



**MOUNTAIN VIEW LOS ALTOS HIGH  
SCHOOL DISTRICT**

# **SCHOOL SAFETY PLAN**

**ALTA VISTA HIGH SCHOOL**

**2020-21 Comprehensive Safety Plan**

**1325 Bryant Avenue, Mountain View, CA 94040**

**Mountain View-Los Altos Union High School District**

*This School Safety Plan was developed collaboratively with the  
Site Safety Planning Team and the AVHS Site Council*

---

***AVHS Board Approval Confirmed by:***

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<i>Sanjay Dave</i>	<i>Board President</i>		
<i>Dr. Nellie Meyer</i>	<i>Superintendent</i>		

*This document is to be maintained for public inspection in the district office during regular business hours.*

## AVHS Safety Plan – Table of Contents

Item	Page
<b>Comprehensive Safety Plan Purpose &amp; Compliance</b>	<b>3</b>
<b>AVHS Guiding Principles</b>	<b>5</b>
Board of Trustees Philosophy and Goals	5
Safety Plan Vision	5
<b>Components of the Comprehensive School Safety Plan</b>	<b>6</b>
AVHS Safety Planning Team and Advisors	6
Assessment of School Safety	6
District/Campus Safety Strategies and Programs	10
(A) Child Abuse Reporting Procedures	10
(B) Emergency Preparedness and Crisis Response Plan	11
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	12
(D) Procedures to Notify Teachers of Dangerous Pupils	12
(E) Discrimination, Harassment and Bullying Policies	13
(F) School-wide Dress Code	14
(G) Procedure for Safe Ingress and Egress to and from School	15
(H) A Safe and Orderly School Environment Conducive to Learning	15
(I) School Discipline Rules and Consequences	15
(J) Tactical Procedures for Responding to Criminal Incidents on Campus.....	20
Safety Plan Review, Evaluation and Amendment Procedures	20
<b>Safety Plan Appendices</b>	<b>21</b>
Protected Information	23
Appendix A: Safety Planning Process	22
Appendix B: District Crisis Response Plans	24
Appendix B.1: District Staff Emergency Contacts – Confidential	26
Appendix B.2: Campus Staff Emergency Contacts – Confidential	28
Appendix B.3: Crisis Response/Community Emergency Contacts	30
Appendix B.4: AVHS Incident Command System	31
Appendix B.5: District/Campus Emergency Evacuation Plans	32
Appendix C: Emergency Response Guidelines	
Appendix D: Types of Emergencies & General Procedures	
Appendix E: Santa Clara County Health Department Social Distancing Protocol	37
Appendix F: Cal Osha Covid 19 Prevention Plan	39

Appendix G: Covid 19 School Guidance Checklist

Appendix H: School Preparedness Plan

## Comprehensive Safety Plan Purpose & Compliance

Our School Safety Plans have evolved over the years, commencing with the enactment of SB 187, which required schools to develop Comprehensive School Safety Plans for the first time by September 1, 1998.

The State Legislature's intent in enacting SB 187 was to: "...unite all existing statutes that relate to school safety and ensure compliance with their provisions by including the requirements of school safety provisions in each school's comprehensive school safety plan."

The minimum requirements of this plan include:

- Maintaining a safe environment for students.
- Identifying and implementing safe school strategies and progress
- Addressing the school's procedures for complying with existing laws relating to school safety, which must include:
  - Assessment of school crime committed on school campuses and at school-related functions
  - Discrimination and harassment policies
  - Child Abuse reporting procedures PC 11164 et seq.
  - Disaster Response procedures
  - Suspension and Expulsion Policies EC 48900 et seq.
  - Procedures for notifying teacher of dangerous Students EC 49079
  - Sexual harassment policy EC Sect. 212.6(b)
  - School-wide dress codes prohibiting gang-related apparel EC 35183
  - Procedures for safe ingress and egress from school
  - Procedures to ensure safe and orderly environment conducive to learning
  - Rules and procedures on school discipline EC 35291 & 35291.5

Placing school safety procedures and policies together in one plan as required by SB 187 has the great benefit of allowing school administrators to ensure that this vital learning support element is fully in place. In addition, the development of this plan fulfills a requirement of the Improving America's Schools Act, Title IV to conduct an objective analysis of drug and violence problems in schools and to set measurable goals for dealing with those problems.

SB 187 also prescribes the methods by which the plan must be established and annually updated. Furthermore it outlines Santa Clara County Office of Education and district responsibilities for ensuring that each school completes this plan.

- The school district and the county office are jointly responsible for the overall development of comprehensive school safety plans at each of their schools.

- The School Site Council is responsible for the development of the Plan and may delegate the responsibilities to a committee with specified members. EC 35294.1(b) 4
- The School Site Council shall work with law enforcement in developing the Plan. EC 35294.1(b) (3)
- The Comprehensive School Safety Plan shall be evaluated and amended as needed, not less than once per year. EC 35294.2(e)
- The Plan shall be readily available for inspection by the public.
- Each school must forward its Comprehensive School Safety Plan to the school district for adoption by the board and the district must submit the Plan to the County Office of Education. In the event that a school fails to develop a comprehensive plan, the district and the County Office of Education have the responsibility of notifying the California Department of Education of the failure to comply.

The Safe School Plan is a continuation of the plan developed in 1998. The subcommittee reviewed, edited, and added to the document to meet the current needs of the Alta Vista High School Community.

As defined in **MVLA Board Policy 0450**, the Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan at a regularly scheduled meeting.

***Declaration regarding MVLA Board Policy and administrative regulation references:***

*Except when specifically quoted, the MVLA Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language.*

A copy of the comprehensive district safety plan and individual site safety plans are available for review at the Mountain View Los Altos Union High School District office or at this website: <https://www.mvla.net/About-MVLA/District-Plans--Reports/School-Safety-Plans/index.html>

# Principles

## **Alta Vista High School Mission Statement**

---

Our mission is to provide a rigorous learning environment that is safe, caring, and flexible so that students can graduate high school.

## **AVHS Vision and Student Learning Outcomes**

---

Our vision is to be a place where all students become responsible young adults who can think critically, communicate effectively, and achieve academically.

## **Safety Plan Vision**

---

Our school will be free of drug and alcohol related issues and students and staff will work together to foster a disciplined and harmonious environment, conducive to learning.

This plan will address the varied needs of students as they learn in a variety of manners, whether virtually (distance learning), in person, or a combination of both (hybrid).

# Components of the Comprehensive School Safety Plan

## **AVHS Safety Planning Team and Advisors**

---

This plan was reviewed and updated during the 2020-2021 school year, with revisions made based on input received from those listed below during regular meetings held throughout the year.

- Dr. Nellie Meyer, District Superintendent
- Mike Mathiesen, Associate Superintendent of Business Services
- Bill Pierce, Principal
- Alba Garza, Community Resources Coordinator
- Debi Rudd, Program Support Specialist
- Officer James Guevarra of Mountain View PD, School Resource Officer

## **Assessment of School Safety**

*Education Code, Section 32282 (a) 1*

Alta Vista High School is a student-oriented school where student achievement, safety, and well-being guides our decision making. AVHS has a reputation as a welcoming and safe place for young people where student voice is valued and students are treated with respect as they progress on their journey to adulthood. The AVHS staff focuses on meeting the academic needs of all of our students while supporting their social and emotional needs. Due to the COVID-19 pandemic and health restrictions implemented by the State of California and the Santa Clara County of Health Department, the MVLA District implemented a distance learning plan with the goal of providing meaningful, rigorous, and equitable access to flexible learning options for all students while keeping the health and safety of students and staff as a top priority. The 2020-2021 AVHS Safety Plan will address the needs of our students during distance learning, our progression to hybrid learning, and then to in-person instruction.

# I. ASSESSMENT OF CLIMATE AND CONDITIONS

Results from our last WASC accreditation process which includes input from a wide variety of stakeholders

Findings	Supporting Evidence
<p>Existing policies and use of resources to ensure a safe, clean and orderly place that nurtures learning:</p> <p>Excellent facilities: The facilities are clean, kept in good repair, well maintained, feel new and up to safety code. The classrooms are aesthetically pleasing and are functional work spaces for both students and staff. The furniture is in good repair and is individualized to meet the needs of the curriculum and instruction and student population. The technology is current and easily accessed. We are fortunate to be a fiscally solvent district and providing the resources to best meet student needs is a district wide priority. The district has backed its current STEM initiative with the staffing and technology to make STEM development possible.</p> <p>The school is safe:</p> <ul style="list-style-type: none"> <li>● Very few fights occur at our school.</li> <li>● Very little damage is done to school property.</li> <li>● School psychologist is on site.</li> <li>● SPED students have regular counseling sessions.</li> <li>● Campus security cameras.</li> <li>● CHAC counseling for students who are unable to focus on content can see counselors before returning to class. The health van comes monthly in order to ensure students have the proper health care they need.</li> <li>● Safety Plan/School Safety/ practice lockdown procedures</li> <li>● Radios for emergency staff communication</li> <li>● Closed campus and a strong effort to greet students in the morning via our one and only access point on campus.</li> <li>● Home room available for SPED students as a safe place</li> <li>● A full day bell schedule that permits free and reduced lunch students access to two meals a day.</li> <li>● Students who are serious behavior problems can be referred out to the Alta Vista Opportunity Program.</li> <li>● Parents often call the school admin support to discuss issues pertaining to student or family.</li> <li>● Active and visible school resource officers.</li> <li>● Creation of a School Wellness Center.</li> <li>● The school is striving to create a sustainable positive school culture amongst our student body, despite a</li> </ul>	<p>Beautiful, fully appointed classrooms, offices, and grounds</p> <p>Environmental science area Construction building and classroom</p> <p>Technology in classrooms Student computers in classrooms</p> <p>Discipline and suspension records Home Room (SPED) Instructional Aid in G.E. classes</p> <p>Campus Security Cameras Health Van</p> <p>CHAC Counseling</p> <p>Radios</p> <p>Chapter 1 data</p> <p>Drills</p> <p>Bell schedule</p> <p>Referrals to alternative settings</p> <p>Phone calls to office by parents</p> <p>Site Action Plan Aztec Achievement Award Perfect Attendance award Parent/student agreement Student of the month Student handbook Website</p>



<p>very transient population, and this is reflected in our Site Action Plan for this year:</p> <ul style="list-style-type: none"> <li>● Instructional Aides available for all SPED and regular ed. students in regular ed. classes and SPED support classes.</li> <li>● Students and parents sign a technology contract/agreement.</li> <li>● A student handbook is given to each student and explained during a school-wide assembly on the first day of school.</li> <li>● ILPs to help all students to have a plan and own their plan.</li> <li>● Revamped parent/teacher conferences.</li> <li>● Guest speakers.</li> <li>● Regular assemblies.</li> <li>● Incentives and recognition for students who make progress.</li> <li>● Leadership class on campus.</li> <li>● Why Try, a school resiliency program, is being piloted in a few classrooms to create a common language. The district has adopted this curriculum as an intervention, striving for cohesion for the at risk students across the district.</li> <li>● More special activities during the day.</li> <li>● Young Life Club on campus.</li> <li>● Students are enthusiastic caregivers to the chickens and other animals.</li> <li>● Small class sizes allowing for more comprehensive academic support of students in the learning environment ensuring more success for students and helping to mitigate behavioral issues.</li> </ul>	<p>Why Try Curriculum School calendar</p> <p>New parent/teacher conference format</p> <p>Master schedule</p> <p>Specialized career tech programs</p> <p>Master schedule demonstrating small class sizes</p> <p>Observation of intimate, safe and supportive classroom experiences</p> <p>Student survey</p> <p>Tardy policy study</p>
---	---

## II. Data for Attendance, Suspension and Expulsion and Referrals to Other Settings

### Number of Suspensions

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Suspensions</b>	33	36	23	13	11

### Number of Expulsions

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Expulsions</b>	0	0	0	0	0

### Crime Statistics – Number of Incidents

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Theft/Vandalism</b>					
<b>Fighting/Violent Incident (Injury)</b>	6	5	2	0	0
<b>Fighting/Violent Incident (No injury)</b>	13	14	7	5	0
<b>Dangerous Object</b>	0	2	0	1	0
<b>Controlled Substance</b>	7	7	7	6	8
<b>Disruptive/Defiant</b>	6	8	7	1	3
<b>Other</b>	1	0	0	0	0
<b>Total</b>	33	36	23	13	11

Data source: CDE Dataquest

## Referrals to Other Settings

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Traditional School</b>	36	9	19	12	10
<b>Adult Education</b>	10	15	25	13	6
<b>County Community School</b>	10	2	3	2	1
<b>Institutional Placement</b>	1	0	2	3	2

## Attendance Data

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>% Annual Attendance AVHS</b>	93	87	78	86	85
<b>% Annual Attendance MVLA</b>	97	97	97	96	97

## District/Campus Safety Strategies and Programs

*Education Code 32282 (a) 2 (A)-(J)*

As written in **MVLA Board Policy 5142**, The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

### ***(A) Child Abuse Reporting Procedures***

*Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166*

According to **MVLA Board Policy 5141.4**, the Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

### ***(B) Emergency Preparedness and Crisis Response Plan***

---

*Additional code references: Educational Code 35295-35297; Government Code 8607 and 3100*

In **MVLA Board Policy 3516**, The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs.

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Mountain View Los Altos High School District Crisis Response plan is included in the appendices, and accomplishes the following:

- Appendix B: District Crisis Response Plan, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.
  - Provides emergency contact information for district staff in Appendix B.1: District Staff Emergency Contacts – Confidential.

- Provides emergency contact information for school site staff in Appendix B.2: Campus Staff Emergency Contacts – Confidential.
- Describes the ICS structure for the district crisis response team in Appendix B.4: MVHS Incident Command System.
- Defines specific evacuation procedures for the district office and school sites developed with considerations for students with physical disabilities in Appendix B.5: District/Campus Emergency Evacuation Plans.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake in Appendix C: Emergency Response Guidelines and Appendix D: Types of Emergencies & General Procedures.

### ***(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines***

*Additional code reference: Education Code 48900, 48915 (d) and (e)*

Through **MVLA Board Policy 5144.1 and 5144.2**, the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

The policy also describes disciplinary guidelines in accordance with state and federal law, Student Due Process, Supervised Suspension Classroom, and the Decision to Not Enforce Expulsion Order available to the school board.

*For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to student and parent handbooks distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.*

### ***(D) Procedures to Notify Teachers of Dangerous Pupils***

*Additional code reference: Education Code 49079*

As described in **MVLA Board Policy 4158**: the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

### ***(E) Discrimination, Harassment and Bullying Policies***

*Additional code reference: Education Code 200-262.4*

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **MVLA Board Policy 0410**, which states that the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from unlawful

discrimination, including discrimination against an individual or group 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; a 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 Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment:

**MVLA Board Policy 5145.3** states that district programs and activities shall be free from unlawful discrimination, including discrimination against an individual or group 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; a 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 Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

MVHS considers bullying a form of harassment and will treat it as such, especially when the bullying is in regards to a student's actual or perceived 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, or association with a person or group with one or more of these actual or perceived characteristics.

As written in **MVLA Board Policy 5145.7**, the Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be

- taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
  7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
  8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

**MVLA Board Policy 5131.2** explicitly prohibits bullying by stating that no student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

### ***(F) School-wide Dress Code***

---

*Additional code reference: Education Code 35183*

As described in **MVLA Board Policy 5132**, the Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

*For campus-specific detailed dress code requirements, please refer to the student and parent handbooks that are distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.*

### ***(G) Procedure for Safe Ingress and Egress to and from School***

---

Through a collection of Board Policies, Mountain View Los Altos High School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- **BP 5142**: describes a collection of policies and procedures to ensure student safety and details procedures to enhance pedestrian safety. Included in policy language; “To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.”
- **BP 5131**: holds students accountable for conduct not only on campus but also on their way to and from school.
- **BP 5131.7**: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.5: District/Campus Emergency Evacuation Plans.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in **MVLA Board Policy 1250**:

To ensure the safety of students and staff and avoid potential disruptions, any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

*Additional code references: Education Code 32210-32211, Penal Code 627*

***(H) A Safe and Orderly School Environment Conducive to Learning***

---

As intended by Educational Code 32282 (b) the action plans shown in the tables on the following pages were developed to meet the current needs of the Alta Vista High School.

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated project lead. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

***2020-2021 Action Plan***

---

Findings based on Data Review, Student and Staff Surveys, Observations, Annual Board Review, WASC Report and Goals

---



Safe Physical Climate Goal:	Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and thrive.			
Objectives	Action Steps	Resources	Project Lead	Outcomes
1.) Identify and address/secure critical facility vulnerabilities and hazards	<p>Evaluate effectiveness of alarms, bell systems, and fire code compliance and address identified weaknesses.</p> <p>Update all facilities maps and hazard response materials.</p>	Staff/room clipboards and Google Folder with hazard response information	Head of Maintenance  Principal	Concerns will be reviewed and strategies will be developed to address each as needed.
2.) Identify and address surveillance camera needs and/or security devices in/or around school property to reduce the incidents of theft, violence, bullying, and vandalism as measured by discipline reports.	<p>a.) Work with the IT Director to evaluate the effectiveness of current cameras and make adjustments or add more where we notice holes.</p> <p>b.) Work with IT to develop camera and safety signage placement for new buildings.</p> <p>c.) Install vaping/smoking/loud noise detectors in locker rooms and bathrooms to deter vaping.</p>	<p>a.) Work with DO, VIAAS and principal to evaluate cameras</p> <p>b.) <a href="https://www.flysen.se.net/">https://www.flysen.se.net/</a></p>	Principal  IT Director	Concerns will be reviewed and strategies will be developed to address each need.
3. Strengthen and practice crisis response plans	<p>a.) Revise crisis response plans.</p> <p>b.) Collaborate with local public safety and emergency response agencies to assess and revise campus crisis response plans</p> <p>c.) In coordination with public safety partners, review and update campus crisis response plans and develop emergency response chart for classrooms</p> <p>d.) Provide site staff and faculty training on crisis response procedures</p>	<p>a.) MVPD and MVFD</p> <p>b.) Principal</p> <p>c.) Online training through FEMA</p>	Principal	<p>Annual review and update of site plans.</p> <p>Development and installation of emergency response chart for classrooms.</p> <p>Fire drills, earthquake, and lock-down exercises will be logged by site administration.</p>
4. Implement evidence-based safety protocols to support student, staff, and visitor safety related to COVID-19.	<p>a.) Purchase and place the necessary signage to promote COVID-19 safety protocols for all persons on campus.</p> <p>b.) Maintain a supply of PPE and distribute as</p>	<p>a.) PPE</p> <p>b.) Signage</p> <p>c.) Plexiglass shields</p>	Principal working with DO	<p>All persons on campus follow COVID-19 safety protocols.</p> <p>Safe workplace environment for all</p>

	<p>needed.</p> <p>c.) Outfit classrooms and offices with plexiglass shields.</p> <p>d.) Monitor all reports of COVID-19 cases and contacts.</p>			with minimal COVID-19 positive cases.
--	---	--	--	---------------------------------------

<b>Safe Social Climate Goal:</b>				
<b>Addressing student behaviors and needs that impact success in school. (Drug usage, school culture, student wellness including mental health)</b>				
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead</b>	<b>Outcomes</b>
1.) Increase awareness of drug/vape prohibitions on campus and decrease use of vaping or other drugs on campus.	<p>a.) Communicate regularly with families regarding vaping behaviors and access to resources.</p> <p>b.) Increase drug/alcohol educational opportunities for students.</p> <p>c.) Research and install vape detectors.</p> <p>d.) Add additional anti-vaping/tobacco signage in all bathrooms.</p>		<p>Principal</p> <p>Community Resources Coordinator</p>	Decrease of vaping & other drug use on campus as seen in discipline records.
2.) Increase awareness of mental health resources available to students.	<p>a.) Add signage to more public areas, including restrooms, about how to access support.</p> <p>b.) Promote Mental Health Week for each semester.</p> <p>c.) Communicate an AVHS definition of Wellness and Mental Health - including showcasing our therapists and CHAC interns so they are familiar faces.</p> <p>d.) Continue offering parents and teachers training on mental health and reducing anxiety.</p> <p>e.) Develop a school-wide strategy to</p>	<p>Be Sensitive, Be Brave Training</p> <p>Mental Health Guest Speakers</p>	<p>Mental Health Task Force</p> <p>Community Resources Coordinator</p>	<p>Increased use of Mental Health resources.</p> <p>Decrease in severe anxiety and depression cases.</p>

	engage students in health and wellness. f.) Offer parent workshops to families to decrease the stigma of mental health and build awareness.			
3.) Increase connections with caring adults	a.) Communicate regularly with students through the Advisory program b.) Promote the Mentoring program (MCT) c.) Increase number of CARE conferences d.) Increase number of students accessing counseling services		Advisors Principal MTC Coordinator Community Resources Coordinator	Decrease of vaping & other drug use on campus as seen in discipline records.  Increased use of Mental Health resources.  Decrease in severe anxiety and depression cases.

***(I) School Discipline Rules and Consequences***

Every student is expected to arrive on time for school, with necessary supplies, ready to learn. Students are expected to complete the necessary work for a high school diploma, and to refrain from behaviors that might distract a teacher from teaching or other students from learning. The following will serve as a behavior contract for all Alta Vista High School students.

*Additional code references: Education Code 35291 and 35291.5*

**MVLA Board Policy 5131 identifies district-wide standards for student conduct:**

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code [417.27](#))

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code [48901.5](#))

10. Plagiarism or dishonesty on school work or tests

11. Inappropriate attire

12. Tardiness or unexcused absence from school

13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**MVLA Board Policy 5144** describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed.

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal.

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for

district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

**Additional Board Policies** are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- Gang prevention; restrictions on student behavior, gestures, apparel or paraphernalia indicative of gang affiliation. **MVLA Board Policy 5136**
- Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. **MVLA Board Policy 5131.7**

## (J) Tactical Responses to Criminal Incidents

AVHS places the highest priority on the safety of students, visitors and school personnel. A key part of ensuring this safety is the quick and coordinated response to criminal incidents that may occur on campus. To effectively and efficiently respond to such incidents, AVHS staff will follow these steps:

1. Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office at the school where the incident occurred.
2. The administrator or administrator designee will initiate one of the following processes:
  - a. If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure like lockdown or secure school.
    - i. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
  - b. If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Los Altos or Mountain View Police Department using the non-emergency dispatch number, and request assistance with an in-person response.
    - i. Notify the district office, including maintenance if any facility repair is necessary

- ii. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
- c. If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Los Altos or Mountain View Police Department using the non-emergency dispatch number to request support.
  - i. Notify the district office, including maintenance if any facility repair is necessary
  - ii. Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

## Safety Plan Review, Evaluation and Amendment Procedures

The AVHS comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in November of each school year.

Pursuant to Education Code Section 35294.6(a), the MVLAHSD adopted this annual comprehensive school safety plan at the regular meeting of the Board of Trustees referenced on the cover page of the plan. An opportunity for public comment was provided during this meeting, prior to the plan’s adoption.

An updated file containing all safety related plans and materials are available for public inspection in the MVLA District Office. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Safety Planning Process.

## Safety Plan Appendices

### Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the district office at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under Education Code Section 32281, the California Public Records Act (Government Code 6254 parts *c* and *aa*) and/or prescribed by MVLA Administrative Regulation 1340, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the MVLA Board of Trustees and withheld from public release of the Comprehensive District Safety Plan:

- Any appendices that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site.
- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.  
*(Further detail on protected information is also defined in GC 6254.3.)*
- Any appendices prepared to assess district and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt student instruction or safety.

As described in Education Code 32281(f)(1), the school district may elect not to disclose those portions of the comprehensive school safety plan that include “tactical responses to criminal incidents.” the following items will be designated “**For Official Use Only (FOUO)**”, will be reviewed only in a closed session of the MVLA Board of Trustees and released only for official safety assurance or crisis response use:

- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

## Appendix A: Safety Planning Process

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Referenced Documents</b> <i>(description and location)</i>
Preliminary discussion, overview, and planning for update of Comprehensive District Safety Plan.	October 26, 2020	<i>None attached</i>
“School Safety Plan Webinar” through Santa Clara County Office of Education <i>(Information from MVHS &amp; LAHS AP’S)</i>	November 17, 2020	<i>None attached</i>
Draft and Review of Goals for Safety Plan <i>(Bill Pierce)</i>	January 22, 2021	<i>None attached</i>
Review, Discussion and Input of Draft Goals for Safety Plan AVHS Staff <i>(AVHS Staff)</i>	February 3, 2021	
Final Review of Safety Plan by AVHS Site Leadership Team	February 5, 2021	
Review of AVHS Safety Plan by MVLAHSD Board of Trustees	March X, 2021	



# Appendix B: District Crisis Response Plans

The following sections provide key information for crisis response for AVHS. While this information represents the basic tools needed for an effective crisis response, AVHS will continue to assess, revise and expand on the plan for continuous improvement in student safety. Additional documentation, including a stand-alone crisis response plan will be referenced in the Comprehensive District Safety Plan as it is developed.

<b>EMERGENCY PROCEDURES</b> Mountain View Los Altos Union High School District <span style="float: right; font-size: small;">rev 12/2007</span>	
<b>Remain CALM; Follow Procedures and Directions</b> (more information on clipboard and/or in Safety Plan)	
<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EVACUATION</b></p> <ul style="list-style-type: none"> <li>Exit according to route on map or as safe.</li> <li>Assist others who are mentally, physically or emotionally impaired.</li> <li>Assemble in the designated assembly area or as directed.</li> <li>Close all doors behind you, DO NOT LOCK.</li> <li>Take roll: account for students and staff.</li> <li>All students to remain under control of the teacher or designee.</li> <li>DO NOT RE-ENTER building and DO NOT LEAVE until directed to do so.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>CODE BLUE / SHELTER-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>Get inside; close doors and windows. Follow directions.</li> <li>Continue normal activities inside.</li> <li>DO NOT LEAVE until released.</li> </ul>	<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>CODE RED / LOCKDOWN</b></p> <ul style="list-style-type: none"> <li>Immediately leave campus for the offsite staging area OR get inside.</li> <li>Lock door if possible.</li> <li>Barricade doors, dim lights, cover windows.</li> <li>Get down and behind an interior barricade, offset from door.</li> <li>If serious injuries or other serious situation, place a red card under the door or in a window.</li> <li>Take roll.</li> <li>Stay quiet; use anxiety reducing activities (deep breathing, simple games).</li> <li>Do not respond to fire alarms.</li> <li>Call 9-1-1 if you know identity, location or description of suspect.</li> <li>DO NOT LEAVE until released by public safety.</li> </ul>
<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>MEDICAL EMERGENCY</b></p> <ul style="list-style-type: none"> <li>Check victim.</li> <li>Call 9-1-1 if life threatening.</li> <li>Report serious injury or illness to office</li> <li>Support victim until help arrives.</li> <li>DO NOT move non-ambulatory victims unless physical dangers are present.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>FIRE</b></p> <ul style="list-style-type: none"> <li>Pull fire alarm.</li> <li>EVACUATE. Keep low, cover face. Test exit doors for heat. If hot, DO NOT OPEN; use alternate route.</li> <li>Close but DO NOT lock doors as you leave.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>If inside: DROP, COVER and HOLD.                             <ul style="list-style-type: none"> <li>Make body small as possible.</li> <li>Eyes closed, ears covered.</li> <li>Face in arms, protect back of neck.</li> <li>EVACUATE once it is safe.</li> </ul> </li> <li>If outside: Lie prone                             <ul style="list-style-type: none"> <li>Cover head, face &amp; as much skin as possible. Eyes closed, ears covered.</li> </ul> </li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EXPLOSION</b></p> <ul style="list-style-type: none"> <li>EVACUATE, uphill and upwind if possible, to a safe distance.</li> <li>DO NOT return to the area until it is declared safe.</li> </ul>	<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>EVACUATE involved areas.</li> <li>Look for suspicious objects while exiting but DO NOT HANDLE; tell emergency personnel of location.</li> <li>Leave doors and windows open.</li> <li>DO NOT LEAVE the campus as the device may be hidden in or under a vehicle.</li> <li>DO NOT use light switches or open drawers or cabinets.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li>Contact office immediately.</li> <li>Handle medical emergencies; isolate person(s) from others.</li> </ul> <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> <li>CODE BLUE / SHELTER-IN-PLACE.</li> <li>Remain inside until released by emergency personnel.</li> </ul> <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> <li>EVACUATE; upwind, upstream, uphill if possible.</li> <li>Seal off contaminated area if possible.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>VIOLENT VISITOR</b></p> <ul style="list-style-type: none"> <li>If confronted by violent person; speak calmly and attempt to get intruder to leave. GET HELP.</li> <li>Call 9-1-1</li> <li>If aware of violent person: initiate CODE RED / LOCKDOWN as appropriate.</li> </ul>
<p><b>Emergency Phone Number: 9-1-1</b></p> <p>Direct # by cell: City of Mountain View: 650-903-6395 Los Altos: 650-947-2779</p> <p><b>District Numbers:</b></p> <p>Superintendent 650-940-4669 Associate Superintendent 650-940-4675 Maintenance &amp; Operations: 650-940-4667 Los Altos High School 650-960-8811 Mountain View High School 650-940-4600 Alta Vista High School 650-691-2433 Adult Education 650-940-1333 Mountain View Parent Preschool 650-969-9506 Los Altos Parent Preschool 650-947-9371 Freestyle 650-940-4680 District Special Ed 650-940-4658 District IT 650-940-7418</p>	<p><b>Numbers working if power failure:</b></p> <p>District Office 650-961-7008 Los Altos High School 650-941-2382 Mountain View High School 650-961-7547 Alta Vista High School 650-965-8706 Adult Education 650-966-1079</p> <p style="background-color: #ffff00; margin: 0;"><b>After major disaster:</b></p> <ul style="list-style-type: none"> <li>Implement Incident Command System.</li> <li>Parent/guardian must present proper ID to claim students.</li> <li>Staff is required to stay at school until dismissed by Incident Commander.</li> <li>All classified and certificated staff members have emergency assignments.</li> </ul>

**Appendix B.1: Site Staff Emergency Contacts – Confidential**

Name	Position	Cell Number(s)	Safety/ Crisis Response Role
	AVHS Principal		School Incident Commander  Planning Chief
	Community resource Coordinator		Operations Chief  Logistics Chief
	IA		Site Check/Security  Search & Rescue
	IA		Student Supervision
	Teacher		Medical/Mental Health
	Office Manager		Communications
	Teacher  IA		Student Release to Family

## Appendix B.2: Crisis Response/Community Emergency Contacts

### For all emergencies call 911

#### Public Health and Safety

Vendor	Number	Purpose/Subject
Mountain View Police	<b>Emergency – 911</b>	
	(650) 903-6395	Non-emergency
County Fire	<b>Emergency - 911</b>	
Fire Station	(650) 947-2770	Non-emergency
County Animal Control	(408) 686-3900	Animal-related issues
American Red Cross of the Silicon Valley	(877) 727-6771	
Child Protective Services	(650)-493-1186	24 Hour Reporting
Bay Area Air Quality Management District	(415) 749-5000	Info on air quality

## Public Utilities

Vendor	Number	Purpose/Subject
PG&E (natural gas)	(800)743-5000	Gas leaks & Electrical Emergencies
Irrigation District	(650) 917-0152 or (650) 553-0152 after hours	Irrigation water, canals, etc.
County Public Works	(650)947-2785	Regular hours only

## Appendix B.3: AVHS Incident Command System

### Standardized Emergency Management System/ Incident Command System Overview

The California Standardized Emergency Management System (SEMS) uses the Incident Command System (ICS) to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency.

ICS consists of five functions:

#### Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response.

#### Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### Operations

All response actions are implemented under Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

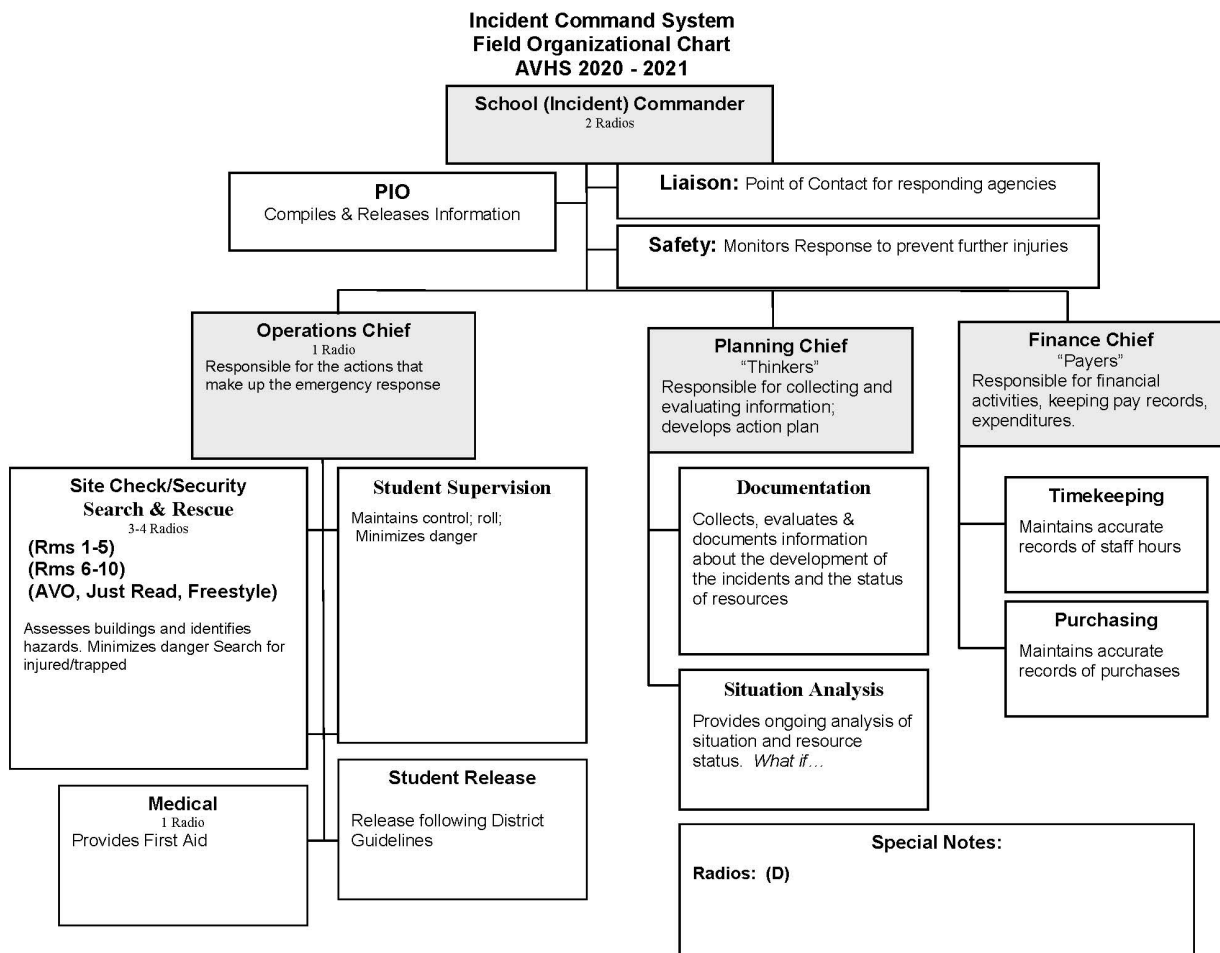
In the organizational structure described on the preceding page, the Operations Chief supervises five teams: First Aid and Student Health, Student Evacuation Transportation, Critical Incident Stress Response, Parent Coordination and Reunification and Student Accountability.

## Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

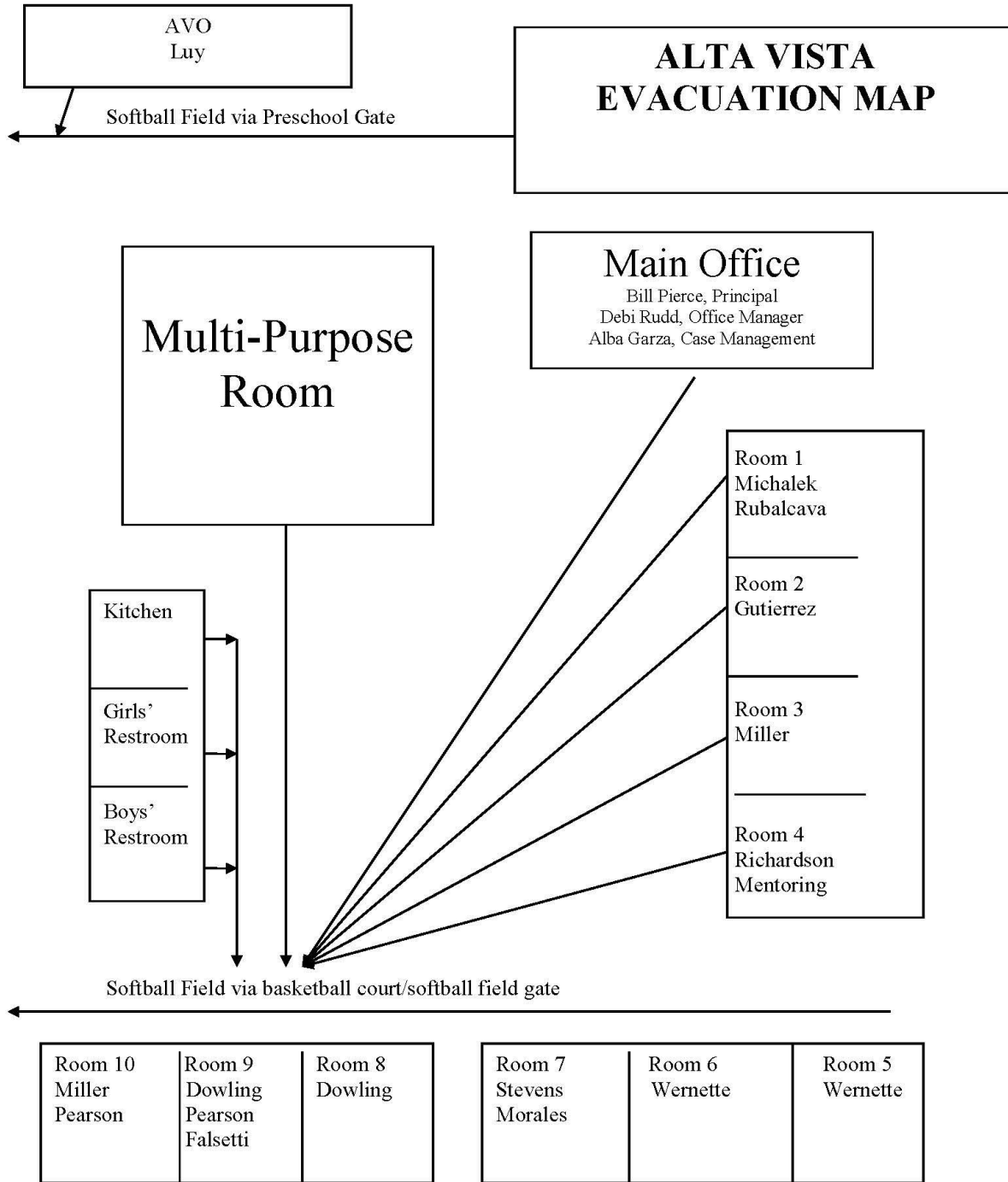
## Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.



© Code Red Training Associates Inc (2005 - 2007)

# Appendix B.4: District/Campus Emergency Evacuation Plans



## Appendix C: Emergency Response Guidelines

### STEP ONE: IDENTIFY THE TYPE OF EMERGENCY

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section.

### STEP TWO: IDENTIFY THE LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

- **Level 1 Emergency:** A *minor* emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- **Level 2 Emergency:** A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., “unknown white powder.”
- **Level 3 Emergency:** A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### STEP THREE: DETERMINE THE IMMEDIATE RESPONSE ACTION

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

- **Stop, Drop and Hold:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system may also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.
- **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- **All Clear:** Notification is given that normal school operations should resume.

### STEP FOUR: COMMUNICATE THE APPROPRIATE RESPONSE ACTION

Once the type of *immediate response action* is determined, the incident commander must inform the site’s staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- **Stop, Drop and Hold:** Immediately use the site’s school-wide communication system to instruct students and staff to protect themselves by moving into a “Stop, Drop and Hold” position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a “Stop, Drop and Hold” position. Make the announcement even if the immediate crisis has passed.
- **Shelter in Place:** Immediately use the site’s school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- **Lock Down:** Immediately use the site’s school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, create safety barriers and to keep students as far away as possible from any windows until further notice. This response may include the Run, Hide, Defend protocol.
- **Evacuate Building:** Immediately use the site’s fire alarm bell system to notify students and staff that they are to proceed to the site’s outside assembly area.
- **Evacuate Campus:** Immediately use the site’s fire alarm bell system to notify students and staff that they are to proceed to the site’s outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- **All Clear:** Use the site’s school-wide communication system to notify staff and students that normal school operations should resume.



# EMERGENCY PROCEDURES

Mountain View Los Altos Union High School District

rev 12/2007

## Remain CALM; Follow Procedures and Directions

(more information on clipboard and/or in Safety Plan)

<p style="text-align: center;"><b>EVACUATION</b></p> <ul style="list-style-type: none"> <li>Exit according to route on map or as safe.</li> <li>Assist others who are mentally, physically or emotionally impaired.</li> <li>Assemble in the designated assembly area or as directed.</li> <li>Close all doors behind you, DO NOT LOCK.</li> <li>Take roll: account for students and staff.</li> <li>All students to remain under control of the teacher or designee.</li> <li>DO NOT RE-ENTER building and DO NOT LEAVE until directed to do so.</li> </ul> <p style="text-align: center;"><b>CODE BLUE / SHELTER-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>Get inside; close doors and windows. Follow directions.</li> <li>Continue normal activities inside.</li> <li>DO NOT LEAVE until released.</li> </ul>	<p style="text-align: center;"><b>CODE RED / LOCKDOWN</b></p> <ul style="list-style-type: none"> <li>Immediately leave campus for the offsite staging area OR get inside.</li> <li>Lock door if possible.</li> <li>Barricade doors, dim lights, cover windows.</li> <li>Get down and behind an interior barricade, offset from door.</li> <li>If serious injuries or other serious situation, place a red card under the door or in a window.</li> <li>Take roll.</li> <li>Stay quiet; use anxiety reducing activities (deep breathing, simple games).</li> <li>Do not respond to fire alarms.</li> <li>Call 9-1-1 if you know identity, location or description of suspect.</li> <li>DO NOT LEAVE until released by public safety.</li> </ul>
<p style="text-align: center;"><b>MEDICAL EMERGENCY</b></p> <ul style="list-style-type: none"> <li>Check victim.</li> <li>Call 9-1-1 if life threatening.</li> <li>Report serious injury or illness to office</li> <li>Support victim until help arrives.</li> <li>DO NOT move non-ambulatory victims unless physical dangers are present.</li> </ul> <p style="text-align: center;"><b>FIRE</b></p> <ul style="list-style-type: none"> <li>Pull fire alarm.</li> <li>EVACUATE. Keep low, cover face. Test exit doors for heat. If hot, DO NOT OPEN; use alternate route.</li> <li>Close but DO NOT lock doors as you leave.</li> </ul> <p style="text-align: center;"><b>EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>If inside: DROP, COVER and HOLD.             <ul style="list-style-type: none"> <li>Make body small as possible.</li> <li>Eyes closed, ears covered.</li> <li>Face in arms, protect back of neck.</li> <li>EVACUATE once it is safe.</li> </ul> </li> <li>If outside: Lie prone             <ul style="list-style-type: none"> <li>Cover head, face &amp; as much skin as possible. Eyes closed, ears covered.</li> </ul> </li> </ul> <p style="text-align: center;"><b>EXPLOSION</b></p> <ul style="list-style-type: none"> <li>EVACUATE, uphill and upwind if possible, to a safe distance.</li> <li>DO NOT return to the area until it is declared safe.</li> </ul>	<p style="text-align: center;"><b>BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>EVACUATE involved areas.</li> <li>Look for suspicious objects while exiting but DO NOT HANDLE; tell emergency personnel of location.</li> <li>Leave doors and windows open.</li> <li>DO NOT LEAVE the campus as the device may be hidden in or under a vehicle.</li> <li>DO NOT use light switches or open drawers or cabinets.</li> </ul> <p style="text-align: center;"><b>HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li>Contact office immediately.</li> <li>Handle medical emergencies; isolate person(s) from others.</li> </ul> <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> <li>CODE BLUE / SHELTER-IN-PLACE.</li> <li>Remain inside until released by emergency personnel.</li> </ul> <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> <li>EVACUATE; upwind, upstream, uphill if possible.</li> <li>Seal off contaminated area if possible.</li> </ul> <p style="text-align: center;"><b>VIOLENT VISITOR</b></p> <ul style="list-style-type: none"> <li>If confronted by violent person; speak calmly and attempt to get intruder to leave. GET HELP.</li> <li>Call 9-1-1</li> <li>If aware of violent person: initiate CODE RED / LOCKDOWN as appropriate.</li> </ul>
<p><b>Emergency Phone Number: 9-1-1</b></p> <p>Direct # by cell: City of Mountain View: 650-903-6395 Los Altos: 650-947-2779</p> <p><b>District Numbers:</b></p> <p>Superintendent 650-940-4669 Associate Superintendent 650-940-4675 Maintenance &amp; Operations: 650-940-4667 Los Altos High School 650-960-8811 Mountain View High School 650-940-4600 Alta Vista High School 650-691-2433 Adult Education 650-940-1333 Mountain View Parent Preschool 650-969-9506 Los Altos Parent Preschool 650-947-9371 Freestyle 650-940-4680 District Special Ed 650-940-4658 District IT 650-940-7418</p>	<p><b>Numbers working if power failure:</b></p> <p>District Office 650-961-7008 Los Altos High School 650-941-2382 Mountain View High School 650-961-7547 Alta Vista High School 650-965-8706 Adult Education 650-966-1079</p> <p><b>After major disaster:</b></p> <ul style="list-style-type: none"> <li>Implement Incident Command System.</li> <li>Parent/guardian must present proper ID to claim students.</li> <li>Staff is required to stay at school until dismissed by Incident Commander.</li> <li>All classified and certificated staff members have emergency assignments.</li> </ul>

## AIRCRAFT CRASH

The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

## ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a coyote, mountain lion, or any other animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include Shelter in Place or Evacuate Building.

## ARMED ASSAULT ON CAMPUS

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down and the Run, Hide, Defend protocol, Evacuate Building, or Evacuate Campus.

## BIOLOGICAL OR CHEMICAL RELEASE

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

## BOMB THREAT / THREAT OF VIOLENCE

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to *call 911*. The person answering the threat call should ask the questions listed on the “Bomb Threat Checklist”. In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Lock Down, or Evacuation.

## DISORDERLY CONDUCT

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## EARTHQUAKE

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Evacuate Building, or Evacuate Campus.

## EXPLOSION OR RISK OF EXPLOSION

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radioactive materials. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action. If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

## FLOODING

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## LOSS OR FAILURE OF UTILITIES

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

## MOTOR VEHICLE CRASH

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## PSYCHOLOGICAL TRAUMA

When the administrator or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the director of student services at the district office to request the services of the LAHS School Resource Chaplains. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

## SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposely contaminating the food or water source.

## UNLAWFUL DEMONSTRATION OR WALKOUT

An unlawful or unauthorized demonstration or walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unauthorized demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. If students leave the campus, the administrator or designee will designate appropriate staff members to accompany them. The administrator or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to resolve the situation.

# Social Distancing Protocol

## Visitor Information



10/16/2020  
**Last updated:**  
**Business Name:** Alta Vista High School  
**Address:** 1325 Bryant Avenue  
Mountain View 94040

- ### Summary of Customer-Facing Requirements
- Handwashing facilities or sanitizer is available near the facility entrance.
  - An employee has been designated to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
  - Tape or marked at least six feet apart where people form lines.

### Report a Complaint

If you are a customer or member of the public and would like to report a complaint about this or another business not following a Social Distancing Protocol, visit [sccovidconcerns.org](http://sccovidconcerns.org).

If you are an employee, and would like to report a complaint about this business, visit [www.sccfairworkplace.org](http://www.sccfairworkplace.org) or call the Office of Labor Standards Enforcement at 866-870-7725.

### Learn More

To view the County Health Officer's Order and other information related to COVID-19, visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus). To view this business' social distancing protocol visit [www.covid19prepared.org](http://www.covid19prepared.org).

The person responsible for implementing this business's protocol is:

<u>Mike Mathiesen</u>	<u>Associate Superintendent Business Services</u>
Name	Title
<u>mike.mathiesen@mvla.net</u>	<u>650-940-4650</u>
Email	Phone Number

# COVID-19 Prepared

Health Order Issuance Date:  
**10/05/2020**



This business, Alta Vista High School, has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit [scrgov.org/coronavirus](http://scrgov.org/coronavirus).

Santa Clara County  
**PUBLIC HEALTH**



# **COVID-19 Prevention Program (CPP)**

## **Mountain View-Los Altos Union High School District**

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

**Date:** January 28, 2021

### **Authority and Responsibility**

Dr. Nellie Meyer, Superintendent, has 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 Hazards 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:

Notifying administration/management of COVID-19 hazards via online reporting form.

### **Employee Screening**

We screen our employees by:

having employees complete a COVID-19 self-screening questionnaire each day they come to campus/job site.

### **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:

School and district administration will assess the severity of the hazard and assign correction time frames. The more severe the hazard, the more urgent the correction time frame. Administration will assign responsibility for completing tasks to correct hazards based on job classification. For example, facilities coordinators may be assigned correction tasks that are related to unsafe facility conditions; custodians may be assigned tasks that pertain to cleaning and/or sanitizing.

Administration will follow-up with employees tasked with taking corrective action to ensure timely correction of identified hazards.

### **Controls of COVID-19 Hazards**

#### **Physical Distancing**

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

Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.

Reducing the number of persons in an area at one time, including visitors.

Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Staggered arrival, departure, work, and break times.

Adjusted work processes or procedures to allow greater distance between employees.

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 will be provided by the district and are available in the respective office of each campus. Should employees encounter non-employees that are not wearing face coverings, those non-employees will be asked to put on a face covering, and if unable to do so, to then leave campus. Refusal by non-employees will be reported to the site administration to then deal with.

COVID-19 Prevention Program

Page 2 of 18



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

- When an employee is alone in a room.
- 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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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:

Installing clear, plastic partitions where six feet between individuals cannot be maintained.

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

Installing MERV 13 filters in all HVAC units for which proper size filters are available.

Keeping windows and doors open to promote maximum ventilation.

Adjusting HVAC damper controls to be set to maximum possible outside air, reducing the amount of recirculated air.

#### **Cleaning and disinfecting**

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

Follow CDC guidelines for frequency of cleaning and disinfection and appropriate materials to be used.

District custodial staff have been provided the appropriate guidance and reference materials.

Facilities and custodial leads will order additional supplies in a timely manner to ensure a constant inventory of cleaning and disinfecting supplies.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The affected area will be cleaned and disinfected per CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Cleaning and disinfection will be completed by district staff, using proper equipment and procedures.

### **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 by:

providing employees with the materials and training to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Provide employees with an effective hand sanitizer. Hand sanitizer dispensers have been installed in all classrooms and common work spaces (i.e. library, tutorial center, administration office). Individual bottles of hand sanitizer will also be made available.

Soap dispensers in restrooms will be checked regularly and refilled as needed.

Encourage employees to wash their hands for at least 20 seconds each time.

### **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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

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

Employees who had potential COVID-19 exposure in our workplace will be:

Offered COVID-19 testing at no cost during their working hours. This will be primarily through their regular healthcare provider and employer-provided insurance, and secondarily through a partnership with El Camino Hospital to provide regular asymptomatic testing.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Symptoms and possible hazards will be reported using an online form. Employees can also send an email to their immediate supervisor.

- 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.
- Where testing is not required, how employees can access COVID-19 testing:

Voluntary testing is available from El Camino Hospital district for MVLA staff

(<https://www.elcaminohealth.org/landing/schedule-covid-19-test-MVLA>).

Testing is also available through many of the locations provided by Santa Clara County

(<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>).

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### **Training and Instruction**

We will 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 Prevention Program

Page 5 of 18

- 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.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

#### **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 14 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. This will be accomplished by

following all current law in regard to employer-provided employee sick leave benefits, and by following agreements set forth in respective collective bargaining agreements and relevant MOUs with labor associations.

- 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 C: 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 14 days from the time the order to quarantine was effective.

Superintendent



January 28, 2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

**Appendix A: Identification of COVID-19 Hazards**

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

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

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees and Authorized Employee Representative that Participated:**

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

**Appendix B: COVID-19 Inspections**

**Date:**

**Name of Person Conducting the Inspection:**

**Work Location Evaluated:**

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

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

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

**Date:**

**Name of Person Conducting the Investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>	
---	--



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

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Name of Person Conducting the Training:**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illness**

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

#### **COVID-19 investigation, review and hazard correction**

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

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

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illnesses**

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

#### **COVID-19 hazard correction**

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

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

#### **Notifications to the local health department**

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

### **Additional Consideration #3**

#### **COVID-19 Prevention in Employer-Provided Housing**

##### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

##### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

##### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

##### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

##### **Screening**

We will encourage residents to report COVID-19 symptoms to:

##### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

**Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

#### **Additional Consideration #4**

#### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

##### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

##### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

##### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

##### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

##### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

##### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.