

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING of the GOVERNING BOARD

Tuesday, January 26, 2021

AGENDA

TIME: 4:00pm PLACE: Teleconferencing via Zoom

<https://us04web.zoom.us/j/73331753523?pwd=SFFvcUxGc1ViVWVpxejRleWF4cDUzUT09>
Meeting ID: 733 3175 3523

CALL TO ORDER AND ROLL CALL

BOARD MEMBERS:

Mr. Doug Mederos, President
Mr. John Mendonca, Clerk
Mr. Joey Benevedes, Trustee
Mr. Mark Nunes, Trustee
Mr. Joseph Meneses, Trustee

PLEDGE OF ALLEGIANCE

(1.0) APPROVAL OF MINUTES

1. The minutes of the regular meeting held on December 15, 2020 are presented for Board approval.

Motion by _____ Second _____ ACTION ()

(2.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.

(Action cannot be taken on anything that is not already on the agenda).

(3.0) CORRESPONDENCE:

1. Letter from TCOE RE: Review of First Period Interim Report, 2020-21.
2. Thank you note from Tulare Target Archers & Santa Fe Trail Archers

(4.0) ADMINISTRATORS' REPORTS

1. *Superintendent's Report*
 - A. *Annual Audit Report-M. Green*
 - B. *Williams Valenzuela 4th Qtr. report*
 - C. *Update on COVID19 cases at OV*
 - D. *Update on state re-opening plans*
2. *Principal's Report*
 - A. *Enrollment update*

B. Trimester 1 Benchmark Data

(5.0) BUSINESS SERVICES

- 1.) Approval authorization to pay vouchers as presented.

Motion by _____ Second _____ ACTION ()

- 2.) Approval of budget revisions as presented.

Motion by _____ Second _____ ACTION ()

(6.0) DISTRICT ADMINISTRATION

- 1.) Approval of OVUESD 2020-2021 School Accountability Report Card (SARC).

Motion by _____ Second _____ ACTION ()

- 2.) Approval of OVUESD Injury & Illness Prevention Program (IIPP).

Motion by _____ Second _____ ACTION ()

- 3.) Approval of OVUESD COVID-19 Prevention Program (CPP)

Motion by _____ Second _____ ACTION ()

(7.0) CLOSED SESSION

- 1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

(8.0) RECONVENE IN REGULAR SESSION

(9.0) ORGANIZATIONAL BUSINESS

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

(10.0) ADJOURNMENT

Motion by _____ Second _____ ACTION ()

ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

February 9, 2021 @ 4:00 pm Virtually via Zoom

This agenda may be made available in an appropriate alternative format for a person with a disability, upon request. If a disability-related modification or accommodation, including auxiliary aids or services, is needed, please contact **Heather Pilgrim, Ed.S., Superintendent**, at least one week in advance of the meeting, at **688-2909**. Requests made closer to the meeting may not be able to be accommodated.

1.1

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING of the GOVERNING BOARD

Tuesday, December 15, 2020

MINUTES

TIME: 4:00pm PLACE: Teleconferencing via Zoom

<https://us04web.zoom.us/j/78381971982?pwd=Y3F5aUtnTTd1T1k2WGdpZlhiZVEvQT09>
Meeting ID: 783 8197 1982

CALL TO ORDER AND ROLL CALL @ 4:06pm

BOARD MEMBERS:

Mr. Doug Mederos, President	present
Mr. John Mendonca, Clerk	absent
Mr. Joey Benevedes, Trustee	present
Mr. Mark Nunes, Trustee	present
Mr. Joseph Meneses, Trustee	tardy

PLEDGE OF ALLEGIANCE

(1.0) ANNUAL ORGANIZATIONAL BUSINESS OF THE BOARD OF TRUSTEES

1.1 Assumption of Chair by Board Secretary

Supt. Pilgrim assumed the position as Chair to conduct the reorganization of the board.

1.2 Swearing in of new or incumbent Board Members.

Supt Pilgrim swore in Doug Mederos and due to Mr. Mendonca's absence, Supt Pilgrim swore him in over the phone at an earlier time.

1.3 Election of the Board President.

Nomination for Doug Mederos for Board President was made by

Motion by J. Benevedes Second M. Nunes Action (3-0)

1.4 Election of the Board Clerk.

Nomination for John Mendonca for Board Clerk was made by Mark Nunes.

Motion by M. Nunes Second J. Benevedes Action (3-0)

1.5 Appointment of Secretary to the Board.

Superintendent Pilgrim was appointed as Secretary by J. Benevedes.

Motion by J. Benevedes Second M. Nunes Action (3-0)

1.6 Authorization of Order Signatures.

A list of proposed signatures was presented to the board which depicted all board members, the superintendent, and principal.

Motion by M. Nunes Second J. Benevedes Action (3-0)

1.7 Designation of Regular Meeting Time and Dates.

Supt. Pilgrim presented a proposed schedule of meeting dates that stay consistent with the second and fourth Tuesday of each month at 4pm.

Motion by M. Nunes Second J. Benevedes Action (3-0)

1.8 Appointment of Board Representative for Election of County Committee Members on School Board Organization.

Joey Benevedes was nominated for the selection of the board rep to the Election of County Committee Member by Mark Nunes.

Motion by M. Nunes Second D. Mederos Action (3-0)

(2.0) APPROVAL OF MINUTES

1. The minutes of the regular meeting held on November 10, 2020 are presented for Board approval.

Minutes presented with no requests for changes/corrections.

Motion by M. Nunes Second J. Benevedes ACTION (3-0)

(3.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS

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(Action cannot be taken on anything that is not already on the agenda).

(4.0) CORRESPONDENCE: *Superintendent Pilgrim presented the following letters to the board.*

1. Letter from CDE dated November 17, 2020 approving the district's Federal Addendum meeting the requirements for the LEA Plan as defined by ESSA State Plan.
2. Letter from Lozano Smith Attorneys at Law dated December 1, 2020 regarding audit information request for OVUESD

(5.0) ADMINISTRATORS' REPORTS

1. *Superintendent's Report*

A. *Update on Hybrid/Distance Learning*

Supt. Pilgrim detailed her decision for return all students to distance learning for the remainder of the time before Christmas break due to the inability to keep all staff and students safe due to the rise in

COVID cases and exposure to COVID in the district. The hope is to return on Jan 11.

B. Update on COVID19 cases at OV

There have been 6 students and 5 staff members who have tested positive for COVID19. Only one incidence did it require to quarantine a classroom.

C. Annual Report of Developer Fees

Business Manager Meneses answered questions to the report on developer fees. Developer fees are set aside for any soft costs to construction projects.

2. Principal's Report

Principal Baxter presented the following:

-Teachers have committed to a set of core values in writing as the first step in working towards creating a consistent, effective writing program at OV.

-Parent conferences just concluded. They were conducted virtually.

-7/8th grade Cohorts will begin Jan. 11. Everyone is very excited. Cohorts consist of 1 adult to 14 students. It is a voluntary program.

(6.0) BUSINESS SERVICES

- 1.) Approval authorization to pay vouchers as presented.

Motion by M. Nunes Second J. Meneses ACTION (4-0)

- 2.) Approval of 1st Interim and Budget Revisions

Business Manager Meneses presented the 1st Interim report along with budget revisions to the board. She answered questions and clarified that deferrals are not supposed to be happening during this year and one-time funds are still being utilized with deadlines coming soon to spend some of the monies.

Motion by J. Meneses Second M. Nunes ACTION (4-0)

(7.0) DISTRICT ADMINISTRATION

- 1.) Approval of CSBA policy updates for October 2020.

Supt. Pilgrim presented policy updates for approval.

Motion by J. Meneses Second J. Benevedes ACTION (4-0)

- 2.) Approval of LCFF Budget Overview for Parents

Supt. Pilgrim presented the Budget Overview for parents plan to the board. This is a plan required by the state that depicts how the district utilizes LCFF funds. It is submitted to the county and then to the state.

Motion by J. Meneses Second M. Nunes ACTION (4-0)

- 3.) Approval of Inter-District Agreements

Tulare City: K (1) 3rd(1), 4th (1), 6th (1), 8th (1)
Visalia Unified: 4th (1)

Motion by M. Nunes Second J. Benevedes ACTION (4-0)

- 4.) Approval of bid award for internet services to TCOE conducted by Infinity.
Supt Pilgrim explained that Infinity conducts our bid for internet services and equipment once every 3 years. The incumbent vendor, TCOE, came in at the lowest costs. The bid award is up for board approval.

Motion by J. Benevedes Second J. Meneses ACTION (4-0)

- 5.) Approval of OnPoint Invoice for interactive TVs in every classroom.
Costs: 121,217.42
Funding Source: CARES and REAP
The technology department along with Mrs. Rocha, teacher, presented a request for interactive TVs to replace our LCD projectors. They demonstrated how they are used for instruction and why it would be better than our current projectors. OnPoint, the district's technology consultant per 20/21SY services agreement, provided the district with a piggy-back contract to use for this purchase.

Motion by J. Benevedes Second J. Meneses ACTION (4-0)

- 6.) Approval of additional ERATE increase on purchase of switches.
Costs: 7,248.47
Funding Source: General Fund
This item was tabled due to the possibility of the vendor providing a reimbursement of costs or not charging the district.

No Action

(8.0) CLOSED SESSION

- 1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

(9.0) RECONVENE IN REGULAR SESSION

(10.0) ACTION RELATED TO PERSONNEL

- 1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)
Fulltime, 12 month, custodian that fills a vacancy, John Ortega

Motion by M. Nunes Second J. Benevedes ACTION (4-0)

(11.0) ORGANIZATIONAL BUSINESS

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

(12.0) ADJOURNMENT @ 6:08pm

Motion by J. Meneses Second M. Nunes ACTION (4-0)

ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING
January 26, 2021 @ 4:00 pm Virtually via Zoom

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Tulare County
Office of Education
Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
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Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

January 15, 2021

Heather Pilgrim, Ed.S., Superintendent
Oak Valley Union School District
24500 Road 68
Tulare, CA 93274

SUBJECT: REVIEW OF FIRST PERIOD INTERIM REPORT, 2020-21

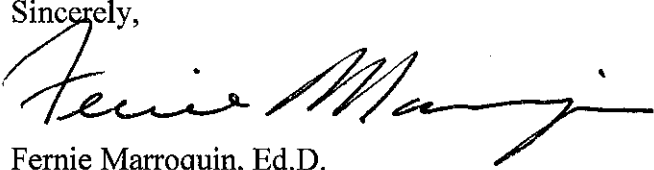
Dear Heather:

The county office has reviewed the 2020-21 First Period Interim Report of the Oak Valley Union School District, and will be able to certify to the California Department of Education that the district has submitted a positive report for the period ending October 31, 2020.

We find that these documents reflect a satisfactory fiscal position and indicate the district will be able to meet its financial obligations during this fiscal year and the two subsequent years as certified by your governing board. We thank you for the timely filing of your Interim Report with our office. The efforts of your staff in the preparation and submission of this report along with the supporting documentation is appreciated.

Please read our attached addendum for further comments and recommendations.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call at 733-6474.

Sincerely,


Fernie Marroquin, Ed.D.
Assistant Superintendent, Business Services
Tulare County Office of Education

FM/sd
Encl.

cc: Douglas Mederos, Board President
District Business Manager

BACKGROUND

Our review of the district's 2020-21 First Period Interim Report and the comments included are based on information the district had available at the time the Interim Report was prepared. The Governor's proposed budget for 2021-22 reflects unanticipated increases in funding for California Public Education during a time of an unprecedented global pandemic. The State economy has recovered from the COVID-19 pandemic much faster than originally anticipated and state revenues are much higher than projected when the 2020 Budget Act was enacted last summer. As a result, the Governor's 2021-22 budget proposal includes significant investments to address the immediate and long-term impacts of the pandemic on K-12 education.

Of most significance is the Governor's proposal to allocate roughly \$2 billion in Prop 98 funding to fund a statutory cost of living adjustment (COLA) of 3.8% in 2021-22. This COLA is comprised of a catch-up COLA adjustment of 2.31% to address the unfunded COLA in 2020-21 and a COLA of 1.5% for the 2021-22 budget year. Building upon the \$3.15 billion CalSTRS and CalPERS pension relief already provided to school employers, the Governor is proposing an \$850 million one-time general fund contribution to buy down 2021-22 employer contribution rates for both retirement systems. The budget also proposes investments of more than \$6.7 billion to enable schools to mitigate COVID-19 Pandemic impacts on students and transition back to safe in-person learning. These proposals include:

- \$2 billion in one-time Prop 98 funding available to segment resources for schools to offer in-person instruction safely;
- \$4.6 billion in one-time Prop 98 funding to provide targeted interventions and extended school year/summer school for low-income families, English language learners, foster youth, and homeless youth;
- \$315 million comprehensive package for educator professional development with an emphasis on developing quality training in high-need areas and providing timely access to training;
- \$225 million to improve the State's teacher pipeline which includes continued investments in the Golden State Teacher Grant Program and expansion of the Teacher Residency and Classified Employees Credentialing Programs;
- \$715 million to fund multiple initiatives aimed at strengthening and expanding student mental health services;
- \$300 million in ongoing Prop 98 funding for the Special Education Early Intervention grant.

Supplementing the already higher than anticipated funding for schools is the \$900 billion Coronavirus Response and Relief Supplemental Appropriations Act signed into law on December 27, 2020. This new federal stimulus money includes \$82 billion for education and is comprised of Elementary and Secondary School Emergency Relief (ESSER) and Governor's Emergency Education Relief (GEER) funding. These resources are earmarked to assist schools in reopening and address the multitude of new costs incurred by schools attributable to the COVID-19 pandemic.

The Department of Finance recognizes that in spite of a global public health crisis the State's economic recovery is outperforming expectations. However, going forward we face unprecedented challenges and disruptions in providing K-12 education that come with hefty costs. A global pandemic combined with risks unique to California including emergency preparedness costs due to wildfires, affordable housing woes, state-wide declining enrollment and reliance on significant one-time federal funding point to the importance of districts exercising fiscal prudence even when times are good.

LOCAL CONTINUITY AND ATTENANCE PLAN

Given the uncertain trajectory of COVID-19, the Local Control Accountability Plan (LCAP) is not required for 2020-21 as established via the passage of SB98. Accountability in 2020-21 will instead rely on the Learning Continuity and Attendance Plan required to be adopted by each district by September 30, 2020. This plan is intended to provide information at the district level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020-21 school year.

It is important to note that the LCAP document will resume as the main accountability document for K-12 education in 2021-22 and there continues to be a growing emphasis on accountability measures. The 2021-22 budget proposal includes language that will require districts to maintain supplemental and concentration grant funds to increase and improve services to unduplicated pupils until the funds are fully spent. This provision, if included in the final budget language, will effectively disallow supplemental and concentration dollars from being carried over in an unrestricted fashion from one year to the next. This provision will be especially challenging for those districts that are falling short of meeting their minimum proportionality requirement.

BUDGET OVERVIEW FOR PARENTS

Due to the passage of AB1808 in 2018 the LCAP template for 2019-20 incorporates a new section titled "Budget Overview for Parents" which is intended to help stakeholders better understand funding decisions included in the LCAP. This bill takes an additional step towards increasing transparency over those additional supplemental and concentration dollars generated by unduplicated students. SB98 added Education Code Section 43509 changing the adoption date for the Budget Overview for Parents in the 2020-21 school year and is intended to help stakeholders better understand funding decisions included in the Learning Continuity and Attendance Plans.

For 2020-21, local governing boards are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020 in conjunction with the district's first interim budget. As of the date of this approval letter, we have confirmed the district's Budget Overview for Parents document was adopted by the December 15, 2020 deadline and has been reviewed by the county office. As the result of this review process, our Leadership Support Services department sent comments (if any) in separate correspondence.

RETIREMENT COSTS

The Governmental Accounting Standards Board Statement No. 68 (GASB 68) reporting requirements took effect for the 2014-15 financial statements for State and local government employers. Districts now need to recognize their proportionate share of the net pension liability (NPL) for both CalSTRS and CalPERS retirees in their accrual based financial statements (Audit Reports).

The CalPERS Board adopted changes to the actuarial assumptions that became effective June 30, 2015. The changes result in a projected increase to the employer contribution rates for 2015-16 and for the following five years. The CalPERS Circular Letter 200-012-14 dated March 10, 2014 provided projected rates for 2014-15 through 2020-21 which were subsequently modified as shown below. Both the CalPERS and CalSTRS rates shown for 2019-20 and beyond include the subsidy provided as part of the passage of AB84 on April 21, 2020 and the proposed rate offset included in the Governor's 2021-22 proposed budget.

CalPERS Actual and Projected Rates					
2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Projected
13.888%	15.531%	18.062%	19.721%	22.70%	23.0%

Likewise, Assembly Bill 1469 increased the contribution rates that employers, employees and the state pay to support the State Teachers Retirement System. Employer rates will continue to increase until 2020-21. Thereafter, the STRS employer rate is set by the CalSTRS board.

CalSTRS Rates per Education Code Sections 22901.7 and 22950.5					
2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Projected
12.58%	14.43%	16.28%	17.10%	16.15%	15.92%

Districts should be cautious about budgeting for these lowered PERS and STRS rates in 2021-22 as they include a proposed offset not yet agreed upon by the legislator.

RESERVES

Reserve Caps – Our office continues to reinforce the need for reserves over the state minimum reserve requirements. Past experience has clearly demonstrated these minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for nearly all districts. Many LEAs have established reserve policies calling for higher than state minimum reserves, recognizing their duty to maintain fiscal solvency.

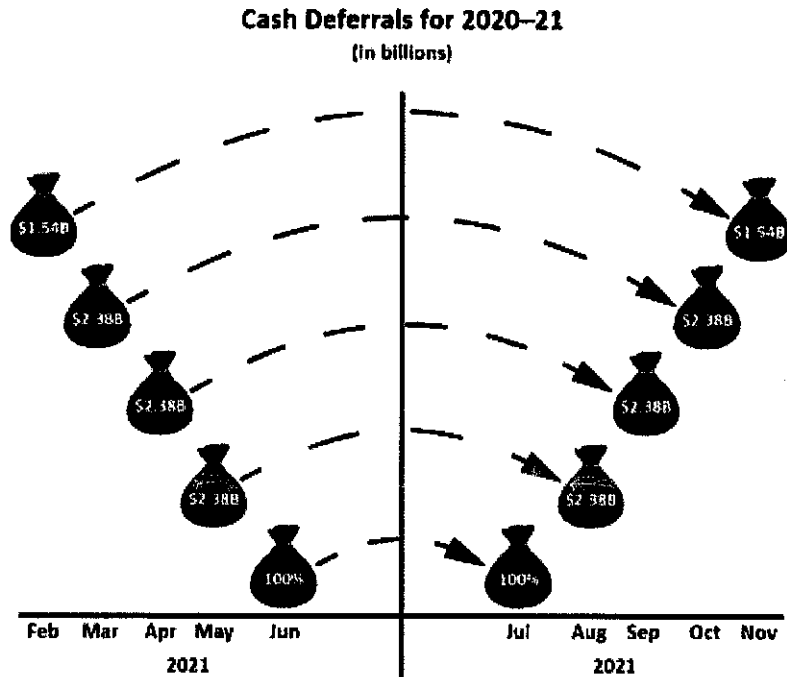
In October 2017 the Governor signed Senate Bill 751 which made significant changes to the previous Senate Bill 858 reserve cap requirements. These changes became effective January 1, 2018. The cap now allows for 10% of assigned or unassigned ending balances on a more limited number of district funds. It also exempts districts with fewer than 2,501 average daily attendance from the cap requirement.

The provisions of SB 751 are not imposed until the year after funds in the Public School System Stabilization Account equals or exceeds 3% of Proposition 98 funding for school districts. The State Superintendent of Public Instruction is required to notify districts and county offices of education when the conditions are met. The \$389 million contribution made as part of the Governor’s 2019-20 budget was short of the \$2.1 billion contribution amount that would have triggered the cap on district reserves in 2020-21. It is projected that required deposits of \$747 million and \$2.2 billion will be required in 2020-21 and 2021-22 respectively, triggering the school district reserve cap in 2022-23. It is recommended that districts impacted by the reserve cap take board action to commit funds for a specific purpose so they are not subject to the reserve cap.

Full Accrual Financial Position - As audit reports have begun to recognize long-term pension obligations under GASB 68, districts find their annual audit report may reflect a negative unrestricted balance on their Statement of Net Position. Beginning with fiscal year 2017-18, district audit reports will also reflect the full impact of long-term commitments for Other Post-Employment Benefits (Retiree health plans) under GASB 75. This will further reduce a district’s unrestricted net position. This will likely result in public concern over the fiscal management of the school district and higher costs associated with long-term financing. We encourage districts to review and understand their district’s unrestricted net position upon receipt of the district’s audited financial statements for 2019-20 in case questioned.

DEFERRALS

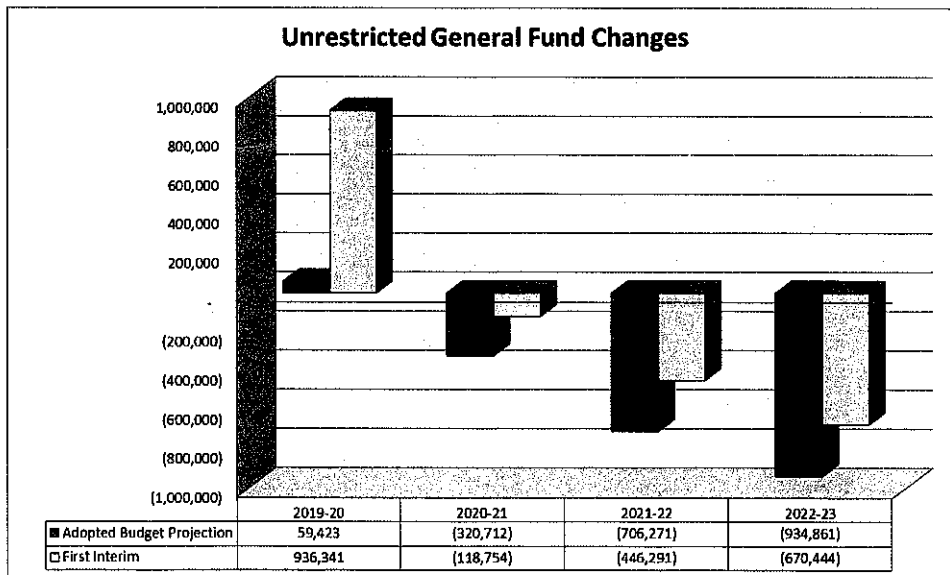
The 2020-21 enacted budget included approximately \$11 billion in deferrals from 2020-21 to 2021-22 beginning February 2021. The Governor’s 2021-22 proposed budget maintains the original deferral schedule for February through June 2021. Below is an illustration of the deferral repayment schedule:



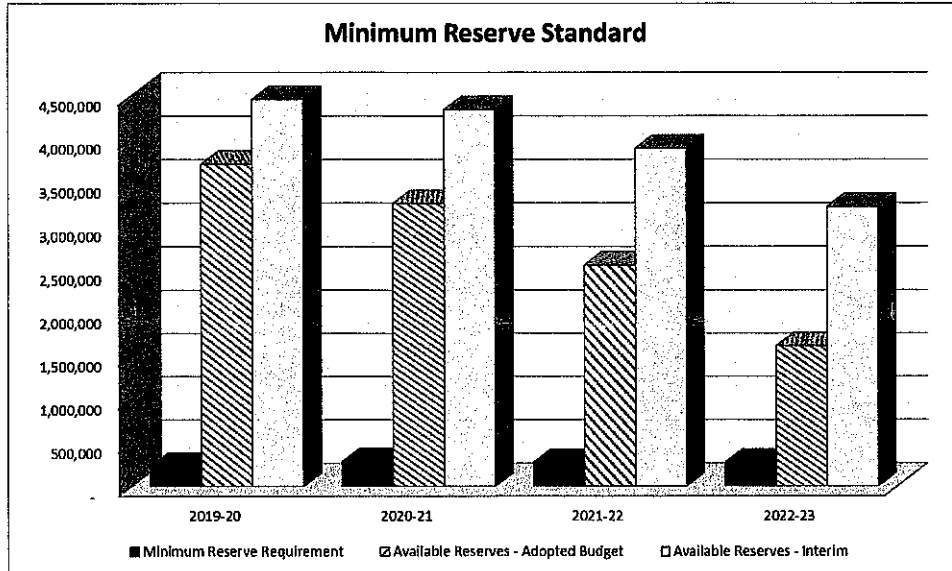
Districts should be reviewing cash balances on a monthly basis until these scheduled deferrals are repaid. Districts should be preparing cash flow projections for at least the next 18-24 months. These cash flow projections should be analyzed to determine if internal or external borrowing is going to be necessary. Cash flow monitoring is critical as we enter these deferral months.

LOCAL CONTROL FUNDING FORMULA PROJECTIONS

Below is a comparison of the district's adopted budget and the current interim's anticipated change in the unrestricted general fund balance. The differences primarily represent an updated beginning balance for the year, changes in state LCFF estimates and changes in district provided ADA estimates.



The next graph presents the district's 2020-21 First Interim reserve status compared with the original adopted budget and state minimum reserve requirement.



COMMENTS AND RECOMMENDATIONS

This section of our letter lists comments and recommendations we consider appropriate as a result of our review and current state budget projections.

- ➔ ***Some of the district's interfund loans appear to be on-going or increasing on a regular basis. The district should review the requirements of Education Code 42603 to ensure the limitation and repayment requirements for such loans are being met.***
- ➔ ***In our review, we noted some errors or inconsistencies in the data provided. The district should take note of the following items to review for accuracy for future report filings:***
 - ***Per review of the unrestricted MYP the district included \$42,867 in PERS certificated benefit costs associated with the 2020-21 fiscal year; however, these costs are eliminated without explanation in 2021-22 and 2022-23.***
- ➔ ***The district has prior year accruals including accounts receivable that have not been reversed. We recommend the district review these accruals and reverse balances that are no longer pending receipt.***
- ➔ ***There are no additional comments or recommendations.***

10

Accounts Payable Final Prelist - 12/23/2020 7:43:53AM

*** FINAL ***

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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013740	AMERICAN FIDELITY ASSURANCE	PV-210294	11/1/2020		NOV		010-00000-0-00000-00000-95024-0-0000	\$152.36	G		
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								DISABILITY FMS			
								Total Check Amount:	\$152.36		

014063	AT&T MOBILITY	PV-210295	12/4/2020		X121222020		010-32200-0-11100-10000-43000-0-0000	\$1,540.51			
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								HOTSPOTS			
								Total Check Amount:	\$1,540.51		

012735	BUENA VISTA	PV-210296	12/4/2020		20/21-04		010-00000-0-11100-10000-58000-0-0000	\$7,181.70	L		
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								HRASTON			
								Total Check Amount:	\$7,181.70		

013911	CALIFORNIA WATER SERVICES	PV-210297	11/30/2020		044660		010-81500-0-00000-81100-58000-0-0000	\$3,256.06			
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								Water Treatment			
								Total Check Amount:	\$3,256.06		

013336	CENTRAL CALIFORNIA ELECTRONICS	PV-210298	12/17/2020		25010		010-00000-0-00000-82000-56000-0-0000	\$386.25			
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								Fire alarm repair			
								Total Check Amount:	\$386.25		

013390	ENVIRO CLEAN	PV-210299	12/11/2020		0130260		010-32200-0-00000-82000-43000-0-0000	\$994.53			
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								PE/op			
								Total Check Amount:	\$1,596.31		

014035	FIRST QUALITY PRODUCE	PV-210300	12/14/2020		361572		130-53100-0-00000-37000-47000-0-0000	\$367.35			
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								Fruit/Veg			
								Total Check Amount:	\$367.35		

012434	GRISSOM-WALLACE	PV-210301	12/8/2020		42326		010-00000-0-00000-82000-56000-0-0000	\$100.00			
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								MB - phone			
								Total Check Amount:	\$100.00		

013152	OFFICE DEPOT	PV-210303	12/17/2020		NONE		010-32200-0-11100-10000-43000-0-0000	\$454.02			
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								Urn/admin			
								Total Check Amount:	\$688.68		

011872	PRODUCERS DAIRY FOODS INC.	PV-210302	12/19/2020		4203/6183		130-53100-0-00000-37000-47000-0-0000	\$425.23			
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								Milk products			
								Total Check Amount:	\$965.93		

013502	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210304	11/30/2020		NOV		010-32200-0-00000-82000-43000-0-0000	\$10,193.90			
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								student play barriers			
								Total Check Amount:	\$10,193.90		

Accounts Payable Final Prelist - 12/23/2020 7:43:53AM

*** FINAL ***
Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013502	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210304	11/30/2020		NOV		010-32200-0-11100-10000-43000-0-0000	\$478.05		
							<i>Digital Learning</i>			
							Total Check Amount:	\$10,671.95		
013957	TINKER	PV-210306	10/22/2020		391-SR		010-58126-0-11100-10000-58000-0-0000	\$3,000.00		
							<i>Digital Learning Cmt</i>			
							Total Check Amount:	\$3,000.00		
013708	WIZIX TECHNOLOGY GROUP, INC.	PV-210305	12/14/2020		NONE		010-00000-0-11100-10000-56000-0-0000	\$6.40		
	WIZIX TECHNOLOGY GROUP, INC.		12/14/2020		NONE		010-00000-0-11100-10000-56000-0-0000	\$82.60		
	WIZIX TECHNOLOGY GROUP, INC.		12/14/2020		NONE		010-00000-0-11100-10000-56000-0-0000	\$198.31		
	WIZIX TECHNOLOGY GROUP, INC.		12/14/2020		NONE		010-00000-0-11100-10000-56000-0-0000	\$321.67		
							<i>Copiers Usage</i>			
							Total Check Amount:	\$608.98		

Accounts Payable Final Prelist - 12/23/2020 7:43:53AM

*** FINAL ***

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total District Payment Amount: \$30,516.08

Accounts Payable Final Prelist - 12/23/2020 7:43:53AM

*** FINAL ***

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Batch No 340										
								Total Accounts Payable:		
								\$30,516.08		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 30,516.08 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary	Total
010	\$29,182.80
130	\$1,333.28
Total	\$30,516.08

Accounts Payable Final Prelist - 12/29/2020 8:09:00PM

*** FINAL ***

Batch No 341

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
014088	BUENO, ERJK	PV-210307	11/5/2020		NONE		010-00000-0-00000-72000-58000-0-0000 FINGERPRINTING COST REIMBURSEMENT	\$74.14		
								Total Check Amount:		
								\$74.14		
014047	ONPOINT	PV-210309	12/22/2020		5603		010-32200-0-11100-10000-44000-0-0000 30-CLASSRM IFPs PROCOLOR 75" BLUETOOTH 5YR WARRANTY 010-58126-0-11100-10000-44000-0-0000	\$87,906.14	A	
								Total Check Amount:		
								\$114,753.75		
013797	SWRCB	PV-210308	12/18/2020		SM-1031124		010-00000-0-00000-82000-58000-0-0000 NONTRANSIENT NONCOMMUNITY WATER SYSTEM	\$1,434.40		
								Total Check Amount:		
								\$1,434.40		
014070	ZERONOX	PV-210310	12/29/2020		JE-1210		010-07230-0-00000-36000-64000-0-0000 50% BAL FOR 2020 TUATARA ELEC UTILITY VEHICLE	\$10,437.50	F	
								Total Check Amount:		
								\$10,437.50		

Accounts Payable Final Prelist - 12/29/2020 8:09:00PM

*** FINAL ***
Batch No 341

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Total District Payment Amount: \$126,699.79										

Accounts Payable Final Prelist - 12/29/2020 8:09:00PM

*** FINAL ***

Batch No 341

Vendor No	Vendor Name	Reference Number	Invoice Date	PG #	Invoice No	Separate Check	Account Code	Audit
								Flag EFT

Batch No 341 Total Accounts Payable: \$126,699.79

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 126,699.79 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature _____ Date _____

Fund Summary	Total
010	\$126,699.79
Total	\$126,699.79

Accounts Payable Final Prelist - 1/7/2021 11:01:55PM

*** FINAL ***
Batch No 343

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013661	FRESNO MOBILE RADIO, INC.	PV-210312	12/31/2020		41-66040		010-07230-0-00000-36000-58000-0-0000 JAN-DEC 2021 9 UNITS 2-WAY RADIOS BUSES	\$1,296.00		
Total Check Amount:								\$1,296.00		
014089	Good2BebBack	PV-210322	1/7/2021		1036		010-32150-0-00000-72000-58000-0-0000 PHONE AP TO TRACK COVID STAFF CASES	\$900.00		
Total Check Amount:								\$900.00		
011508	JORGENSEN & COMPANY INC	PV-210313	12/19/2020		5919133		010-00000-0-00000-82000-58000-0-0000 FIRE EXTINGUISHERS ANNUAL SERVICE	\$1,081.28		
Total Check Amount:								\$1,081.28		
013678	MID VALLEY DISPOSAL	PV-210314	12/31/2020		1992644		010-00000-0-00000-82000-55000-0-0000 GYD TRASH 1XWK	\$378.56		
Total Check Amount:								\$378.56		
012481	OAK VALLEY UNION SCHOOL DIST	PV-210315	1/5/2021		NONW		010-00000-0-00000-72000-59000-0-0000 10 ROLLS OF POSTAGE STAMPS \$55. EACH	\$550.00	M	
014048	ROMAN ELECTRIC, INC.	PV-210317	12/23/2020		57194		010-00000-0-00000-82000-56000-0-0000 NORTH WING LIGHTS/ KEY SWITCH WAS OFF	\$80.00	H	
Total Check Amount:								\$80.00		
013829	SISC III	PV-210318	1/1/2021		JANUARY		010-00000-0-00000-00000-95028-0-0000 EMPLOYEE, RETIREES AND BOARD HEALTH INS	\$1,594.80	G	
013676	SPARKLETTTS	PV-210319	12/27/2020		122420		010-00000-0-00000-82000-58000-0-0000 DRINKING WATER SUPPLIER	\$471.03		
Total Check Amount:								\$471.03		
Total Check Amount:								\$67,206.33		
Total Check Amount:								\$471.03		
Total Check Amount:								\$471.03		

Accounts Payable Final Prelist - 1/7/2021 11:01:55PM

*** FINAL ***
Batch No 343

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
012222	SYSCO	PV-210320	12/18/2020		DECEMBER		130-53100-0-00000-37000-47000-0-0000	\$3,867.11		
	SYSCO		12/18/2020		DECEMBER		FOOD PRODUCTS AND SUPPLIES 130-53100-0-00000-37000-43000-0-0000	\$144.50		
							Total Check Amount:	\$4,011.61		
013932	U.S. BANK CORPORATE PAYMENT	PV-210323	12/5/2021		NONE		010-00000-0-00000-72000-58000-0-0000 COVID TRAINING/OP INST ADMIN SUPPLIES	\$60.18	M	
	U.S. BANK CORPORATE PAYMENT		12/5/2021		NONE		010-32150-0-00000-72000-58000-0-0000	\$400.00	M	
	U.S. BANK CORPORATE PAYMENT		12/5/2021		NONE		010-32150-0-11100-10000-43000-0-0000	\$410.11	M	
	U.S. BANK CORPORATE PAYMENT		12/5/2021		NONE		010-00000-0-00000-82000-43000-0-0000	\$912.99	M	
	U.S. BANK CORPORATE PAYMENT		12/5/2021		NONE		010-00000-0-11100-10000-43000-0-0000	\$1,751.17	M	
	U.S. BANK CORPORATE PAYMENT		12/5/2021		NONE		010-00000-0-00000-27000-43000-0-0000	\$289.21	M	
							Total Check Amount:	\$3,823.66		
013710	USBANCORP EQUIPT. FINANCE, INC	PV-210321	12/24/2020		432014900		010-00000-0-11100-10000-56000-0-0000 LANIER COPIER LEASE AGREEMENT	\$212.27		
							Total Check Amount:	\$212.27		

Accounts Payable Final Prelist - 1/7/2021 11:01:55PM

*** FINAL ***
Batch No 343

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Total District Payment Amount: \$80,052.14										

Accounts Payable Final Prelist - 1/7/2021 11:01:55PM

*** FINAL ***

Batch No 343

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Batch No 343										
								Total Accounts Payable:		
								\$80,052.14		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 80,052.14 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature _____ Date _____

Fund Summary	Total
010	\$76,040.53
130	\$4,011.61
Total	\$80,052.14

Accounts Payable Final Prelist - 1/14/2021 8:14:26PM

*** FINAL ***

Batch No 344

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013740	AMERICAN FIDELITY ASSURANCE	PV-210324	12/1/2021		DECEMBER		010-00000-0-00000-00000-95024-0-0000	\$95.38	G	
	AMERICAN FIDELITY ASSURANCE		12/1/2021		DECEMBER		DIST PAID DISABILITY INS HP, MB 010-00000-0-00000-00000-95024-0-0000	\$56.98	G	
							Total Check Amount:	\$152.36		
012735	BUENA VISTA	PV-210325	12/8/2021		20/21-04		010-00000-0-11100-10000-58000-0-0000 DISTRICT 60% FOR SCOTT HORTON-DEC	\$7,181.76	L	
							Total Check Amount:	\$7,181.76		
005481	EMPLOYMENT DEVELOPMENT DEPT..	PV-210337	1/1/2021		2020 QT#3		010-00000-0-00000-00000-95025-0-0000 2020- QT#3 SUJ CONTRIBUTION	\$451.55	G	
							Total Check Amount:	\$451.55		
014035	FIRST QUALITY PRODUCE	PV-210326	6/8/2021		361932		130-53100-0-00000-37000-47000-0-0000 FRESH FRUITS AND VEGETABLES	\$488.25		
							Total Check Amount:	\$488.25		
012776	GIOTTO'S ALARM TECH, INC	PV-210327	1/5/2021		133762		010-00000-0-00000-82000-58000-0-0000 ANNUAL MONITORING BASIC FIRE AUTO TEST	\$348.00		
	GIOTTO'S ALARM TECH, INC	PV-210328	1/1/2021		133260		010-00000-0-00000-82000-58000-0-0000 ANNUAL MONITORING BASIC/ TEMP ALERT FREEZER	\$600.00		
							Total Check Amount:	\$948.00		
013789	HANCOCK A/C & HEATING	PV-210329	12/8/2020		45030783-784-473		010-00000-0-00000-82000-58000-0-0000 ROOMS # 601/701/707 REPAIRS REPLACE CONDENSER FAN	\$990.40		
							Total Check Amount:	\$990.40		
014090	HERNANDEZ, DEREK	PV-210330	11/6/2020		NONE		010-00000-0-00000-72000-58000-0-0000 REIMB FOR LIVE SCAN FINGERPRINTING	\$74.00		
							Total Check Amount:	\$74.00		
013663	INFINITY COMM. & CONSULT., INC	PV-210331	1/12/2020		11714		010-00000-0-00000-72000-58000-0-0000 E-RATE CONSULTING CATEGORY ONE YR. 2021	\$925.00		
							Total Check Amount:	\$925.00		

Accounts Payable Final Prelist - 1/14/2021 8:14:26PM

*** FINAL ***
Batch No 344

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Total Check Amount:										
									\$227.73	

Accounts Payable Final Prelist - 1/14/2021 8:14:26PM

*** FINAL ***

Batch No 344

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total District Payment Amount: \$24,787.62

Accounts Payable Final PreList - 1/14/2021 8:14:26PM

*** FINAL ***
 Batch No 344

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
Batch No 344										
										Total Accounts Payable:
										\$24,787.62

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 24,787.62 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

 Authorizing Signature Date

Fund Summary	Total
010	\$23,789.99
130	\$997.63
Total	\$24,787.62

2

30 Oak Valley Union Elementary School I
Fiscal Year: 2021
Bdg Revision Final

Budget Revision Report

BGR030
Orlandam
1/22/2021
12:03:29PM

Control Number: 12243407

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund			
Revenues			
Federal Revenues			
010-58126-0-00000-00000-82900-0-0000	\$28,002.97	\$18,348.03	\$46,351.00
Other Local Revenues			
010-32200-0-00000-00000-86600-0-0000	\$0.00	\$409.72	\$409.72
Total:	\$28,002.97	\$18,348.03	\$46,351.00
Total Revenues	\$28,002.97	\$18,757.75	\$46,760.72
Expenditures			
Certificated Salaries			
010-32200-0-00000-31300-12000-0-0000	\$29,546.00	(\$0.55)	\$29,545.45
010-32200-0-11100-10000-11000-0-0000	\$39,370.00	(\$2,444.96)	\$36,925.04
Total:	\$68,916.00	(\$2,445.51)	\$66,470.49
Classified Salaries			
010-32200-0-11100-24200-29000-0-0000	\$10,272.00	(\$0.24)	\$10,271.76
Total:	\$10,272.00	(\$0.24)	\$10,271.76
Employee Benefits			
010-32200-0-00000-31300-32010-0-0000	\$6,116.00	(\$0.10)	\$6,115.90
010-32200-0-00000-31300-33012-0-0000	\$1,832.00	(\$0.20)	\$1,831.80
010-32200-0-00000-31300-33013-0-0000	\$428.00	\$0.40	\$428.40
010-32200-0-00000-31300-34010-0-0000	\$5,460.00	(\$0.48)	\$5,459.52
010-32200-0-00000-31300-35010-0-0000	\$15.00	(\$0.25)	\$14.75
010-32200-0-00000-31300-36010-0-0000	\$444.00	(\$0.10)	\$443.90
010-32200-0-00000-31300-37010-0-0000	\$101.00	\$0.30	\$101.30
010-32200-0-11100-10000-31010-0-0000	\$6,395.00	(\$1,512.12)	\$4,882.88
010-32200-0-11100-10000-32010-0-0000	\$890.00	(\$352.71)	\$537.29
010-32200-0-11100-10000-33012-0-0000	\$500.00	(\$85.18)	\$414.82
010-32200-0-11100-10000-33013-0-0000	\$720.00	(\$184.58)	\$535.42

Budget Revision Report

Control Number: 122243407

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-32200-0-11100-10000-34010-0-0000	\$8,182.00	(\$6,816.52)	\$1,365.48
010-32200-0-11100-10000-35010-0-0000	\$25.00	(\$6.48)	\$18.52
010-32200-0-11100-10000-36010-0-0000	\$704.00	(\$149.25)	\$554.75
010-32200-0-11100-10000-37010-0-0000	\$170.00	(\$43.33)	\$126.67
010-32200-0-11100-24200-32020-0-0000	\$2,126.00	\$0.24	\$2,126.24
010-32200-0-11100-24200-33022-0-0000	\$637.00	(\$0.16)	\$636.84
010-32200-0-11100-24200-33023-0-0000	\$149.00	(\$0.04)	\$148.96
010-32200-0-11100-24200-34020-0-0000	\$6,459.00	(\$2,417.85)	\$4,041.15
010-32200-0-11100-24200-35020-0-0000	\$5.00	\$0.12	\$5.12
010-32200-0-11100-24200-36020-0-0000	\$146.00	\$8.32	\$154.32
010-32200-0-11100-24200-37020-0-0000	\$35.00	\$0.20	\$35.20
Total:	\$41,539.00	(\$11,559.77)	\$29,979.23

Books and Supplies

010-32100-0-00000-82000-43000-0-0000	\$14,338.00	\$15,000.00	\$29,338.00
010-32200-0-00000-82000-43000-0-0000	\$20,427.00	(\$2,395.09)	\$18,031.91
010-32200-0-11100-10000-43000-0-0000	\$120,630.00	(\$22,850.09)	\$97,779.91
010-32200-0-11100-10000-44000-0-0000	\$141,652.00	\$42,960.68	\$184,612.68
010-58126-0-11100-10000-43000-0-0000	\$16,502.97	\$0.03	\$16,503.00
010-58126-0-11100-10000-44000-0-0000	\$10,000.00	\$16,848.00	\$26,848.00
Total:	\$323,549.97	\$49,563.53	\$373,113.50

Services, Other Operating Expenses

010-32100-0-00000-82000-58000-0-0000	\$15,000.00	(\$15,000.00)	\$0.00
010-32150-0-00000-72000-58000-0-0000	\$0.00	\$5,000.00	\$5,000.00
010-32150-0-11100-10000-58000-0-0000	\$5,000.00	(\$5,000.00)	\$0.00
010-32200-0-11100-10000-58000-0-0000	\$35,934.00	(\$3,300.26)	\$32,633.74
010-58126-0-11100-10000-58000-0-0000	\$1,500.00	\$1,500.00	\$3,000.00
Total:	\$57,434.00	(\$16,800.26)	\$40,633.74

Total Expenditures

\$501,710.97 \$18,757.75 \$520,468.72

30 Oak Valley Union Elementary School I
Fiscal Year: 2021
Bdg Revision Final

Budget Revision Report

BGR030
Orlandam
1/22/2021
12:03:29PM

Control Number: 12243407

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Fund Balance before this adjustment:		\$4,506,847.90	
Total Adjustment to Unappropriated Fund Balance:		\$0.00	
Budgeted Unappropriated Fund Balance after this adjustment:		\$4,506,847.90	

Budget Revision Report

Control Number: 12243407

Account Classification

Approved / Revised

Change Amount

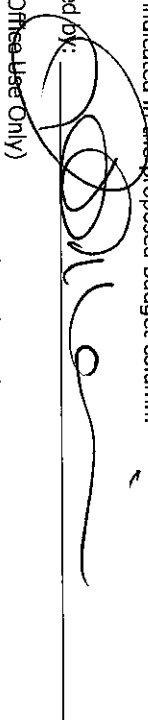
Proposed Budget

At a meeting of the school board on _____, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by:

(County Office Use Only)

Updated at County Office on ___/___/___ by _____



Oak Valley Elementary School School Accountability Report Card Reported Using Data from the 2019-2020 School Year Published During 2020-2021

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF webpage at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

About This School

School Contact Information (School Year 2020-2021)

Entity	Contact Information
School Name	Oak Valley Elementary School
Street	24500 Road 68
City, State, Zip	Tulare, CA 93274-9607
Phone Number	559.688.2908
Principal	Matt Baxter
Email Address	m.baxter@oakvalleyschool.org
Website	www.oakvalleyschool.org
County-District-School (CDS) Code	54-72017-6054175

District Contact Information (School Year 2020-2021)

Entity	Contact Information
District Name	Oak Valley Union Elementary School District
Phone Number	559.688.2908
Superintendent	Heather Pilgrim, Ed.S.
Email Address	h.pilgrim@oakvalleyschool.org
Website	www.oakvalleyschool.org

School Description and Mission Statement (School Year 2020-2021)

Oak Valley Union Elementary School District is a rural community consisting of 576 students and 70 full and part time employees. The Oak Valley School community, which includes a highly qualified staff, the Board of Trustees, students and parents; seeks to provide all students with a quality individualize educational experience, steeped in a rich history of high standards, and caring for the whole child. With an energetic focus on students' self worth, providing new experiences, and preparation for success in high school; we are committed to graduating students who will make an impact in their community and their world.

Student Enrollment by Grade Level (School Year 2019-2020)

Grade Level	Number of Students
Kindergarten	72
Grade 1	58
Grade 2	57
Grade 3	72
Grade 4	73
Grade 5	66
Grade 6	56
Grade 7	65
Grade 8	62
Total Enrollment	581

Student Enrollment by Student Group (School Year 2019-2020)

Student Group	Percent of Total Enrollment
Black or African American	1
American Indian or Alaska Native	1.5
Filipino	0.3
Hispanic or Latino	76.4
White	20.5
Socioeconomically Disadvantaged	72.3
English Learners	22.2
Students with Disabilities	4.3
Foster Youth	0.2
Homeless	4.3

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials

Teachers	School 2018-19	School 2019-20	School 2020-21	District 2020-21
With Full Credential	29	29	31	31
Without Full Credential	0	0	3	3
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2018-19	2019-20	2020-21
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.
 *Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020-2021)

Year and month in which data were collected: August 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Excellent (Fall 2016)	Yes	0%
Mathematics	Excellent (Fall 2016)	Yes	0%
Science	Excellent (Fall 2019)	Yes	0%
History-Social Science	Good (2007)	Yes	0%
Health	Excellent (most current adoption)	Yes	0%

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

Oak Valley Union School maintains a qualified custodial/maintenance staff. They take a great deal of pride in their work, and it shows in the way the campus appears. Many positive comments are regularly received regarding the cleanliness and appearance of the campus. Repairs are done as soon as a need is discovered on campus.

School Facility Good Repair Status

Using the most recently collected FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: August 2020

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	There are no problems. Systems are annually serviced.
Interior: Interior Surfaces	Good	In good condition.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	Gophers are a persistent problem. Traps are used and a monthly pest control service is utilized.
Electrical: Electrical	Good	All electrical components are working and in good repair.
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	Drinking water is provided through the water treatment facility.
Safety: Fire Safety, Hazardous Materials	Good	All safety items are in check.
Structural: Structural Damage, Roofs	Good	In good condition
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	All external items are in check.
Overall Rating	Exemplary	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018-19	School 2019-20	District 2018-19	District 2019-20	State 2018-19	State 2019-20
English Language Arts/Literacy (grades 3-8 and 11)	50	N/A	50	N/A	50	N/A
Mathematics (grades 3-8 and 11)	48	N/A	48	N/A	39	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2019-2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019-2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

**CAASPP Test Results in Science for All Students
Grades Five, Eight, and High School
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2018-19	School 2019-20	District 2018-19	District 2019-20	State 2018-19	State 2019-20
Science (grades 5, 8 and high school)	30	N/A	30	N/A	30	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018-2019 school year.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2019-2020)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
5	N/A	N/A	N/A
7	N/A	N/A	N/A
9	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019-2020 school year.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2020-2021)

Parents are active in an organization called the Oak Valley Parent Club. They meet periodically throughout the school year and put on various activities for the students one being the the annual Harvest Carnival. The parent club raises money for families in the community and they give away Thanksgiving and Christmas baskets every year.

Parents are an integral part of the districts decision-making. Therefore, parents are encouraged to participate in School Site Council and ELAC and are nominated by their peers. Parents are also asked to participate in the development of the LCAP through various outlets such as Talk Sup (monthly lunch with the Superintendent), and monthly principal and pastries. Our parent liaison works every year on building relationships with our parents by providing a variety of parent educational opportunities as well as providing resources through our Family Resource Center. The Liaison also helps coordinate parents volunteering in the classroom.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017-18	School 2018-19	District 2017-18	District 2018-19	State 2017-18	State 2018-19
Suspensions	0.3	0.3	0.3	0.3	3.6	3.5
Expulsions	0.0	0.0	0.0	0.0	0.1	0.1

Suspensions and Expulsions for School Year 2019-2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-20	District 2019-20	State 2019-20
Suspensions	0.7	0.7	3.5
Expulsions	0.0	0.0	0.1

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.

School Safety Plan (School Year 2020-2021)

Oak Valley maintains a comprehensive Safety Plan that is reviewed by the safety team and School Site Council and then approved by the Governing Board annually. The Safety Plan includes elements such as:

- Fire and Disaster plans and procedures
- School Rules
- Dress Code & Student Conduct Code

All employees are trained in various safety procedures and are encouraged to report any potential hazards to ensure immediate attention. Regular inspections are conducted by our maintenance team, Sheriff department, and the local fire department which identifies hazards and corrects potentially unsafe conditions. Monthly and quarterly drills are conducted by our principal so that our students and staff are aware of proper procedures in the case of an emergency. Our goal is to maintain a safe and positive school climate throughout the school year. A comprehensive School Safety Plan is available to the public through our district website.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2017-18	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20	2019-20
	Average Class Size	# of Classes* Size 1-20	# of Classes* Size 21-32	# of Classes* Size 33+	Average Class Size	# of Classes* Size 1-20	# of Classes* Size 21-32	# of Classes* Size 33+	Average Class Size	# of Classes* Size 1-20	# of Classes* Size 21-32	# of Classes* Size 33+
K	19	3	1		16	4			18	4		
1	22	1	2		18	3			19	3		
2	22		3		22	2	1		19	3		
3	20	2	1		22		3		24		3	
4	16	3			21		3		24		3	
5	21	2	1		16	3			22		3	
6	26	1	1	1	24		3		16	3		

*Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Ratio of Pupils to Academic Counselor (School Year 2019-2020)

Title	Ratio
Academic Counselors*	0

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018-2019)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	6800.	785.	6015.	70,774.
District	N/A	N/A	6015.	\$70,774
Percent Difference - School Site and District	N/A	N/A	0.0	0.0
State	N/A	N/A	\$7,750	\$71,448
Percent Difference - School Site and State	N/A	N/A	-25.2	-0.9

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2019-2020)

Due to Oak Valley being a small rural school, several support personnel are provided on campus by the Tulare County Office of Education. Within the special education services we re provided a part time psychologist that oversees the most severe socio-emotional needs of our students. A part time speech pathologist and a full time Special Education Resources Specialist along with two part-time Special Education Aides are provided in order to service our students on an Individual Educational Plan (IEP). In addition, the HEART After School Program is provided to extend our learning day for students that wish to participate. We also receive specialized health programs conducted by one of the county's RN nurses. Supplemental and concentration funding also provides after school tutoring and summer school programs.

Oak Valley has various paraprofessionals that offer additional support to our students such as a part time health aide, library aide, parent liaison, and a computer aide that monitors our STEAM lab that gives students a science and technology outlet. The VAPA (Visual and Performing Arts) department is growing. We have a part time instrumental music instructor (0.6 FTE) that we share with a neighboring school which provides students with marching band and concert band experience, a drama program that performs one play a year, a cheer leading program that gives students a dance outlet and performs at sporting events and assemblies, along with an art teacher that provides art instruction to our elementary and middle school students. Due to agriculture being the largest industry in our area, it is vital that we support ag education. Therefore, an Ag Pathway has been created that includes a newly build outdoor garden that includes citrus, nut, and fruit trees along with vegetable planter boxes and a greenhouse. The outdoor garden also provides an area for students to collaborate and conduct scientific labs. Oak Valley's Ag Pathway articulates into the high school's Ag Pathway in which our students have the opportunity to participate in.

The District is part of County CO-OP for support with State and Federal Projects and pays the County for support on financial matters. TCOE is always providing training opportunities in various curriculum, instruction, assessment, and leadership topics.

Teacher and Administrative Salaries (Fiscal Year 2018-2019)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$49,187	\$46,965
Mid-Range Teacher Salary	\$71,705	\$67,638
Highest Teacher Salary	\$90,571	\$88,785
Average Principal Salary (Elementary)	\$84,000	\$112,524
Average Principal Salary (Middle)		\$117,471
Average Principal Salary (High)		
Superintendent Salary	\$149,355	\$128,853
Percent of Budget for Teacher Salaries	35.0	30.0
Percent of Budget for Administrative Salaries	4.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.

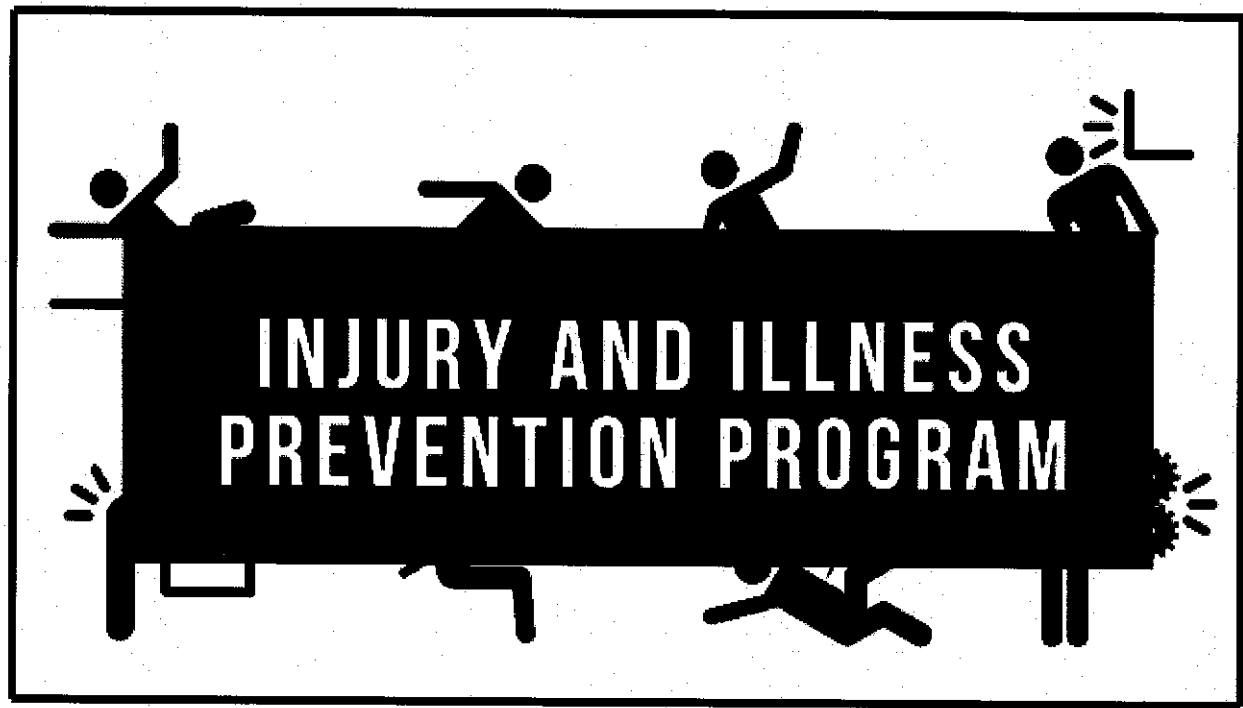
Professional Development (Most Recent Three Years)

Measure	2018-19	2019-20	2020-21
Number of school days dedicated to Staff Development and Continuous Improvement	3	3	3

Three full days and 35 early release days (Wednesday afternoons) are dedicated each year to staff and professional development focused on continuous improvement. The focus of the PD sessions has been on (1) implementing the Multi-Tiered System of Support (MTSS) in order to improve our intervention program to meet the learning needs of all of our students, (2) training on the Guided Reading program, (3) online instructional practices to support hybrid and distance learners, and (4) how to accelerate learning to mitigate learning loss. Coaching is provided throughout the year and has been focused on literacy, more specifically the Guided Reading program in K-3. Services are contracted with the Tulare County Office of Education.

Injury & Illness Prevention Program (IIPP)

Oak Valley Union Elementary School District



With COVID-19 Employee Supplement
2020-2025

Board Approval:

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT
24500 RD 68
TULARE CA 93274
Phone: (559) 688-2908
Fax: (559) 688-8023

OVESD Non-Discrimination Statement

Oak Valley Union Elementary School District is committed to providing equal opportunity for all individuals in education. District programs, activities and practices shall be free from unlawful discrimination based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The following person has been designated to handle inquiries regarding the non-discrimination policies: Heather Pilgrim, Ed.S, Superintendent, 24500 RD 68 Tulare, CA 93274, 559-688-2908.

COVID-19 Employee Supplement

What is Coronavirus Disease 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.

Coronavirus Disease 2019 (COVID-19) – How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases.

Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

Introduction

Oak Valley Union Elementary School District, through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This COVID-19 Supplement is being added to our Injury and Illness Prevention Plan to provide guidance on the procedures Oak Valley Union Elementary School District will use when school is closed due to shelter in place orders or when physical distancing is in place. **While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness.** Due to the evolving nature of COVID-19, federal, state and local orders impacting OVUESD operations are subject to change without notice. OVUESD will follow guidelines from the Governor's office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department and best practices from other entities as closely as possible and within reason. Given the constantly evolving circumstances, these plans are subject to change as public health guidelines are updated. The guidelines contained here supersede the guidelines in the IIPP when applicable, but please see the IIPP for information not covered by this supplement. The regular IIPP will go into effect when there is no longer a high risk of community spread of COVID-19.

The supplement is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at Oak Valley Union Elementary School District facilities.

This Injury and Illness Prevention Program COVID-19 Employee Supplement was reviewed, modified and approved by the OVUESD Board of Trustees at a regular board meeting held on January 26, 2021.

Heather Pilgrim Ed.S, Vice Principal, has the responsibility for implementing and maintaining the Injury and Illness Prevention Program COVID-19 Supplement.

Essential Infection Prevention Measures – General Statement

- The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.
- The District supports the distribution of posters to each school and work location to be displayed in common areas that provide physical distancing guidelines.

Essential Infection Prevention Measures – District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

- The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.

- Encourage sick employees to stay home.
- If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, put a mask on immediately and send employee home or to medical care, as needed.
- Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines to the extent possible.
- To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
- Encourage employees to use their own face covers. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.
 - Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
- Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter school grounds and buildings.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

- Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

- Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
- Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared; and
 - Provide a medical release to the District before physically returning to work.
- Employees who return to work following an illness should promptly report any recurrence

of symptoms to their immediate supervisor.

- Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
- Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.
- Employees should cough/sneeze into a cloth or tissue and throw it away (or their sleeve or elbow if no cloth or tissue is available).
- Employees should avoid touching eyes, nose, and mouth with unwashed hands.
- Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
- Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
- No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Administrator of Operations.

Personal Protective Equipment (PPE)

While preventative measures are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Identification of High Traffic – High Touch Common Areas

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

District Response – Confirmed or Suspected COVID-19 Case

OVUESD will consult with the Governor’s office, California Department of Public Health (CDPH), California Department of Education (CDE), and the Tulare County Public Health Department to ensure preventative practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

Person exposed to a confirmed case of COVID	Exposure to an individual who has had close contact with a suspected case	Recommended Precautions
<ul style="list-style-type: none"> • Household member • Spouse, partner or significant other • Individual providing care in a household without using recommended infection control precautions • Individual who has had close contact with a confirmed case (less than 6 feet) for a prolonged period of time (15 or more minutes) 	<ul style="list-style-type: none"> • Person who has close contact (less than 6 feet for more than 15 minutes) with a person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery 	<ul style="list-style-type: none"> • Stay home until 14 days after last exposure and maintain physical distance (at least 6 feet) from others at all times • Self-monitor for COVID-19 symptoms • Avoid contact with people at higher risk for severe illness

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Cleaning and Disinfecting – Confirmed COVID-19 Case

- Temporarily close the general area where the infected employee worked until cleaning is completed.
- If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
- District custodian personnel cleaning the area should be equipped with the proper personal

protective equipment for COVID-19 disinfection (gloves, eye protection, or mask, as needed).

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.

Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for 15 minutes or more. The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

Communication

Communication between employees and the District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Superintendent that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

- All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
- Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Superintendent who will notify essential District personnel for an appropriate response.

Employee Training

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledging receipt of the District's IIPP COVID-19 Supple

Injury & Illness Prevention Plan (IIPP)

Every California employer must establish, implement and maintain a written Injury and Illness Prevention Program (IIPP) and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Responsibility

The Injury and Illness Prevention Program (IIPP) administrator is identified as the District Superintendent who will have the authority and the responsibility for implementation and maintenance of the IIPP for the Oak Valley Union Elementary School District.

Supervisors and managers are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available at each site office and on-line from the District website (www.oakvalleyschool.org)

Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- Upon hire, the bookkeeper will provide all new employees with training. This training will include the IIPP. In addition, the bookkeeper will review the Codes of Safe Practices with new employees. Training may be done on-line, one-on-one, in a group setting, or through written materials. The Codes of Safe Practices can be found in the Appendix for the following job types:
 - Teachers, Instructional Aides and Clerical
 - Food Service Workers
 - Custodians, Maintenance and Grounds Workers
- At the professional training day scheduled before the start of school supervisors and managers will provide all employees with training. This training will include the IIPP.
- All supervisors and managers will review any hazards as reported by staff by phone and take needed action as soon as required. This could include-the following:
 - Hazard Correction (see section on Hazard Correction).
 - Additional training to employees as needed.

- Supervisors/managers may discipline employees who fail to comply with safe and healthful work practices.

Communication

All supervisors and managers are responsible for communicating with all workers about occupational safety and health in a manner that is understandable to all workers. Communication with our employees includes:

- All employees are trained that they may report safety issues by calling their supervisor without fear of reprisal.
- Informing workers, upon hire and annually thereafter, of our safety and health procedures. This can be through on-line training, staff meetings, posted or distributed safety information and/or other professional development. Monthly Workplace Safety Newsletters and Handouts are sent to supervisors and managers to aid in this process.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all areas of our workplace. Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP.
- During a JPA review.
- Through the Williams audit.
- Within three weeks of the beginning of school by OVUESD staff using Safety Inspection Checklists (see Appendix).
- Whenever workplace conditions warrant an inspection, such as
 - When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
 - When new, previously unidentified hazards are recognized; or
 - When occupational injuries and illnesses occur.

Accident/Exposure Investigations

Investigating workplace accidents and hazardous substance exposures is initiated when the bookkeeper is alerted to an incident using the Quick Reference Guide for Accident Investigation, found in the Appendix. Once the information is collected, the Vice Principal or other designee of the Superintendent, will be informed and will conduct an investigation using the Accident/Exposure Investigation Report (see Appendix).

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner and documented using the Corrective Action Report found in the Appendix. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the

area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Training and Instruction

All workers, including supervisors and managers, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established.
- Upon hire, the bookkeeper will provide all new employees with training. This training will include the IIPP. In addition, the bookkeeper will review the Codes of Safe Practices with new employees. Training may be done on-line, one-on-one, in a group setting, or through written materials.
- As referenced in the Superintendent's July 1 letter, at the professional training day scheduled before the start of school supervisors and managers will provide all employees with training. This training will include the IIPP.
- When a new or previously unidentified hazard is recognized, such as when new substances, processes, procedures or equipment are introduced into our workplace.
- To supervisors and managers to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- District handbooks and manuals including
 - Suicide Prevention
 - Bloodborne Pathogens Exposure Plan;
 - Bus Handbook;
 - Chemical Hygiene Plan;
 - Comprehensive School Safety Plan;
 - Integrated Pest Management Plan;
 - Student Handbook;
 - Suicide Prevention Plan;
 - Teacher Handbooks; and
 - Wellness Plan.
- Provisions for medical services and first aid including emergency procedures as noted in the Comprehensive School Safety Plan.
- Proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors and managers.
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.
- Training provided to specific individuals including
 -

- AED
- Concussion Awareness
- CPR/First Aid
- EpiPens

Record Keeping

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

COVID-19 Employee Supplement

See the COVID-19 Employee Supplement for specific guidance on the procedures Oak Valley Union Elementary School District will use when school is closed due to shelter in place orders or when physical distancing is in place. **While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness.** Due to the evolving nature of COVID-19, federal, state and local orders impacting OVUESD operations are subject to change without notice. OVUESD will follow guidelines from the Governor's office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department and best practices from other entities as closely as possible and within reason. Given the constantly evolving circumstances, these plans are subject to change as public health guidelines are updated.

Resources from Cal/OSHA

Cal/OSHA Consultation Service

The Consultation Services of Cal/OSHA provides a free service to help employers and employees with health and safety issues at their workplaces, without the risk of citations or monetary fines. The professional staff of health and safety consultants can help develop and implement the Injury and Illness Prevention Program (IIPP). The office serving this area is in Fresno and can be reached at (559) 454-1295.

On-Line Resources

Additional resources are available on the Cal/OSHA website at www.dir.ca.gov/dosh/dosh_publications/iipp.html.

Appendix

- Employee Codes of Safe Practices
 - Teachers, Instructional Aides and Clerical
 - Food Service Workers
 - Custodians, Maintenance and Grounds Workers
 - Protective Clothing Reference Chart
- Safety Inspection Checklists
 - Office/Classrooms
 - Facility
 - Cafeteria
 - Science Laboratory
- Quick Reference Guide for Accident Investigation
- Accident/Exposure Investigation Report
- Corrective Action Report
- Employee Accident Report

Codes of Safe Practices – Office and Classroom Employees

(Including Certificated Teachers, Classified Instructional Aides, Preschool, Classified Confidential, District Office and Management personnel)

General Safety Rules

This work environment is generally considered to be a safe one and these workers tend to be complacent about their safety since there are no obvious safety hazards. It is this complacency that can lead to unsafe work practices and eventually injuries.

- Be aware of where you are walking. Trip and slip hazards include things like stacks of paper or boxes, recently polished and slick floors, or extension cords.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Flammable and combustible liquids may not be stored in classrooms.
- Be cautious with flammable materials. They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the State Fire Marshall's fireproofing requirements.
- Keep it neat. Avoid clutter both on the desktop and underneath the desk. Keep your workstation and the area around it orderly.

Ergonomic Safety Rules

Some in this group do not spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI). Repetitive Motion Injuries are the most prevalent injuries among those who spend most of their day at a desk working with computers. Individuals using computers should take the following steps to reduce the chance of such an injury.

- Make the necessary adjustments to your chair. Most chairs will have at least two or three adjustment levers to use to change the height and tilt of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- Take the weight on your feet. Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- Type with your wrist at a neutral position. Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to

reach the keys).

- Avoid neck and eye strain. Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- Keep the mouse close. Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- Take your breaks. Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Equipment Safety Rules

- Electric powered equipment can be a shock hazard. Periodically check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- Shut off electrical equipment when not in use.
- Be careful with paper cutters. Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- Photocopy machines could be harmful to the eyes. These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- Close file cabinet and desk drawers when not in use. File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

Materials Storage and Storeroom Safety Rules

- Store materials in an organized way. Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- Store your equipment safely.
- Keep the storeroom neat. Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum. A neat, clean storeroom can greatly reduce the chance of accidents.
- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- Place cabinets and shelves away from room exits. They could fall over and block the exit.
- Keep aisles and passageways free of materials. As well as being a trip and fall hazard, they

could also impede a quick exit in an emergency.

- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Codes of Safe Practices – Food Service Workers

(Including Cafeteria Helper, Kitchen Lead and Food Services Manager)

General Safety Rules

- Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- Assume heat-producing equipment, such as stoves and steamers, are hot.
- Don't use wet potholders or mittens. The moisture will transmit heat to your hands.
- Water and hot grease can be a burn hazard. Don't put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.
- Be alert to the careless actions of others.

Materials Storage and Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- Store your equipment safely.

- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.
- Store supplies safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them.

Ladder Safety Rules

- Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation - it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length - never use one over 20 feet long.
- Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio. This means to set the feet of the ladder one foot away from the support point for every four feet of the ladder's length being used. Never lean a ladder against an unstable surface.
- Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think "safety" when using kitchen tools and equipment.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Make sure the ground fault interrupter is working properly. Wear protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- Keep tools and equipment clean. Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- Report any inoperative or unsafe equipment to your supervisor or manager. Take any unsafe equipment out of service until it can be repaired or replaced. If the equipment remains inoperative beyond a reasonable amount of time, follow the chain of command to ensure it gets repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on

your back.

- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Codes of Safe Practices – Maintenance, Operations and Transportation Employees

(Including Bus Driver, Custodian, Grounds Keeper, Maintenance and MOT Supervisor)

Personal Safety Rules

Custodians, maintenance personnel and grounds workers often work alone, at night and when school is not in session. Special precautions must be taken against unwanted visitors.

- Pay attention to your surroundings. Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- Work in a well-lit area. Make sure security lighting is functioning properly. Replace burned out bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- Know where co-workers are working. Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- Get help with heavy or awkward objects. Don't try to do a job by yourself if it requires two people to do it safely.
- When working inside, make sure entrances are secured. Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- Use good judgment. You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call your supervisor or an administrator or 9-1-1 for help.
- Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Be cautious of loose clothing when operating equipment. It could get caught in the equipment.

- Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them too heavy.

Materials Storage and Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- Store your tools and equipment safely. Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.
- Store supplies and chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about

shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Ladder Safety Rules

- Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation - it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length - never use one over 20 feet long.
- Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio. This means to set the feet of the ladder one foot away from the support point for every four feet of the ladder's length being used. Never lean a ladder against an unstable surface.
- Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping - check ladder rings and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight

ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tools Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Make sure the ground fault interrupter is working properly. Wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment and position the tool comfortably close to your body. Be mindful of others around you.
- When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Always shut off the tool when you are not using it and disconnect it from the power supply. Students should not be allowed to operate tools or equipment.
- Keep tools and equipment clean. Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- Charging batteries can be dangerous. Take special precautions when charging batteries on electric carts. Charge the batteries only in a well-ventilated area away from any sources of ignition.
- Report any inoperative or unsafe equipment to your supervisor or manager. Take any unsafe equipment out of service until it can be repaired or replaced. If the equipment remains inoperative beyond a reasonable amount of time, follow the chain of command to ensure it gets repaired or replaced.

Fuel Powered Tools Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Take care when refueling and storing the equipment. Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. Be mindful of pedestrians and your surroundings. Always shut off the tool when you are not using it.

Machinery Safety Rules

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it. Make sure all the factory installed safety devices are operating properly and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor or manager.
- Review the Protective Equipment and Clothing Reference Chart required for safe use of each machine. Become familiar with and wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer. (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.

- Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- Do not wear loose loose-fitting clothes or jewelry. Long hair also needs to be confined.
- Follow lockout/tagout procedures when performing maintenance. Review the procedures with your supervisor or manager before disconnecting the machine from its source of power. Stay in control of that source of power - through either a lock or tag - while working on the machine.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job. Practice on a small area before taking the equipment out on the job.
- Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it. Make sure all the factory installed safety devices are operating properly and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor or manager. Wear protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while operating the equipment. Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- Keep alert. While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- Do not leave the equipment unattended. After turning off the equipment, remove the ignition key. The equipment must never be left unattended in an area where students have access - children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- Always clean the equipment after use and store it in a secure area.

Tree Trimming Safety Rules

- There is a difference between pruning and trimming. Tree trimming requires special training and equipment. Tree trimming operations should be supervised directly by the Maintenance, Operations and Transportation Supervisor or their designee. Pruning is the removal of a branch for various reasons - it's broken and about to fall, it is low enough for students to reach, or the branch obstructs the use of play equipment. If you are in doubt about whether you should do the work, consult with your supervisor or manager.
- Familiarize yourself with the tools to use and the job at hand. Carefully survey the job, looking for electrical power lines and other potential hazards. Plan ahead for where branches may fall. Wear the necessary protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while pruning. Clear the work area of trip and fall hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible. Remember ladder safety rules. Don't bite off more than you and your tools can handle. Prune branches off in small pieces not more than two feet long. Start pruning from the section furthest away from the trunk, working your way towards the trunk.
- Clean up is part of the job. Immediately after pruning, remove the debris.

Electrical Repairs Safety Rules

- Take charge of the source of power. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.
- Do not perform electrical repairs around water.
- Never put your hands into an area that you cannot see. Live wires may be there.
- Always replace a fuse with one that is of the same type and size.
- All electrical installations should be made in compliance with the National Electric Code.

Plumbing Repairs Safety Rules

- Be careful with PVC cement. When using PVC cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using PVC cements and solvents.
- Inspect the immediate work area prior to performing brazing operations. Ensure that no flammable liquids or combustible materials are present.
- Ensure that a fire extinguisher is available. If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Protective Clothing Reference Chart

Note: This is a general reference chart only. Always consult the tool/ equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

Tool/Equipment	Hard Hat	Goggles	Gloves	Hearing	Mask
Line Trimmer		X	X	X	
Edger		X	X	X	
Hedge Trimmer		X	X	X	
Chain Saw	X	X	X	X	
Blower		X	X	X	X
Pressure Washer			X	X	
Power Auger			X	X	
Trencher			X	X	
Litter Vacuum			X	X	
Rototiller			X	X	
Paint Striper		X	X	X	X
Walk Behind Mower		X	X	X	
Riding Equipment			X	X	
Pesticide/Herbicide		X	X		X
Electric Power Tools		X	X	X	X
Other Tools/Equipment	AR	AR	AR	AR	AR

AR=As Recommended in manual

Office/Classroom Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			4.	Are all training records up to date for each employee?
			5.	Are chemical products used in the office/classroom? (Are Material Safety Data Sheets maintained?)
			6.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Are the Safety Briefs newsletters being sent to the area?
			7.	Are annual workplace inspections being performed? Are records being maintained?
			8.	Has there been any employee accidents from this department? Are there Accident/Exposure Investigation Reports completed for each incident?

General Safety

Yes	No	N/A		
			9.	Are ergonomic issues being addressed for personnel using computers?
			10.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			11.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
			12.	Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			13.	Is the office/classroom kept clean? Are trash and other recyclable materials removed promptly?
			14.	Are emergency phone numbers posted where they can be readily found in case of an emergency?
			15.	Are there signs marking the exits from the building?
			16.	Is there emergency lighting in rooms without windows?

Fire Safety

Yes	No	N/A		
			17.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			18.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			19.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			20.	Are fire alarm pull stations visible and accessible?
			21.	Is the access to the fire alarm panel unobstructed?
			22.	Are fire evacuation procedures posted?
			23.	Are evacuation plans current?
			24.	Are fire evacuation drills conducted at least monthly?

Electrical Safety

Yes	No	N/A		
			25.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			26.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			27.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			28.	Is lighting adequate throughout the work environment?
			29.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)
			30.	Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments:

Facility Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)?
			4.	Are all employees familiar with the use of MSDS?
			5.	Have all employees been instructed in how to operate the equipment they are required to use?
			6.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
			7.	Are all employees current on any specialized training needed?
			8.	Are all training records up to date for each employee?
			9.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			10.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Are the Safety Briefs newsletters being sent to the area?

Fire Safety

Yes	No	N/A		
			11.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			12.	Is trash, debris and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
			13.	Are all aisles cleared and building exit corridors clear for safe egress?
			14.	Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
			15.	Are spraying operations which employ flammable materials conducted inside spray booths?
			16.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
			17.	Are flammable gas cylinders stored at least 25 feet away from oxygen

				cylinders or ignition sources?
			18.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
			19.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			20.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
			21.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?
			22.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			23.	Is the office kept clean of trash and other recyclable materials removed promptly?
			24.	Are fire alarm pull stations visible and accessible?
			25.	Is the access to the fire alarm panel unobstructed?
			26.	Are fire evacuation procedures posted?
			27.	Are evacuation plans current?
			28.	Are fire evacuation drills conducted at least monthly
			29.	Are there signs marking the exits from the building?
			30.	Is there emergency lighting in rooms without windows?

Electrical Safety

Yes	No	N/A		
			31.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			32.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			33.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			34.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
			35.	Are Ground Fault Circuit Interrupters available for use in wet areas?
			36.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)

Mechanical Safety

Yes	No	N/A		
			37.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
			38.	Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
			39.	Are machine and tool switches safe (easy access to disengage, stay off

				if de-energized and re-started)?
			40.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
			41.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
			42.	Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
			43.	Are floors maintained clean, spills wiped up promptly and anti-slip materials used where moisture is prevalent?
			44.	Are all cabinets, shelves and equipment greater than 5 feet high secured to prevent injury to personnel?
			45.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
			46.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
			47.	Are potable water, soap and towels available for hand washing?
			48.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
			49.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
			50.	Are excessive noise levels adequately controlled?
			51.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			52.	Are stacked and shelved items stored to prevent falling during an earthquake? (Consider installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
			53.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains) and leaking backflow protection devices promptly repaired?

Hazardous Materials/Personal Protection

Yes	No	N/A		
			54.	Are chemicals stored to prevent spills?
			55.	Are carcinogens handled safely to reduce employee exposure?
			56.	Are all hazardous wastes disposed of and not poured into the sewer system?
			57.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
			58.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
			59.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
			60.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
			61.	Is hearing protection suitable for the hazards warranting protection available?

Cafeteria Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			4.	Are all training records up to date for each employee?
			5.	Are chemical products used in the cafeteria? (Are Material Safety Data Sheets maintained?)
			6.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Is the Safety Briefs newsletter being sent to the area?
			7.	Are annual workplace inspections being performed? Are records being maintained?
			8.	Has there been any employee accidents from this department? Are there Accident/Exposure Investigation Reports completed for each incident?
			9.	Have all employees been instructed in how to operate the equipment they are required to use?
			10.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
			11.	Are all employees current on any specialized training needed?

General Safety

Yes	No	N/A		
			12.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			13.	Are ergonomic issues being addressed for personnel?
			14.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			15.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
			16.	Are all supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			17.	Is the work area kept clean? Are trash and other recyclable materials removed promptly?
			18.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
			19.	Are sharp objects handled carefully and cleaned and put away when

				not in use?
			20.	Are the walk-in freezers free of ice on the floor?
			21.	Are the hoods clean and free of excessive grease?
			22.	Are there signs marking the exits from the building?
			23.	Is there emergency lighting in rooms without windows?

Fire Safety

Yes	No	N/A		
			24.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			25.	Are emergency phone numbers posted where they can be readily found in case of an emergency?
			26.	Are fire alarm pull stations visible and accessible?
			27.	Is the access to the fire alarm panel unobstructed?
			28.	Are fire evacuation procedures posted?
			29.	Are evacuation plans current?
			30.	Are fire evacuation drills conducted at least monthly?
			31.	Is trash, debris and dirty rags removed from the cafeteria and kitchen daily? Are metal cans available for storage of greasy rags?
			32.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
			33.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
			34.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			35.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?
			36.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			37.	Is the cafeteria and kitchen kept clean of trash and other recyclable materials removed promptly?

Electrical Safety

Yes	No	N/A		
			38.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			39.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			40.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			41.	Is lighting adequate throughout the work environment?
			42.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
			43.	Are Ground Fault Circuit Interrupters available for use in wet areas?
			44.	Are extension cords being used correctly? (They must not be run

				through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)
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Mechanical Safety

Yes	No	N/A		
			45.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
			46	Are all the machine guards for belts, gears and points of operation in place and adjusted properly?
			47.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
			48.	Are floors maintained clean, spills wiped up promptly and anti-slip materials used where moisture is prevalent?
			49.	Are all cabinets, shelves and equipment greater than 5 feet high secured to prevent injury to cafeteria personnel?
			50.	Are cutting blades disposed of in rigid containers to prevent injury to personnel?
			51.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			52.	Are stacked and shelved items stored to prevent falling during an earthquake? (Consider installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)

Hazardous Materials/Personal Protection

Yes	No	N/A		
			53.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
			54.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

Comments:

Science Laboratory Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

In addition to the Office/Classroom Safety Inspection Check List, complete the following items.

Health and Safety Management

Yes	No	N/A		
			1.	Is there a Chemical Hygiene Plan present?
			2.	Are personnel trained in chemical health/physical hazards and laboratory safety?
			3.	Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDS)?
			4.	Have personnel using biohazards, toxins and regulated carcinogens been given documented special training?
			5.	Are personnel instructed in emergency procedures (exits, location and use of fire extinguishers, first aid)?
			6.	Have personnel been instructed on how to respond in the event of a chemical spill?
			7.	Are complete training records and documents available for review by the Personnel Office and outside agencies?
			8.	Have all hazards identified by the annual survey been abated?
			9.	Do laboratory personnel perform an annual lab inspections?

General Safety

Yes	No	N/A		
			10.	Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
			11.	Have personnel and been instructed on the hazards of wearing contact lenses in the laboratory?
			12.	Are protective gloves available and worn for laboratory procedures when skin absorption/irritation may occur?
			13.	Are safety glasses or other eye protection available and worn in the laboratory when needed?
			14.	Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?
			15.	Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?

Quick Reference Guide for Accident Investigation

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees should be trained to report injuries to supervision, no matter how minor they may be, using the Employee Accident Report found in the Appendix. "Near-accidents" should also be reported and investigated by supervision. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- A. Act at once. Talk with injured employee immediately if possible (one on one is best). Use fact-finding, not faultfinding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident/Exposure Investigation Report for a list of questions that you may need to ask during an investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete an Accident/Exposure Investigation Report within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and describe any supporting evidence. Keep a copy for your records and send original to the bookkeeper.

Step 3: If any employee is injured, make sure they are referred for treatment and have properly filed any Workers' Compensation reports.

Step 4: Follow-up with employee after they receive treatment to find out if they are doing well. In addition, using the Corrective Action Report, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident. It is vital for supervisors and managers to re-evaluate completed work orders to ensure problems have been resolved.

Step 5: When completed, give all paperwork and documentation to the bookkeeper to be filed.

Accident/Exposure Investigation Report

Date and Time of Accident: _____ Location: _____

Name of Injured: _____

Photos attached? Y/N

Accident Location: _____

Witnesses: (Names, addresses, phone numbers)

Time Notified: _____ Time on Scene: _____ Time off Scene: _____

FIELD INVESTIGATION

Exact Location of Incident: _____

Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions:

Completely describe location of incident including lighting, walking surface, weather, measurements and any other condition that could have contributed to or prevented the accident/exposure:

Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.

Describe injuries/illnesses which you observed or which were described to you:

Describe demeanor of person involved and include statements made:

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

Describe how the incident occurred; state facts, contributing factors, cite witnesses and describe any supporting evidence:

Steps taken to prevent similar incident:

Did employee seek medical care? Yes No

If yes, name of medical facility/Doctor: _____ Date/Time: _____

Investigator: _____ Date Completed: _____

Manager Responsible: _____ Date Reviewed: _____

Superintendent Review: _____ Date: _____

Oak Valley Union Elementary School District
Injury and Illness Prevention Program
Corrective Action Report

Date: _____ Location: _____

Incident: _____

Corrective Action Assigned: _____

Person Assigned to Corrective Action: _____

Method of Correction (check all that apply):

- on-line training (attach certificate of completion)
- face-to-face staff training (attach agenda and sign-in sheet)
- other _____ (attach proof/verification)

maintenance correction: photo
 verbal confirmation & signature by maintenance director _____
Signature/date

Date of Inspection: _____ IIPP Coordinator: _____

Signature: _____ Date: _____

Oak Valley Union Elementary School District Employee Accident Report

Every employee injured while on duty or while on the premises of Oak Valley Union Elementary School District **must report** any accident to the administrative office and fill out this accident report **on the day the accident occurs.**

Employee Information:

Name: _____ Position: _____

Address: _____ Phone #: _____

Social Security #: _____ Date of Birth: _____

Date of Injury: _____ Time: _____

Date Reported: _____ Time Employee Begins Work: _____

Details of Accident: (Be Specific -- What Happened, Part of Body Injured, etc.)

Employee Signature

Date

FOR OFFICE USE ONLY:

Disposition of Employee: (Circle One)

Sent Home Sent to Physician Sent to Hospital Treated at District Continued Working

Other _____

Employee Hire Date: _____ Wage: _____ Per Year Month Hour

Claim Filed: _____ Incident Only: _____

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The following Cal/OSHA template has been used to develop the Oak Valley Union Elementary School District plan. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

1. Oak Valley Union Elementary School District Re-Opening Plan
2. Oak Valley Union Elementary School District Re-Opening Waiver-Approved
3. Oak Valley Union Elementary School District Re-Opening Labor Safety Agreement (MOU)
4. Oak Valley Union Elementary School District COVID-19 Prevention Program Plan (CPP)
5. Oak Valley Union Elementary Injury and Illness Prevention Program (IIPP)

Appendix-A	Identification of COVID-19 / Contact Tracing Tool
Appendix-B	COVID-19 Inspections Form
Appendix-C	Symptoms of Illness Notification
Appendix-D	Close Contact Exposure Notification
Appendix-E	Positive Notification



January 2021

COVID-19 Prevention Program (CPP) for Oak Valley Union Elementary

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 26, 2021

Authority and Responsibility

Heather Pilgrim, Ed.S., Superintendent, Matthew Baxter, Principal, and Mr. Lionel Preciado, Director of Maintenance, Operations and Transportation has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19/Contact Tracing** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings at the District level as well as the site level with their direct supervisor. In addition, cleaning, hygiene protocols are regularly discussed. Employees are encouraged to use the COVID19 Ticket that is found on our website in order to notify administration of any concern or potential hazards in a confidential way.

Staff and Family Education

Oak Valley Union Elementary School District is committed to train staff and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Employee screening

We screen our employees in accordance with CDPH guidelines. The district has staff and students conduct a daily attestation by answering the health screening question on the Good2BeBack app. By arriving at Oak Valley Union Elementary School District campus, staff members affirm they have not had, or been exposed to anyone with, any of the COVID-19 symptoms in the past 14 days. Furthermore, staff agrees to wear a face covering. If exposed, staff will get clearance from the district or their direct supervisor prior to resuming their work assignment.

The district has also elected to conduct an active screening process for students that requires a daily temperature check prior to entering campus. The District utilizes non-contact thermometers for this process. Staff facilitating the screening process wear appropriate PPE that will include a mask or face-shield with drape, gloves and goggles if necessary, and other safety equipment if requested.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will insure frequent cleaning/sanitization is occurring frequently throughout the day.
- All buses will be cleaned and disinfected after each route per CDC guidelines.
- The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in our bargaining unit.
- Close off areas use by any sick person and do not use them until they have been cleaned. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Classroom/Instructional/Academic Learning Spaces:

- The District shall ensure a minimum physical distancing radius of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.
- Unit Members shall make every reasonable effort to maintain a physical distancing radius of six (6) feet, between themselves and students.

- Reminders about physical distancing are placed in the hallways, cafeteria, and bus lines using ground signs and stickers.

Clear Rules on Classroom Instruction:

- Student cohorts will be considered in their classroom.
- Grades TK-6th grade students will be grouped in cohorts by classroom with no more than 16 individuals in a classroom (combined students and staff).
- The AABB Hybrid Learning Model combines in-person check in and at-home learning.
- For grades TK-6, students are in an "A" or "B" group and attend school 2 days each week. For example, Group A attend on Monday and Tuesday and Group B attend on Thursday and Friday. Wednesday is an at-home day, students are required to participate in a daily live check in and engage in independent or project-based work and at times, live instruction.
- School continues to offer distance learning for families not ready to return.
- While indoors, students are physically distanced 6 ft, or 30 sq. ft. when feasible.
- Desks and/or workstations will face in the same direction as feasible. Each desk and kidney table for small groups have a tri-fold plexi-glass.
- Recess and break times are staggered, or grouped by cohorts to limit the interaction of cohorts as feasible. Metal barricades section off the playground so that grade levels do not mix during recess.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents are managed to avoid close contact and/or mixing of cohorts.

Drop Off Procedures (Arrival)

- Multiple drop off areas will be available
 - Drop off areas will be designated alphabetically by last name (if multiple last names, go by the oldest students last name)
 - Cafeteria Area: A-L and all TK/Kinder's with no siblings
 - Heart entrance: M-Z
 - Buses will drop off students at the library entrance
- Temperature checks at each entrance. Temperatures of 100.4 or above will be asked to return home.
- Staff self-assess and sign off on the Health Assessment form.
- New start time at 8:15am to limit the amount of time students are on the playground.
- Parents cannot come on to the school campus.

Dismissal Protocols:

- Older students, grades 4-8, will be released first in order to retrieve younger siblings from classrooms. Older sibling waits, socially distanced, outside of the younger sibling's classroom and the teacher releases the child to the sibling one-by-one.
- Kindergarten will release students to their parents from the cafeteria exits.
- Students will exit the same gate they entered in the morning.
 - A-L & TK/Kinder Cafeteria area
 - M-Z Heart entrance
 - Bus riders Library gate
- While waiting in line, students stand on 6ft apart floor markers.
- Parents wait outside the campus and students come to them.
- Staff will monitor students and how they exit the campus to their parents.
- Masks are to be worn during this time.

Bus Procedures:

- School buses will be disinfected after each pick up/drop off.
- Bus drivers and students wear masks on the bus.
- Bus drivers take the temperature of students with a touchless thermometer. Students with a temperature of 100.4 or higher will be asked to return home.
- Hand sanitizer will be available on the bus.
- If weather permitting, buses will be well ventilated with the windows partially open.
- Seating is from back to front by route pick up to avoid extra passing by in the aisles.
- Students will social distance on the bus, except for family members who can sit together.

General Guidelines:

- Start time is earlier at 8:15am (versus 8:30) so there is less time on the playground. Students report to designated areas on the playground
- Breakfast is given in the classroom not in the cafeteria before school.
- Lunches and recesses are staggered so less students within the same grade level can social distance and meals are provided in grab-n-go meals fashion for 4th-6th grade and TK-3rd eat in the classroom. Plexi-glass dividers placed on cafeteria tables. Recess areas are designated for certain grade levels.
- Parents will not be permitted on campus during dismissal.
- One-way directions/movement will be established in main hallways

Office Policies and Procedures:

- Office Hours: 7:30 am to 4:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than one visitor enter the office at any time.
- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Masks and hand-sanitizer will be required for all visitors who enter the office. If you do not have a mask, a disposable mask will be provided at the door.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus:

- All visitors will be given a health assessment and temperature taken.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are required to be properly worn while in the presence of others, by all individuals on a school campus indoors. While outdoors, face covering is required if physical distancing is not possible for adults. The District shall develop and share with staff a plan to redirect and instruct students and others who are not in compliance with the face covering requirements. A unit member or student with a medical

condition that cannot wear a mask will be addressed on a case-by-case basis.

- All staff must use face coverings, or a face-shield with drape while using shared indoor spaces or when physical distancing cannot occur outdoors.
- Students at all grade levels will be required to wear masks while using shared indoor spaces.
- A face shield, with a drape or additional mask, is an acceptable alternative.
- Families may choose the distance learning option if they do not wish to follow the above guidelines.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- Students in TK thru second grade it is highly recommended.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- The District will provide portable barriers in the classrooms for situations where we cannot maintain at least six feet between individuals.
- The District will construct permanent plexi-glass structures in offices and high traffic areas.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Air Ventilation and Filtration

The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

The District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

The District will regularly change air filters.

Healthy Hygiene Practices

- Oak Valley Union Elementary School District aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - ❖ Soap
 - ❖ Tissues
 - ❖ No-touch trash cans

- ❖ Face coverings
 - ❖ Face shields with Drape (student and staff)
 - ❖ Hand sanitizer
 - ❖ Medical grade cleaning supplies
 - ❖ Plexiglass dividers
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
 - Touchless soap and paper towel holders have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regularly monitoring will take place at the school sites to address and insure that both frequency and scope of cleaning and disinfection is taking place.

Oak Valley Union Elementary School District will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

Oak Valley Union Elementary School District has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly
- All classrooms have hand sanitizer dispensers
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled)
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

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.

Hand Sanitizing

Oak Valley Union Elementary School District is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Touchless soap and paper towel dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with Alcohol levels and types selected by the District will be based on the recommendation of the CDC, California Department of Public Health and Tulare County Department of Public Health.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, goggles, etc.

- The District shall provide PPE to all unit members and students, if needed, for every day that unit members or students are required to report to school sites.
- In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix A: Investigating COVID-19 Cases** form.

Students or staff* who present with symptoms while at school:

- Students will go to a designated isolation room until they can be picked up by a parent or guardian
- Staff members must leave the school site and inform their supervisor prior to leaving

- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID 19 test. Staff members will be directed to the Tulare County optional testing sites.

Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>. Staff will also be provided no-cost testing options.

- Negative SARS-CoV-2 PCR test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (It isn't COVID) for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff* who have had **close contact** with a confirmed COVID-19 case:

- Students and Staff* should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the Tulare County Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>.
- Quarantine for 10 days from last exposure. School work will be provided to students to complete during this time.
- School/classroom may remain open in consultation with public health officials.

*Staff should contact their supervisor immediately.

Students or staff* who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual test positive, but has had no symptoms, they may return to campus after 10 days of the test
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known positive case that occurs

at their school site

• The district will offer COVID-19 testing at no cost during their working hours.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor using the G2BB app, email, phone, in person, and or using the COVID19 Ticket on the website.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the Tulare County Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>.
- The district provides onsite COVID19 testing every two weeks.

If the Oak Valley Union Elementary School District or Tulare County Department of Public Health (TCDPH) is notified of a positive COVID-19 case with Oak Valley Union Elementary School District, or a person within OVUESD develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contract tracing will be implemented.

A. Step One: Notification of Oak Valley Union Elementary School District

The school/DO contacts the Credentialed School Nurse, or designee immediately. The school nurse, or designee will contact:

- a. The case/case's parent/guardian for further information.
- b. TCDPH for further instruction and determination of the period of close contact tracing.
- c. District and school officials.

B. Step Two: Close Contact Tracing

The site principal will collaborate with site staff and the school nurse to create a list of:

- a. Locations where the case was present from the time determined by TCDPH to start the tracing through the last time/date the case was present at the school. Including:
 - Classroom(s)
 - Playgrounds
 - Common areas
 - Cafeteria
 - Special Services areas/classrooms
 - School Bus
- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who ride the same bus
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school

- programs
Friends (regardless if they interact at school)

C. Step Three: Quarantining of students/staff

- a. The school nurse, or designee will contact TCDPH with the close contact tracing lists for the TCDPH to determine which students/staff will need to quarantine.
- b. The school nurse or designee/TCDPH will provide the DO with the list of persons that will need to quarantine.
- c. DO personnel will contact staff and the parents/guardians of those that need to quarantine.
 1. Staff will immediately be sent home, if on OVUESD grounds at the time of contact by DO personnel.
 2. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. Step Four: Self-Monitoring

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 14 days.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix B: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following

have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- 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 10 days from the time the order to quarantine was effective.

BASIC TRAINING ELEMENTS

We provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
 - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
 - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms

Heather Pilgrim, Ed.S.

Date

Appendix A: Identification of COVID-19 Hazards / Contact Tracing

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.

CONTACT TRACING TOOL

For Staff and Students Being Tested or have Tested Positive for COVID-19

The site designee should take steps to identify individuals that students, teachers, and faculty may have had contact with as they are being tested for COVID-19. This form can help to identify close contacts and be ready to relate this information to the appropriate officials. If a positive PCR or antigen test result is received, this document will be submitted to the Tulare County Health Contact Tracing Team.

NAME: _____ Pending Status: Isolation

SCHOOL OR DISTRICT LOCATION: _____

**STEP
1**

Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing:

First Symptom or Testing Date: _____/_____/_____

Date of Results Expected: _____/_____/_____

**STEP
2**

Calculate your contact tracing date by subtracting 2 days from above:

Contact Tracing Date: _____/_____/_____

**STEP
3**

Who has been at home (or in the house) with the student/staff since their contact tracing date?

Include people who live at home with you, and people who may have visited like friends, relatives, a babysitter, or anyone else providing in-home services. Use another piece of paper if needed.

Name of Person	Date Last In-Home	Phone Number

Who has been in class (or intervention cohort) with the student/staff since their contact tracing date? (Class list, intervention group list, other, can be attached)

Name of Person/Class/Group	Date Last In Class	Phone Number

If the student is a bus rider. Who has been on the bus with them since their contact tracing date? (*Contact Transportation Department for additional names)

Name of Person	Date on Bus	Phone Number

**STEP
4**

Have the student/staff make a list of what they did each day since the contract tracing date with as much detail as possible. Since your contact tracing date?

Include things like hanging out with friends/neighbors/relatives, attending meetings, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Name of People You Were With	Date	Phone Number

**STEP
5**

If a positive COVID-19 test result is received, parents or staff member should call the Madera County Health Department at (559) 675-7703 and their school site to report this information. This worksheet will help prepare parents and site staff for some of the questions public health officials will need to determine appropriate next steps and act.

This information should be shared with the school administrator. They will help implement the plans at the site for responding to the positive COVID-19 outbreaks, including contact-tracing activities and other resource support.

Thank you for helping us keep schools safe! Schools play an important role in preventing the introduction and spread of COVID-19 into nearby communities

<p>PERSON COORDINATING THIS CONTACT TRACE: _____</p> <p>CONTACT PHONE NUMBER: _____</p>

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Classroom Air Purifiers and Filters			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

Appendix- C



Oak Valley Union Elementary School District Notification Letter-SYMPTOMS OF ILLNESS COVID-19/RS-1

Today's Date: _____

Dear Parent or Guardian:

Student: _____

This notice is to inform you that your child has exhibited the following **SYMPTOMS**

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. All students are screened daily at home, and at school, for potential symptoms or exposure. Because your student is exhibiting the following symptom(s), which cannot be otherwise explained with pre-existing conditions such as allergies, the school must send your child home.

Low Risk: General Symptoms

- Fever (100.4 or Greater)
- Congestion/Runny Nose
- Nausea/Vomiting/Diarrhea

- Sore Throat
- Headache
- Fatigue/Muscle or Body Aches

High Risk Symptoms

- Cough
- Difficulty Breathing
- Loss of Taste/Smell

-
- Your student has exhibited (1) **low risk symptom** and must be sent home. They may return to school 24 hours after symptom resolution without the aid of any medication.
 - Your student has exhibited (2) or more **low risk symptoms** OR (1) **high risk symptom** and must be sent home. These symptoms cannot be explained with pre-existing conditions. A Health Care Provider must confirm an alternative diagnosis for symptoms. A note must be on file.

Symptom Onset Date: _____ Earliest Return Date: _____

Unless, your student has a note from a health care provider or a **negative test** result for COVID 19 and has no further symptoms for 24 hours and no aid from medication they may return to school. (be prepared to show proof of negative COVID 19 test)

COVID 19 and other illnesses are potentially very serious. Please consult your medical provider for any questions you may have regarding your student's condition or testing.

If you have any questions, please do not hesitate to contact the school site's Health Aide, or office.

Appendix- D



Oak Valley Union Elementary School District Notification Letter-CLOSE CONTACT/EXPOSURE COVID-19/RS-2

Today's Date: _____

Dear Parent or Guardian:

Student: _____

Your student has been in CLOSE CONTACT with someone who tests positive for COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact with a person who has COVID-19. COVID-19 is primarily spread from person to person.

When a student has been in close contact with someone who has tested positive for COVID-19, both the Chowchilla Elementary School District and the Madera County Department of Public Health requires the following steps:

1. Your student must quarantine for 14 days.
 - **Quarantine Start Date:** _____
2. Your student may return to school if 14 days have passed and no symptoms have developed.
 - **Return date would be:** _____
3. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. It is important to understand; a student **cannot test out of quarantine**.

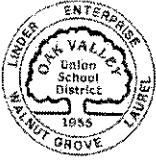
<ul style="list-style-type: none">• Fever or chills• Sore throat• Cough• Congestion or runny nose• Headache	<ul style="list-style-type: none">• Fatigue/muscle or body aches• Nausea/vomiting/ Diarrhea• Shortness of breath/difficulty	<ul style="list-style-type: none">• breathing• New loss of taste or smell
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If any of these symptoms develop:

- a. **Contact your medical provider for evaluation** or go to the emergency room if getting worse or trouble breathing. The medical provider may or may not recommend testing for COVID-19.
- b. **Student must be isolated**, as much as possible, from the rest of the household.
- c. **Student may return to school after being completely symptom free for 24 hours without the use of medication, AND a minimum of 10 days has passed since the symptoms began**, which may extend the quarantine period beyond the original 14 days.
- d. **Notify the school of any changes in status.**

If at any time during the quarantine period your child, or someone in the household, is confirmed positive for COVID 19, please contact the Health Aide at your child's school immediately to receive additional resources and guidance.

Appendix- E



Oak Valley Union Elementary School District Notification Letter-POSITIVE COVID-19 TEST COVID-19/RS-3

Today's Date: _____

Dear Parent or Guardian:

Student: _____

Your student has tested POSITIVE for COVID - 19

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 is primarily spread from person to person.

When a student has tested positive for COVID-19, both the Chowchilla Elementary School District and the Madera County Department of Public Health recommend the following steps:

1. Your student is required to self-isolate at home.
 - **Isolation Start Date:** _____
2. Your student may return to school:
 - **AFTER** a minimum of 10 days has passed since the symptoms began;
 - **OR** 10 days have passed from the date the positive test was completed;
 - **AND** 10 days have passed, symptom-free for 24 hours, without the use of medication.
3. Any other students or adults in the household are now considered close contacts and must quarantine for 14 days.
 - If any household contacts develop symptoms during the 14 days, they should contact their medical provider for evaluation. The medical provider may or may not recommend testing for COVID-19.
4. Notify the school(s) of any changes in status.

If you have general questions about COVID-19, you can visit the health department's web site at <https://tchhsa.org/eng/index.cfm/public-health/covid-19-in-tulare-county/>

If you need resources or would like to speak to someone on the school campus, please contact your school's Health Aide.