarantines, some individuals (e.g., who were part of an outbreak or are in high-risk living situations) may be required to quarantine for longer. Some first responders and health care providers may be subject to shorter quarantines (City of Berkeley's Public Health Emergency Quarantine Order, Updated December 22nd, 2020).
TESTED POSITIVE, IN ISOLATION	
<p style="text-align: center;">C</p> <p>Student or staff member is in isolation after testing positive for COVID-19</p>	<ul style="list-style-type: none"> • The student/staff member should remain in ISOLATION until meeting ALL return-to-school criteria. • ASYMPTOMATIC students/staff can return to school when: <ul style="list-style-type: none"> ○ They have been in isolation for at least 10 days since their 1st positive test collection date; AND ○ They did not develop any symptoms during isolation. • SYMPTOMATIC students/staff can return to school when: <ul style="list-style-type: none"> ○ They have been in isolation for at least 10 days after the onset of symptoms; AND ○ They have had no fever for at least 24 hours, without using fever-reducing medicines, such as acetaminophen (Tylenol) or ibuprofen (Motrin or Advil); AND ○ They feel better (symptoms may not be completely resolved).

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Communications Plan

RISK MITIGATION AND SAFETY COMMUNICATIONS

The District will provide staff with clear and timely communications, policies, and procedures regarding health and safety guidelines that are consistent for all school sites and central office facilities.

Families will receive updates from Principals and/or the District Office, and information relative to COVID-19 risk mitigation and campus reopening will be posted to the [BUSD Campus Reopening website page](#).

COVID-19 CASE COMMUNICATION - STUDENT/FAMILY

The parents/guardians of all students engaged in on-campus learning will be notified of a confirmed case that was on their student's campus during the case's infectious period.

If the case was in a cohort, the cohort will receive additional COVID-19 guidance including quarantine information from the City of Berkeley Health Department, a date when the student can return to campus, and a recommendation to reach out to the student's healthcare provider to learn about testing. If a student is determined to be a close contact with a case, the parent/guardian will receive similar information.

A sample Student/Family communication related to close contact with a COVID-19 case can be [found at this link](#).

A sample Student/Family Communication related to a positive case on campus, where the student was not a close contact, can be [found at this link](#).

All of these sample letters have been translated into Spanish.

COVID-19 CASE COMMUNICATION - STAFF

The District will notify staff and union leadership of possible exposure to COVID-19 within one business day, as required by AB685.

- Per AB685, the District will provide a written notice to all employees who were at the same worksite as the "qualifying individual" (the potentially exposed employee) within one business day, except on Fridays or prior to Holidays and Breaks, which will be 24 hours, that they may have been exposed through close contact (within 6 feet and for a period of 15 minutes or longer) to COVID-19. An employee is considered as "qualifying" if they received a lab-confirmed positive test, received a positive diagnosis

from a licensed health care provider, or have received a COVID-19-related order to isolate provided by a public health official.

- After December 31, 2020, any staff member who must quarantine due to workplace exposure and cannot work remotely will be provided with paid leave that does not use the employee's accrued leave as needed to cover their illness and/or quarantine time period as defined by public health or medical professionals. They are also eligible to make a claim for worker's compensation benefits which may include up to 60 paid days.

If a staff member must quarantine, BUSD will provide a date for returning to work and quarantine guidance from the City of Berkeley Public Health Department. The staff member will be encouraged to reach out to their healthcare provider for information about testing.

CONFIDENTIALITY

COVID response is confidential and consistent with privacy requirements. This means no student or staff names or identifying information will be shared in case notifications made to staff or families.

COVID-19 CASE DASHBOARD

All COVID-19 cases that were present on a school campus or at a District facility during the infectious period will be added to the [BUSD Confirmed On-Site COVID-19 Case Dashboard](#).

Staff Training and Family Education

STAFF TRAINING

To help prevent the spread of COVID-19, prior to any school or central office reopening, the District will train its employees in appropriate measures (public health measures, hygiene, sanitation, etc.) to prevent the spread of the virus. This includes training on proper PPE usage, social distancing protocols, and handwashing/hand sanitizing procedures. Staff will view training videos that cover Cal/OSHA general guidelines for COVID-19.

Principals and department managers have received COVID-19 Reporting and Contact Tracing Training, and staff departments including Transportation, Facilities and Nutrition Services received specialized risk mitigation training through the Keenan Safe Schools COVID-19 training program. Staff training is described comprehensively in the section of this plan on Social Distancing.

STUDENT TRAINING - FAMILY EDUCATION

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BUSD has created a series of family friendly guides to campus safety protocols that are available to families on the [district's website](#).

BUSD parents and guardians will be asked to have their students view a series of videos covering COVID-19 safety practices while at school. Safety practices will be discussed in the classrooms and reinforced throughout the school day. Parents and guardians will be encouraged to read this plan and other school-specific campus safety information before students return to a campus. Student and family training is described comprehensively in the section of this plan on Social Distancing.

Testing

BUSD provides COVID-19 testing every two weeks to all staff working in-person at a District school or facility. Testing occurs at BUSD facilities every day, and is scheduled and administered by the district. All staff providing in-person instruction or service will receive a COVID-19 test prior to returning to their in-person position.

The District is now offering free COVID-19 testing through PMH Labs to elementary school students who have returned for in-person instruction and high school athletes every two weeks. We will continue to expand students testing as middle school and high school students begin in-person learning.

Staff Vaccinations

BUSD has partnered with the City of Berkeley and the Alameda County Office of Education to ensure that all BUSD staff have had the opportunity to be vaccinated against COVID-19 prior to the reopening schools. The District has also established a staff vaccine hotline where staff can receive help to secure a vaccine appointment or learn more about vaccination options. According to the CDC (dated March 1, 2021):

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you'll get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.

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- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.

[Learn more about the different COVID-19 vaccines.](#)

[Learn more about how federal partners are ensuring COVID-19 vaccines work.](#)

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Appendix

The following School-Specific Reopening Plans will be available the week of March 22, 2021.

ELEMENTARY SCHOOLS

[Berkeley Arts Magnet Elementary School Reopening Plan](#)

[Cragmont Elementary School Reopening Plan](#)

[Emerson Elementary School Reopening Plan](#)

[John Muir Elementary School Reopening Plan](#)

[Malcolm X Elementary School Reopening Plan](#)

[Oxford Elementary School Reopening Plan](#)

[Rosa Parks Elementary School Reopening Plan](#)

[Ruth Acty Elementary School Reopening Plan](#)

[Sylvia Mendez Elementary School Reopening Plan](#)

[Thousand Oaks Elementary School Reopening Plan](#)

[Washington Elementary School Reopening Plan](#)

MIDDLE SCHOOLS

[Longfellow Middle School Reopening Plan](#)

[Martin Luther King, Jr. Middle School Reopening Plan](#)

[Willard Middle School Reopening Plan](#)

HIGH SCHOOLS AND ALTERNATIVE SCHOOLS

[Berkeley High School Reopening Plan](#)

[Berkeley Technology Academy Reopening Plan](#)

[Independent Study Reopening Plan](#)

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