

Date: 1/25/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

TCDE and Tehama County LEAs

Number of schools:

39

Enrollment:

11,109

Superintendent (or equivalent) Name:

Richard DuVarney, TCDE (See attached LEA list)

Address:

1135 Lincoln Street

Phone Number:

530-527-5811

City

Red Bluff

Email:

rduvarney@tehamaschools.org

Date of proposed reopening:

All Districts are open in Tehama

County:

Tehama

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Elementary, Secondary, Unified and Charter (See

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

X I, Tehama County Superintendent and/or LEA Superintendent within Tehama County, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

See attachments for each LEA.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

See attachments for each LEA.

If you have departmentalized classes, how will you organize staff and students in stable groups?

See attachments for each LEA.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

See attachments for each LEA.

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

See attachments for each LEA.

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

See attachments for each LEA.

X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

See attachments for each LEA.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

See attachments for each LEA.

X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

See attachments for each LEA.

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

See attachments for each LEA.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum 4 feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

See attachments for each LEA. When 6 feet is not possible partitions will be used between students as appropriate.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

See attachments for each LEA.

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

In conjunction with the Tehama County Public Health Department, every LEA has been trained and has access to rapid testing for staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19. Rapid testing will be used in accordance with guidance from TCPH.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

See attachments for each LEA.

X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

In conjunction with the Tehama County Public Health Department, every LEA has been trained and has access to rapid testing for students who have symptoms of COVID-19 or have been exposed to someone with COVID-19. Rapid testing will be used in accordance with guidance from TCPH.

Planned student testing cadence. Please note if testing cadence will differ by tier:

NA

X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Every local educational agency (school district, county office of education, and charter school) and private school in Tehama County shall notify the Tehama County Department of Public Health of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

The full name, address, telephone number, and date of birth of the individual who tested positive;

The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and

The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.

TCPH has initiated a common form, password protected, for all LEA's to use when reporting student and/or staff exposure.

X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

See attachments for each LEA.

**Consultation:** (For schools not previously open) Please confirm consultation with the following groups

NA.

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

NA

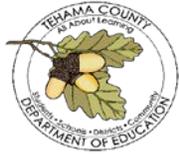
**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Tehama. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



## 2021 COVID-19 School Guidance Checklist Authorizer

| DISTRICT   | GRD   | NAME                    | TITLE                                       | ADDRESS  | PHONE          |
|--|-------|-------------------------|---|--|----------------|
| <b>Antelope</b><br>(CDS Code 52-71472)               | K-8   | <b>Jim Weber</b>        | Superintendent                              | 22630 Antelope Boulevard<br>Red Bluff, CA 96080    | (530) 527-1272 |
| <b>Corning Elementary</b><br>(CDS Code 52-71498)     | TK-8  | <b>Rick Fitzpatrick</b> | Superintendent                              | 1005 Hoag Street<br>Corning, CA 96021              | (530) 824-7701 |
| <b>Corning High</b><br>(CDS Code 52-71506)           | 9-12  | <b>Jared Caylor</b>     | Superintendent                              | 643 Blackburn Avenue<br>Corning, CA 96021          | (530) 824-8001 |
| <b>Evergreen</b><br>(CDS Code 52-71522)              | TK-12 | <b>Brad Mendenhall</b>  | Superintendent                              | 19500 Learning Way<br>Cottonwood, CA 96022         | (530) 347-3411 |
| <b>Flournoy</b><br>(CDS Code 52-71530)               | TK-8  | <b>Rachel Davis</b>     | Superintendent/Teacher                      | PO Box 2260<br>Flournoy, CA 96029                  | (530) 833-5331 |
| <b>Gerber</b><br>(CDS Code 52-71548)                 | TK-8  | <b>Jenny Montoya</b>    | Superintendent                              | 23014 Chard Avenue<br>Gerber, CA 96035             | (530) 385-1041 |
| <b>Juvenile Justice Center</b><br>(CDS 52-30016)     | 9-12  | <b>Michelle Barnard</b> | Principal                                   | 1790 Walnut Street<br>Red Bluff, CA 96080          | (530) 527-4052 |
| <b>Kirkwood</b><br>(CDS Code 52-71555)               | TK-8  | <b>Michelle Farrer</b>  | Superintendent                              | 2049 Kirkwood Road<br>Corning, CA 96021            | (530) 824-7773 |
| <b>Lassen View</b><br>(CDS Code 52-71563)            | TK-8  | <b>Jerry Walker</b>     | Superintendent/Principal                    | 10818 Highway 99E<br>Los Molinos, CA 96055         | (530) 527-5162 |
| <b>Lincoln Street Charter</b><br>(CDS Code 52-71563) | TK-8  | <b>Christi Deveraux</b> | Principal                                   | 1125 Lincoln Street<br>Red Bluff, CA 96080         | (530) 528-7301 |
| <b>Los Molinos</b><br>(CDS 52-71571)                 | TK-12 | <b>Joey Adame</b>       | Superintendent                              | 7851 Highway 99E<br>Los Molinos, CA 96055          | (530) 384-7826 |
| <b>Red Bluff Elementary</b><br>(CDS Code 52-71621)   | TK-8  | <b>Cliff Curry</b>      | Superintendent                              | 1755 Airport Boulevard<br>Red Bluff, CA 96080      | (530) 527-7200 |
| <b>Red Bluff High</b><br>(CDS 52-71639)              | 9-12  | <b>Todd Brose</b>       | Superintendent                              | 1525 Douglass Street<br>Red Bluff, CA 96080        | (530) 529-8704 |
| <b>Reeds Creek</b><br>(CDS 52-71647)                 | TK-8  | <b>Cindy Haase</b>      | Superintendent/Principal                    | 18335 Johnson Road<br>Red Bluff, CA 96080          | (530) 527-6006 |
| <b>Richfield</b><br>(CDS 52-71654)                   | TK-8  | <b>Jeff Scheele</b>     | Superintendent                              | 23875 River Road<br>Corning, CA 96021              | (530) 824-3354 |
| <b>SELPA</b><br>(CDS Code 52-6069462)                |       | <b>Veronica Coates</b>  | Assistant Superintendent,<br>SELPA Director | 900 Palm Street<br>Red Bluff, CA 96080             | (530) 527-8614 |
| <b>Tehama eLearning Academy</b><br>(CDS 52-6119671)  | 7-12  | <b>Michelle Barnard</b> | Principal                                   | 715 Jackson Street, Suite B<br>Red Bluff, CA 96080 | (530) 527-0188 |
| <b>Tehama County Department of Education</b>         |       | <b>Rich DuVarney</b>    | County Superintendent                       | 1135 Lincoln Street<br>Red Bluff, CA 96080         | (530) 528-7323 |

## Tehama Oaks Reopening Plan – July 2020

The following guidelines have been adapted from the Centers for Disease Control and Prevention, CDPH, and WHO. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and students.

| Activity                        | Implementation   |
|---------------------------------|--|
| <b>Arrivals &amp; Screening</b> | <ul style="list-style-type: none"> <li>● Place physical distancing visuals posted on the floor at the outside of the door to the classroom</li> <li>● Staff will conduct home self-screening.</li> <li>● Facility staff monitor and respond to student health concerns prior to school, including Student temperature check with a touchless thermometer 100.4 or less.</li> <li>● Facility staff ensure students wash hands for 20 seconds prior to entering classroom</li> <li>● Staff wear protective face covering (shield) or cloth covering.</li> <li>● Facial coverings will be required when 6ft physical distancing may not be possible.</li> <li>● Teach and reinforce student cough and sneeze etiquette</li> <li>● Monitor students for signs of illness during the school day, notify facility staff of any concerns</li> </ul> |
| <b>Cohorts</b>                  | <ul style="list-style-type: none"> <li>● Classroom groups will remain in the same cohort as the living units.</li> </ul>   |
| <b>Sanitization</b>             | <ul style="list-style-type: none"> <li>● Staff will be responsible for sanitizing their work areas upon entering and leaving for the day</li> <li>● The classroom will be sanitized at the end of each day by staff.</li> <li>● Frequently sanitize frequently touched surfaces. Clear surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.</li> <li>● Staff bathroom fixtures will be sanitized by staff members after each use.</li> </ul>   |
| <b>Physical Distancing</b>      | <ul style="list-style-type: none"> <li>● Maintain physical distancing of 6 feet or more at all times in between adults. When physical distancing is not possible, face coverings should be worn.</li> <li>● Limit any non-essential visitors from entering classrooms or the building.</li> <li>● Visual cues will be provided for students throughout the inside and outside environment.</li> </ul>  |
| <b>Meals</b>                    | <ul style="list-style-type: none"> <li>● Meals are provided by facility staff outside of the classroom environment</li> </ul>  |
| <b>Staff</b>                    | <ul style="list-style-type: none"> <li>● A screening of employees will be completed upon arrival prior to entering the classroom. This will include individual temperature checks.</li> <li>● Staff will monitor each other for signs of illness throughout the day.</li> <li>● Staff will wash hands upon entry into the classroom</li> </ul>   |

|                       |   |
|-----------------------|---|
|                       | <ul style="list-style-type: none"> <li>• Staff will wear protective face coverings at all times while in the facility.</li> <li>• Use "respiratory etiquette" Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.</li> <li>• Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible.</li> <li>• Family Liaison will keep families updated and informed of classroom activities.</li> </ul> |
| <b>Staff Training</b> | <ul style="list-style-type: none"> <li>• Before school, staff will complete their Keenan training.</li> <li>• Before school, staff will receive training on new COVID health and sanitizing protocols.</li> <li>• Staff will receive ongoing training as needed.</li> </ul>   |
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>• Family Liaison will make family contact at the beginning of the year, sharing information and answering questions.</li> <li>• Families will be contacted regularly (monthly) during the time the student is enrolled by the teacher or Family Liaison to discuss student progress, relay information and answer questions.</li> <li>• Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health.</li> </ul>  |
| <b>Ordering</b>       | <ul style="list-style-type: none"> <li>• Cloth face covering for each staff member (1)</li> <li>• Order shields - one per staff member</li> <li>• Cloth face covering for each child?</li> <li>• Disposable face covering</li> <li>• Hand sanitizer installed at each entrance door.</li> </ul>   |

**Approved by Public Health June 29, 2020**

## Tehama eLearning Academy Reopening Plan – August 2020

The following guidelines have been adapted from the Centers for Disease Control and Prevention, CDPH, and WHO. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and families.

| Activity                        | Implementation  |
|---------------------------------|---|
| <b>Arrivals &amp; Screening</b> | <ul style="list-style-type: none"> <li>● Stagger arrival times – max 3 children every 10 minutes</li> <li>● All students and adults will sign in and out daily</li> <li>● Place physical distancing visuals posted at the front desk to the outside of the door (6 ft.) Touchless hand-sanitizing station at front door.</li> <li>● Staff will conduct home self-screening.</li> <li>● Teacher or staff member asks the student screening questions.</li> <li>● Student temperature may be checked with a touchless thermometer 100.4 or less.</li> <li>● If the child does not pass the health screening, this is documented in the health log and the child is sent home with the parent/guardian.</li> <li>● Child who passes health screening enters the classroom to wash hands for 20 seconds, or sanitize.</li> <li>● Staff wear protective face covering (shield) or cloth covering during screening</li> <li>● Facial coverings will be required at all times in common areas of the building.</li> <li>● Students remain in the classroom area and not in teacher offices.</li> </ul> |
| <b>Cohorts</b>                  | <ul style="list-style-type: none"> <li>● Staff whenever possible will keep the same group of students each day and include the same sibling sets in the same group.</li> </ul>  |
| <b>Sanitization</b>             | <ul style="list-style-type: none"> <li>● Staff will be responsible for sanitizing their individual work areas upon entering and leaving for the day as well as in between groups of students in common areas.</li> <li>● The classroom will be sanitized at the end of each day by maintenance.</li> <li>● Frequently sanitize frequently touched surfaces. Clean surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.</li> <li>● Bathroom fixtures will be sanitized by staff members or students after each use.</li> <li>● The classroom will be sanitized in between different groups of children.</li> </ul>   |

|                            |  |
|----------------------------|--|
| <b>Physical Distancing</b> | <ul style="list-style-type: none"> <li>● Maintain physical distancing of 6 feet or more at all times in between adults. Face coverings will be worn at all times in common areas.</li> <li>● Limit any non-essential visitors from entering classrooms or the building.</li> <li>● Visual cues will be provided for students throughout the inside and outside environment.</li> </ul>   |
| <b>Snacks</b>              | <ul style="list-style-type: none"> <li>● No student will be on campus for any assigned class or tutoring session lasting more than 2.5 hours, therefore, no meals will be served.</li> <li>● Students must wash their hands before and after snacks.</li> <li>● CDC and CDPH Covid-19 food handling guidelines will be followed.</li> <li>● Snacks will be provided in individual snack sized single serving portions</li> <li>● Students and staff will not share or touch each other's food.</li> <li>● When possible, students will eat outdoors or with 6 ft social distancing under the covered patio.</li> <li>● Tables will be sanitized after snacks.</li> </ul>   |
| <b>Staff</b>               | <ul style="list-style-type: none"> <li>● Staff will sign in and out daily</li> <li>● Staff will self-screen at home including temperature/symptom check using CDC guidelines</li> <li>● Staff will monitor each other for signs of illness throughout the day.</li> <li>● Staff will wash hands upon each entrance into the school</li> <li>● Staff and teachers are required to wear facial coverings and maintain social distancing if possible. Even if social distancing is achieved facial coverings still need to be used.</li> <li>● Use "respiratory etiquette" Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.</li> <li>● Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible.</li> <li>● Staff will keep families updated and informed of classroom activities.</li> </ul> |
| <b>Staff Training</b>      | <ul style="list-style-type: none"> <li>● Before school, staff will complete their Keenan trainings.</li> <li>● Before school, staff will receive training on new COVID health and sanitizing protocols.</li> <li>● Staff will receive ongoing training as needed.</li> </ul>   |

|                              |  |
|------------------------------|--|
| <b>Communication</b>         | <ul style="list-style-type: none"> <li>● Family contact information will be collected at the beginning of the year and ongoing communication (weekly)</li> <li>● Families should not enter the building upon pick up and call the designated number.</li> <li>● Staff and families will be informed if any changes are made to this process and without sharing any confidential information if any staff, parent/guardian or children test positive for COVID-19.</li> <li>● If a child, parent/guardian/staff is with symptoms, they should quarantine at home and seek medical advice from their primary care provider.</li> <li>● Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health.</li> <li>● Families will have limited access to the classroom. Families must wash hands or use hand sanitizer immediately upon entering the classroom.</li> </ul> |
| <b>Class or Site Closure</b> | <ul style="list-style-type: none"> <li>● If a child or teacher tests positive for COVID the center may need to be closed. We will seek direction from public health.</li> <li>● If a child or teacher has been exposed to COVID outside of school, The child/teacher will self isolate per direction from public health.</li> <li>● In the event of a closure, teaching staff will provide distance learning for all children.</li> <li>● School personnel will communicate with families if there is a need to close the site.</li> </ul>   |
| <b>Ordering</b>              | <ul style="list-style-type: none"> <li>● Cloth face covering for each staff member (1)</li> <li>● Face shields - one per staff member</li> <li>● Cloth face covering for each child</li> <li>● Disposable face coverings</li> <li>● Hand sanitizer installed at each entrance door.</li> <li>● Sanitizing wipes/spray bottles and paper towels</li> </ul>  |

*Approved July 28, 2020*

*Updated 8/20/2020*

**Kirkwood Response to COVID-19**  
**A Safe Reopening Plan**  
**January 21, 2021**

|  |   |
|--|---|
| <p>What is COVID-19?</p>   | <p>COVID-19 is caused by a novel (new) coronavirus and is known to cause respiratory infections ranging from the common cold to more severe diseases.</p>   |
| <p>How does COVID-19 spread?</p>                                       | <p>The disease spreads through person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. People can catch COVID-19 if they breathe in these droplets infected with the virus. They can also catch it from touching hard surfaces that are contaminated with the virus.</p> |
| <p>What are some symptoms?</p>   | <p>Symptoms can appear 2-14 days after exposure. Symptoms of COVID-19 include, but are not limited to: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea</p>                                    |
| <p>Where are we getting our information? What is guiding our plan?</p> | <p>We are closely working with the <a href="#">Tehama County Office of Education</a>, the <a href="#">Tehama County Public Health</a>, the <a href="#">State of California</a>, the <a href="#">Centers for Disease Control &amp; Prevention</a> (CDC) the <a href="#">American Academy of Pediatrics</a> and the <a href="#">California</a></p>            |

|  |   |
|--|---|
|  | <a href="#">Department of Health</a> as our resources to guide us.  |
| Input from stakeholders                            | Our school has surveyed staff and families about a return to school. A question and answer session happened at the July Special Board meeting.  |
| Our Educational Pathways during COVID-19           | <ol style="list-style-type: none"> <li>1. Face-to-face instruction with safety measures in place</li> <li>2. Independent Study/Homeschool</li> <li>3. Distance Learning - Virtual learning</li> </ol>   |
| 1. Face-to-Face Instruction                        | Cohorts of students   |
| 2. Independent Study/Homeschool<br><br>**See AB 98 | Kirkwood has an Independent Study/Homeschool teacher who provides support for families to participate in homeschool. Students are assigned grade level CCSS work, participate in virtual meetings, receive extra support from the IS/Homeschool teacher and the teacher works closely with families.  |
| 3. Distance Learning                               | In the event our school building is closed due to COVID-19, learning will continue via Distance Learning. All students will be required to attend virtual learning via a Zoom or Google Meet platform (to the extent possible). Students will also be required to engage in daily learning (independent practice, group projects, online learning platforms). |
| Can parents choose which pathway?                  | Yes! Parents can choose between Face-to-Face instruction and Independent Study/Homeschool.  |

|                     |   |
|---------------------|---|
| Collective Safety   | Our school cannot do this alone! Our goal is for our school to be open, therefore, we all need to do our part to stay open in school and out of school. This is a shared responsibility.  |
| Entering school     | Prior to leaving home, to minimize frustration for all involved, we strongly encourage parents to take their child's temperature. Upon arrival at school, all staff and students will be temperature screened with a no touch thermometer, and all will sanitize hands before entering the campus. Short questions will be asked to determine all students and staff are free of COVID like symptoms. Students/staff exhibiting symptoms will be immediately required to wear a face covering, wait in a designated isolation area to be sent home as soon as practicable. Students will arrive at a staggered pace in an effort to eliminate/minimize cohort mixing. Students will also have staggered dismissal times in an effort to eliminate/minimize cohort mixing. |
| Cohorts of students | A "cohort of students" is defined as a group of students who remain with each other all day (classroom). All students will remain with their cohorts throughout the day (playground, classroom, lunch, etc.). Students will be kept in small, stable, groups with fixed membership that stay together for all activities and will minimize/avoid contact with other groups or individuals who are not   |

|  |  |
|--|--|
|  | part of the cohort.  |
| Increased cleaning/Staff Training/Student Training | <p>We have increased staff to address the extra sanitation that will happen everywhere and all day long. Staff and students will be trained on hygiene. All staff will participate in a virtual training consisting of social distancing, wearing a mask, cleaning, self-examination, and how to stop the spread of COVID-19 at the beginning of the year. All new hires will participate as well. The topic will be revisited in January and reminders will continue throughout the year. Students will be trained by their teachers and daily reminders will take place.</p> <p>We have installed hand sanitizers in all spaces on the campus (coming into the campus, in every classroom, in the multipurpose room, in the office, and outside bathrooms). We use FDA approved cleaner and all staff are trained on safety measures concerning COVID-19.</p> <p>The use of handwashing/sanitizing will be promoted and incorporated into daily routines. Every student will have instruction on basic hygiene etiquette, avoiding contact with one's eyes and nose and mouth, and covering coughs and sneezes on a continual basis. Instruction will also include healthy hygiene etiquette, avoiding contact with one's eyes and nose, and covering coughs and sneezes, and reinforcing proper handwashing for 20 seconds with soap and water. The use of fragrance-free hand sanitizer is utilized. Children under the age of 9</p> |

|   |   |
|---|---|
|   | will only use hand sanitizer under adult supervision.   |
| Physical Distancing   | We will follow the guidelines from CDC, CDE, and <a href="#">AAP</a> . Students will physically distance 3 - 6 feet as practicable. We will also use plexi-glass dividers to increase safety when needed.   |
| <p>Face covering/Masks/Face Shields</p> <p>**School will provide</p> <p>**Masks from home are encouraged</p> <p>**Have students practice wearing masks prior to school starting</p> | <p>We will follow requirements set forth by the Governor and the CDPH.</p> <p><b>Staff:</b> All staff will wear a face covering</p> <p><b>Students:</b> All students in grades K-8 are required to wear face coverings. Students who are able but choose not to comply with wearing a mask will be excluded per CDPH. All staff are required to wear face coverings.</p> <p><b>Exemptions:</b> We will adhere to the <a href="#">ADA</a> and <a href="#">CPHD</a> guidelines on exemptions, which will be considered on a case by case basis. Please inform the office in writing of the basis for an exemption. Students who are exempt from wearing a mask, shall wear a face shield instead.</p> |
| Plexi-glass   | Our classrooms, office space, and food service locations have been outfitted with plexi-glass as an increased measure of safety.  |
| Clean Air Filters   | All classrooms and the office have clean air filters as an extra measure of safety.   |
| <p>Water</p> <p>**We encourage students to bring a reusable water bottle</p>  | Two water filtration stations are available for students to fill up reusable water bottles. Students will not have access to the water fountains as a measure of safety.  |

|   |   |
|---|---|
| SERRF After School Program              | For committed cohorts only  |
| Field Trips                             | Restricted  |
| Visitors                                | Restricted  |
| Assemblies                              | Restricted  |
| Recess                                  | <p>Cohorts only</p> <p>Playground equipment - cleaned after each use – single equipment use for every students (students shall not share equipment)</p> <p>Physical distancing monitored</p> <p>Masks/Face Shields – can be taken off if students are 6 feet apart outside</p>  |
| How can families help?                  | <p>We are in this together!</p> <ul style="list-style-type: none"> <li>● Check your child for fever daily</li> <li>● Continue to physical distance</li> <li>● Wear a face covering when in public</li> <li>● Keep your child’s face covering clean</li> <li>● Increase hand washing</li> <li>● Avoid touching your eyes, nose or mouth</li> <li>● Keep your child home if they are sick</li> <li>● Stay in close communication with our child’s teacher</li> <li>● Provide input when surveys or questionnaires come home</li> <li>● Visit our website often for updates and important information</li> </ul> |
| What if your child is sick?             | Please refer to the <a href="#">CDC</a> guidelines for if your child is sick.   |
| What if a staff member/student is sick? | The school will notify local health officials immediately of any positive   |

|   |   |
|---|---|
|   | <p>case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. The area where the infected staff/student will be disinfected. Staff/students will not return to school until they met the CDC criteria for a safe return, including at least 3 days with no fever, and symptoms have improved and at least 10 days since symptoms first appeared. The school will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.</p> |
| <p>Designated Staff for Contact Tracing</p>   | <ul style="list-style-type: none"> <li>• Attendance is taken daily in every class</li> <li>• All staff sign in daily upon arrival</li> <li>• Students who leave campus are signed out by parents</li> <li>• After School Care takes attendance and has parents sign out students</li> </ul> <p>In order to support contact tracing, please contact:</p> <p>Dr. Michelle Farrer<br/> <a href="mailto:mfarrer@kirkwoodschoolca.org">mfarrer@kirkwoodschoolca.org</a><br/> Tammi Jensen<br/> <a href="mailto:tjensen@kirkwoodschoolca.org">tjensen@kirkwoodschoolca.org</a></p>                    |
| <p>Plans for Testing Staff and/or for When a Staff Member, Child or Visitor Becomes Sick or has had contact with a person with COVID-19</p> | <p>We will recommend all staff to be tested periodically by their primary care provider, an immediate care provider or a community testing site as testing capacity permits and as is practicable.</p>  |

When feasible, Kirkwood will provide C19 testing.

- Staff will be tested over a two month period by 25% every two weeks or 50% every month.

- We will require staff and students to stay home if they have recently had contact with a person with COVID-19.

- We will designate a separation room to isolate anyone who exhibits symptoms of COVID-19.

- Students or staff who exhibit COVID-19 symptoms while at school will immediately be required to wear a face covering and wait in the isolation room until they can be taken home. These symptoms include, but are not limited to:

- o fever

- o cough

- o shortness of breath or difficulty breathing

- o chills

- o repeated shaking with chills

- o muscle pain or body ache

- o headache

- o sore throat

- o fatigue

- o congestion or runny nose

- o nausea or vomiting

- o new loss of taste or smell

- o diarrhea

- If we become aware that a student or staff member is COVID-19 positive, we will do the following:

- Notify staff and family members in person, through the phone, text messaging or email (while maintaining confidentiality as per FERPA and state law related to privacy of education records)

- Notify local health officials

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>○ Document/track incidents of possible exposure</li> <li>○ Close all areas that were occupied by that person until they have been thoroughly cleaned and disinfected.</li> <li>● We will advise sick staff members and students who have been absent from school due to COVID-19 to isolate at home until they have met the CDC criteria to discontinue home isolation. This includes being symptom free, 24 hours with no fever, and 10 days since symptoms first appeared.</li> <li>● We will provide distance learning opportunities to students while they are away from school due to COVID-19.</li> </ul>  |
| <p>Plans for Partial Closures and Triggers for Distance Learning</p> | <p>We will monitor communications from state and local authorities regarding COVID-19 transmission and/or closures in our area, and we will adjust operations accordingly.</p> <ul style="list-style-type: none"> <li>● If a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps: <ul style="list-style-type: none"> <li>- The classroom with one positive case will move to distance learning for 10 days.</li> <li>- The entire school will move to distance learning for 14 days when there are cases in multiple cohorts.</li> <li>- We will maintain regular communications with the local public health department.</li> <li>- All areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.</li> </ul> </li> </ul> |

|             |   |
|-------------|---|
|             | <ul style="list-style-type: none"> <li>- We will advise those who have been in contact with the COVID-19 positive individual to isolate at home.</li> <li>- We will implement communication plans for school closure to include outreach to students, parents, staff members and families through email, phone calls, and virtual meeting platforms.</li> <li>- We will provide guidance to students, staff members, and families regarding the importance of physical distancing measures while school is closed (including discouraging gathering elsewhere).</li> <li>- In order to maintain continuity of education, we will implement one of the following three instruction strategies (as applicable): <ul style="list-style-type: none"> <li>1. Traditional</li> <li>2. Independent Study/Homeschool</li> <li>3. Distance Learning</li> </ul> </li> </ul> |
| Scenario #1 | A student or staff member has a fever or shows signs of COVID-19. The students/staff member is sent home until the symptoms are cleared (see return to school). The student/staff are recommended to get tested. The cohort remains open.   |
| Scenario #2 | A close contact member tests positive. The student/staff member will be in quarantine for 10 days. The cohort remains open. Families in the cohort are notified of the exposure and are recommended to test for COVID-19. The school abides by all HIPAA/FERPA protocols.   |
| Scenario #3 | A student/staff member tests positive. The families are   |

|             |   |
|-------------|---|
|             | <p>quarantined. The cohort is closed from 10 days of the last day of exposure. Families in the cohort are notified of the exposure. The school abides by all HIPAA/FERPA protocols. The local public health department is notified, it is recommended for contacts to test for COVID-19 and disinfection/cleaning of spaces involved will take place.</p> |
| Scenario #4 | <p>After a student/staff member tests negative and there is a resolution of symptoms, they may return to school after 3 days.</p>   |

## Lincoln Street Charter Reopening Plan – August 2020

Lincoln Street School is an independent study charter school for students in grades Transitional Kindergarten through Eight. Credentialed teachers work with parents who desire to teach their children at home through individual family partnership meetings. Ours is a small school, with an average enrollment of 100 or less. Our teachers meet weekly or bi-weekly with students and their families to provide instruction and guide their learning.

The following guidelines have been adapted from the Centers for Disease Control and Prevention, CDPH, and WHO. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and families.

| Activity                        | Implementation  |
|---------------------------------|---|
| <b>Arrivals &amp; Screening</b> | <ul style="list-style-type: none"> <li>● Stagger arrival times – minimize the number of families in the office at any given time. 3 families/hour</li> <li>● Limit meetings to teacher, parent/guardian and enrolled child.</li> <li>● Place physical distancing visuals posted on the floor at the front desk to the outside of the door (6 ft.).</li> <li>● Families/Students should wait in the vehicle if another family has been seen entering the building.</li> <li>● Staff will conduct home self-screening.</li> <li>● Staff asks the parent/guardian/student screening questions via QR code.</li> <li>● Student/parent/guardian temperature check with a touchless thermometer 100.4 or less.</li> <li>● If the student/parent/guardian passes the health screening, they may enter the building.</li> <li>● If anyone in the family does not pass the health screening, this is documented in the health log and the family is sent home. The health log is confidential and limited personnel will have access to.</li> <li>● Families who pass health screening enter the building to wash hands for 20 seconds.</li> <li>● Staff wear protective face covering during screening.</li> <li>● Facial coverings will be required when 6ft physical distancing may not be possible.</li> </ul> |
| <b>Cohorts</b>                  | <ul style="list-style-type: none"> <li>● Staff whenever possible will keep the same group of students each day and include the same sibling sets in the same group.</li> </ul>  |
| <b>Sanitization</b>             | <ul style="list-style-type: none"> <li>● Staff will be responsible for sanitizing their areas upon entering and leaving for the day as well as in between groups of students in common areas.</li> <li>● The classroom will be sanitized at the end of each day by maintenance.</li> <li>● Frequently sanitize frequently touched surfaces. Clean surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.</li> <li>● Bathroom fixtures will be sanitized after each use by staff members.</li> <li>● The classroom will be sanitized in between different groups of children.</li> </ul>   |

|                            |   |
|----------------------------|---|
| <b>Physical Distancing</b> | <ul style="list-style-type: none"> <li>● Maintain physical distancing of 6 feet or more at all times in between adults. When physical distancing is not possible, face coverings should be worn.</li> <li>● Plexiglass barriers have been installed at the front desk and staff work areas where physical distancing may not be possible.</li> <li>● Limit any non-essential visitors from entering classrooms or the building.</li> <li>● Visual cues will be provided for families throughout the inside and outside environment.</li> </ul>  |
| <b>Meals/Snacks</b>        | <ul style="list-style-type: none"> <li>● No student will be on campus for more than 2 hours, so meals will not be served.</li> <li>● Students must wash their hands before and after snacks.</li> <li>● CDC and CDPH Covid-19 food handling guidelines will be followed.</li> <li>● Students and staff will not share or touch each other's food.</li> <li>● When possible, students will eat outdoors or with 6 ft social distancing.</li> <li>● Tables will be sanitized after snacks.</li> <li>● Staff will eat in their personal offices.</li> </ul>  |
| <b>Staff</b>               | <ul style="list-style-type: none"> <li>● Staff will self-screen at home including temperature/symptom check using CDC guidelines.</li> <li>● Staff will monitor each other for signs of illness throughout the day.</li> <li>● Staff will wash hands upon arrival at school.</li> <li>● Staff will wear protective face coverings when social distancing is not possible.</li> <li>● Use "respiratory etiquette" Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.</li> <li>● Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible.</li> <li>● Staff will keep families updated and informed of classroom activities.</li> </ul> |
| <b>Staff Training</b>      | <ul style="list-style-type: none"> <li>● Before school, staff will complete their Keenan training regarding COVID-19.</li> <li>● Before school, staff will receive training on new COVID health and sanitizing protocols.</li> <li>● Staff will receive ongoing training as needed.</li> </ul>  |
| <b>Communication</b>       | <ul style="list-style-type: none"> <li>● Family contact information (home phone, cell phone, email and physical address as well emergency card contacts) will be collected at the beginning of the year and regular ongoing communication.</li> <li>● Families not scheduled for an appointment should not enter the building and call the designated number.</li> <li>● Staff and families will be informed if any changes are made to this process and without sharing any confidential information if any staff, parent/guardian or children test positive for COVID-19.</li> </ul>  |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• If a child, parent/guardian/staff is with symptoms, they should quarantine at home and seek medical advice from their primary care provider.</li> <li>• Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health.</li> <li>• Families will have limited access to the classroom. Families must wash hands or use hand sanitizer immediately upon entering the classroom.</li> <li>• If needed, the school will implement their Distance Learning plan and conduct a survey to identify family needs (technology, curriculum, SEL support, food support, etc.)</li> </ul> |
| <b>Class or Site Closure</b> | <ul style="list-style-type: none"> <li>• If a child or staff member tests positive for COVID the school site may need to close. We will seek direction from public health.</li> <li>• If a child, parent/guardian or staff member has been exposed to COVID outside of school, all exposed persons will self isolate per direction from public health.</li> <li>• Virtual meetings can be arranged for any family with COVID symptoms or during a closure.</li> <li>• In the event of a closure, teaching staff will provide distance learning for all children.</li> <li>• School personnel will communicate with families if there is a need to close the site.</li> </ul>         |
| <b>Ordering</b>              | <ul style="list-style-type: none"> <li>• Cloth face covering for each staff member (1)</li> <li>• Order shields - one per staff member</li> <li>• Cloth face covering for each child</li> <li>• Disposable face coverings</li> <li>• Hand sanitizer installed at entrance door</li> <li>• Create confidential health logs and binder</li> <li>• Sanitizing wipes</li> </ul> <p>*Some PPE will be provided by the state and delivered by the Tehama County Department of Education</p>  |

When/if we experience a positive Covid-19 case on campus or community surge, our school will fully implement Distance Learning. This involves assessing the risk within the specific community and potentially closing the school site for a short period of time based upon public health guidance in coordination with local public health officials. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

# **LASSEN VIEW UNION ELEMENTARY SCHOOL DISTRICT**

**A PLAN FOR SCHOOL REOPENING IN FALL OF 2020 AMID THE COVID-19  
PANDEMIC**

## TABLE OF CONTENTS

Introduction

Steps for Operation Resilient Spartans and Resilient Bulldogs

Project Resilient Spartans Facilities and Program Procedures

Project Resilient Bulldog Facilities and Program Procedures

Modifications to Project Resilient Spartans and Bulldog

### INTRODUCTION

As California works to reopen businesses and services according to the Governor’s roadmap, it is important for the plan to reopen school consider multiple possibilities. With information changing consistently, we need to be responsive to the safety of our staff, students, and communities while trying to provide our students the best education possible throughout this crisis.

When developing this plan, LVUESD relied on the school guidance from the World Health Organization, the Center for Disease Control, and resources from the California Department of Public Health. This plan was constructed with collaboration from the following partners in education:

Lassen View Board of Trustees

Administration

LVTA Teacher Association

Classified Staff from Maintenance, Transportation, Custodial, and Kitchen Services

Tehama County Public Health Agency

Tehama County Department of Education

Tehama County Special Education Local Planning Area

Lassen View School Site Council

TCDE Nursing Staff

TCDE Technology Department

It is the commitment to work together in meeting the needs of our students and community.

## **Opening school amid the Covid-19 Pandemic**

**Start date: August 12, 2020**

### **Step 1: Perform a detailed risk assessment and implement a site-specific protection plan**

A risk assessment of facilities to develop a site specific plan for each part of campus. These plans will include the following principles:

1. Hygiene and cleanliness
  - a. Promoting and implementing regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys.
  - b. Clean and disinfect school buildings, classrooms and water and sanitation facilities at least once a day, particularly surfaces that are touched by many people.
  - c. Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
  - d. Post signs encouraging good hand and respiratory hygiene practices. Classroom teachers will reinforce during instructional time.
  - e. Ensure trash is removed daily and disposed of safely.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
3. Implement individual control measures and screenings.
4. Implement physical distancing guidelines for classrooms; cafeteria; transportation; and group gatherings.

### **Step 2: Submit draft plan to local public health director for input**

### **Step 3: Meet and confer with local bargaining units**

### **Step 4: Review plan with advisory committees and local SELPA**

### **Step 5: Submit plan to local public health director for approval**

### **Step 6: Submit plan to the Board of Trustees for approval**

Upon reviewing and assessing current practices, we will implement one of the following plans to reopen school safely:

#### **Option 1- Bring all students back to campus while improving current sanitation, hygiene, and janitorial practices.**

- Increased signage for hand-washing, sneezing and coughing hygiene
- Increased classroom instructional time regarding hand-washing and hygiene
- Installation of motion detecting faucets, soap dispensers, and hand sanitizer dispensers. Current paper towel machines are pull systems for individual towels so will not have to be replaced.

- Increased cleaning of facilities used by multiple students including the restrooms, the nurse's office, the cafeteria, the library, the gymnasium, the office, the buses, railings, outside tables, and playground equipment. Two electromagnetic sprayers have been purchased (not received as of 6/1) to expedite the process of cleaning and sanitizing.
- Install plexiglass in the office and do a survey of other areas.
- Recommend the use of masks for staff, students, and visitors.

**Option 2- Offer to Provide a Hybrid Independent Study Program for Families Who Would Prefer or Would Be Willing to Continue with Distance Learning While Other Students Receive Most of their Education on the Campus.**

For students who are either recommended by staff or families who need the childcare to go to work, those students would come to school Monday through Thursday. Transportation plans would need to be worked out and depending on the amount of students allowed on a bus, beginning and ending times will need flexibility. Students on the independent study option, could come in on Fridays from 8:00-11:00 for face-to-face socialization, assistance on assignments from the week, and receive work for the following week. Teachers would have Friday afternoons for prep time. If capable, we would provide hotspots for internet service and technology so teachers could live stream directly from the classroom and students could be virtually present for instruction.

If we have enough students and families who could continue the homeschool option, we could socially distance students in the classroom. We would ensure desks are all facing forward and distanced 6 feet or more apart. In situations where we could not achieve that, Plexiglas will be installed to create the needed protective barrier.

**Option 3- All students would come to campus but with social distancing by only allowing approximately half the students on campus each day. Students would be split into an A-group or B -group. A-group students would come on Mondays, Wednesdays, and every other Friday. B-group Students would come on Tuesdays, Thursdays, and every other Friday.**

**Facilities and Program Procedures to Ensure the Safety and Health of Students and Employees**

*Classroom*

1. Reduce student class sizes to maintain the 6 foot social distancing requirement between the teacher and students and 4 feet between students. When 4 feet is not possible, barriers have been provided between desks.
2. Intensify cleaning and disinfection efforts.
3. Reinforce the 6 feet distance from each other during school hours.

4. Reinforce and teach hygiene practices. Students will be reminded of proper hygiene practices.
5. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
6. Schedule time and structure routines for handwashing at the start of each period.
7. Schedule frequent disinfection of high touch surfaces, such as Chromebooks.
8. Require sick staff and students to stay home.
9. Send sick students to the nurse immediately.

### *Cafeteria*

1. Intensify cleaning and disinfection efforts after every meal break when students eat in the cafeteria.
2. Reinforce and teach hygiene practices by posting instructions on proper hand cleaning.
3. Social distancing measures. Students will be assigned staggered meal times. Students will be provided a grab and go in a line with 6' social distancing. Milk will be handed out by employees to limit the number of people touching the milk refrigerator.
4. Gloves and masks to be worn by employees.
5. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
6. Sick students can receive meals at a different location on campus or delivered to them via staff.

### *Office*

1. Limit non-essential visitors if necessary.
2. Intensify cleaning and disinfection efforts.
3. Install plexiglass sheets on counters.
4. Gloves and masks should be worn if necessary.
5. Reinforce and teach hygiene practices
5. Monitor absenteeism.
6. Students with a fever need to be placed in a different location to be picked up by a parent/guardian.
7. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
8. Require sick staff and students to stay home.

### *Nurse Office*

1. Intensify cleaning and disinfection efforts.
2. Wear gloves and masks at all times.
3. Reinforce and teach hygiene practices.

4. Isolate students who have a fever.
5. Students with minor health needs non-related to Covid-19 symptoms will be treated by teachers or office staff in a separate location.
6. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
7. Send all sick students and staff home.

#### *Common Areas/Common Facilities*

1. Intensify cleaning and disinfection efforts.
2. Post instructions on safe cleaning procedures, i.e handwashing.
3. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
4. Reinforce and teach hygiene practices.
5. Reinforce the 6 feet distance from each other during school hours.
6. Send sick students to the nurse immediately.

#### *Physical Education facilities*

1. Intensify cleaning and disinfection efforts after every class.
2. Limit instructional activities to ensure proper social distancing.
3. Reinforce the 6 feet distance between the teacher and students and 4 feet between students.
4. Reinforce and teach hygiene practices.
5. Gloves and masks should be worn if necessary.
6. Require sick staff and students to stay home.
7. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
8. Send sick students to the nurse immediately.

#### *School Transportation: Bus*

1. Stagger start times to provide social distancing.
2. Have students sanitize hands upon loading and exiting the bus.
3. Reinforce and teach hygiene practices.
4. Reduce loading capacity to one student per seat.
5. Clean and disinfect the bus after every route.
6. Send sick students to the nurse immediately.
7. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.
8. Do not allow non-students on the bus.

### *Bathrooms*

1. Intensify cleaning and disinfection efforts.
2. Safe cleaning procedures, i.e. masks and gloves.
3. All employees will participate in proper cleaning and hygiene training, including how to use disinfectants. All employees will be trained in self-screening for symptoms.

### **Supports for Students with Disabilities**

Students with disabilities, if determined by the IEP team, will come to school as many days as the IEP determines. Those high needs students will spend their day with the special education teacher who will provide the education for those selected students. Social distancing will be maintained similarly to general education classrooms.

### **Supports for English Learners**

Our ELD aide will push in to support students with English language needs. The aide will maintain distancing similarly to the classroom teacher. If it is determined to be in the best interest of the student, the aide will pull the student to work in a one-on-one or small group setting as long as distancing can be maintained.

### **Social/Emotional Supports**

The school's counselor will provide support to students and families as needed. The counselor will meet with a student or small group as long as social distancing can be maintained. Phone calls will be made to support families whenever possible.

### **Plan for Sports**

Sports will not be played until approved by the County Health Department.

### **Field Trips and Assemblies**

No field trips or assemblies will take place until approved by the County Health Department.

## **MODIFICATIONS TO PROJECT RESILIENT SPARTANS AND BULLDOGS IF COVID-19 CASES EMERGE**

Lassen View, in concert with the local public health director, will monitor the Covid-19 pandemic closely. As guidelines from the state of California are developed and provided to local agencies, there most likely will be changes made to the operation of this plan. The plan can be easily changed if the changes in the governor's resilient roadmap is changed or guidelines are implemented that would be in conflict with the plan. When Lassen View reopens, the following

procedures will be used to determine modifications to school hours and potential closure due to COVID-19:

**Scenario 1: School Operations When There is No Community Transmission**

1. School returns to normal operations.

**Scenario 2: School Operations When There is Minimal to Moderate Community Transmission**

1. Continue implementing plan with the following considerations:
  - a. Cancel field trips, assemblies and other large gatherings.
  - b. Consider the use of learning centers to support student learning with weekly in person and virtual appointments for support.
  - c. Cancel or modify classes where students are likely to be in close contact.
  - d. Increase the space to 6feet between the teacher and students and 4 feet between students. When 4 feet is not possible, barriers have been provided between desks.
  - e. Stagger arrival and or dismissal times.
  - f. Reduce congestion in the nurse's office.
  - g. Increase limitations of non-essential visitors.

**Scenario 3: Confirmed case has entered a School, Regardless of Community Transmission**

1. Coordinate with local health officials and begin contact tracing.
2. Dismiss student and most staff for 2-5 days.
3. Intensive cleaning protocols/disinfecting all surfaces.
4. Local health officials and school superintendent will determine appropriate next steps which could include an immediate closure and return to full-time Distance Learning for a minimum of two weeks.
5. A case by case basis will be used to assess the most up to date information in regards to Covid-19 and community response.

**Scenario 4: Substantial community transmission**

1. Immediate school closure and return to Distance Learning.

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the RBJUHSD Reopening Plan and accessible to families/staff on all RBJUHSD a website pages or in print if requested.
- About the plans currently being implemented at each school site in response to Covid-19. This includes communication when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the RBJUHSD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In student information video messages on what returning to school looks like; this will be developmentally appropriate for students.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

**Red Bluff Joint Union High School District  
Attachment to the CPP and COVID-19 Schools Checklist**

**Promoting Healthy Hygiene Practices  
Intensifying Cleaning, Disinfecting, and Ventilating  
Personal Protective Equipment  
Equipment Availability  
Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily and after every route. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Physical Education equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials

- Physical education equipment
- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
  - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Illness Prevention**

*Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

*Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Frontline.

*Screening*

- Screening procedures for staff and students will be used upon entering the facility, daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, upon entering their first class of the day
    - For staff, self-screening upon arriving at their workstations
  - Covid-19 questionnaire
  -

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when student is not feeling well.

### *When there is a fever of 100.4 or higher:*

- All staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have symptom free for 3 days. Access to instruction will be provided while that student is home.

### *When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- Isolate case and exclude from school for 10 days from symptom onset or test date.
- Identify contacts, quarantine and exclude exposed contacts for 14 days after the last date the case was present at school while infectious.
- Disinfection and cleaning of classroom and primary spaces where case spent significant time.
- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Frontline.
- District Office Staff will continue to sign in/out of work each day in the District
- Maintenance/transportation will sign in/out of work each day in the Maintenance building.

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Physical Distancing and Face Coverings**

***Transportation***

***Arrival/Departure***

***Classrooms***

***Movement on Campus***

***Playgrounds/Outside Spaces/Athletics***

***Staff Workplaces***

***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students and Staff will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they will be used to mitigate virus spread when physical distancing is not feasible
- ALL students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office
  - While in the classroom
- Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Appropriate accommodations must be a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Staff are required to wear cloth face coverings (or face shields as appropriate).
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Participants in sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both inside and outdoors.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students and bus drivers are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- All seats will be pre-assigned by the bus driver.
- Windows will be opened for ventilation when practicable.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, Movement of students and staff will be as minimal as possible.
  - Red Bluff High School will reduce the number of classes per day from 7 to 4.
  - Red Bluff High School will implement a split lunch.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, books, and other learning aids.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.

- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and masks should not be worn.

#### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Distance Learning as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

#### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Educational Programs**

**Red Bluff High School**

Distance Learning Program

- Defined as: Instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee (teacher). Distance learning may include, but is not limited, to the following:
  - Interaction, instruction, and check-ins between teachers and pupils through the use of computer or communications technology.
  - Video or audio instruction in which the primary mode of communication between the pupil and teacher is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
  - The use of print materials incorporating assignments that are the subject of written or oral feedback.
  
- Requirements for Distance Learning
  - Requires the same instructional time as in-person instruction. Instructional time will be based on the time value of the assignments as determined.
  - All students participating in Distance Learning will be provided a chromebook and a hot spot if they need internet connection.
  - Curriculum and content will be equivalent to in-person instruction.
  - Academic supports for students with disabilities, English Learners, Foster youth, etc. will be provided.
  - Daily live interaction with teachers and peers is required. This can take the form of internet or telephonic connectedness.
  - Daily attendance will be taken. Students not meeting the daily connection will be considered absent for that day.

- o Students will be required to complete the work and all grades will be recorded.

#### In-Person Regular Schedule

- Students will participate 8 period, 4-block daily schedule
  - o MT will be periods 1-4
  - o ThF will be periods 5-8
  - o Wednesdays will rotate between periods 1-4 and 5-8 on a weekly basis.  
Wednesdays will be minimum days
- Seniors may be enrolled in 3 classes if on course to graduate
- Juniors may enroll in 6 classes if on course to graduate
- PE will be assigned only to Freshmen

#### **Salisbury Alternative Center**

##### Salisbury High School

- Students will participate in daily live instruction with the modifications previously described.

##### Independent Study Program

- Students enrolled in Salisbury High School who wish to participate in Distance Learning due to at-risk medical conditions must enroll in the District's Independent Study Program.

##### FOCUS

- The FOCUS Program will participate in daily live instruction with the modifications previously described.

**Red Bluff Joint Union High School District**  
**Attachment to the CPP and COVID-19 Schools Checklist**

**Employee Support**

- Training (in-person or virtually) will be provided on:
  - The RBJUHSD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Staff are encouraged to contact Karrie Roth, District Nurse, if they have Covid-19 health concerns regarding their student. Karrie is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Sandy Wallace, Human Resources, if they have Covid-19 employment questions in relation to absences.



# Tehama County Department of Education - Main Campus and Palm (non-classroom) Plan

## Phase 2 COVID-19 Worksite Specific Plan

This plan has been approved by the Tehama County Department of Public Health

Approved 06/12/20

Amended 08/05/20

Amended 10/27/20

Amended 11/20/20

### Prevention Measures (Please use common sense)

The County Superintendent of Schools is responsible for implementing the COVID-19 Worksite Specific Plan. Prevention measures have been identified to ensure a safe workplace for employees to work and services to be rendered to the public.

All employees will receive training prior to returning to work. Employees shall sign-off they received training.

The Plan below will identify measures to investigate COVID-19 cases, alert the Tehama County Public Health Department, and identify and isolate close workplace contacts of infected employees until they are tested.

The Plan will be reevaluated weekly by the Administrative Services team. Where deficiencies in the Plan are noted, the Plan will be immediately updated and implemented accordingly.

### Employee Training

Employees will be trained through Keenan on COVID-19 based on information provided by the California Department of Public Health and the Centers for Disease Control in regards to preventing spread, and who is especially vulnerable.

Employees, as part of the training, shall self-screen at home, including temperature and/or symptom checks using [CDC guidelines](#). Employees will be advised of the importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.



## TCDE – Main Campus & Palm Street (non-classroom)

### Phase 2 COVID-19 Worksite Specific Plan

Employees will be also advised of the following:

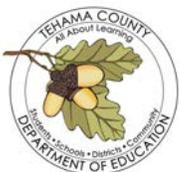
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

---

## Control Measures and Screening

The following control measures and screening shall be conducted:

- Employees will be asked to symptom check using CDC guidelines prior to coming into work. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace.
- Anyone entering TCDE shall follow directions at each zone entrance. Use disinfectant provided. Check-in using the zone specific QR code provided using the camera function on your phone, select your name or enter name if you are a visitor, record your temperature, and answer all questions. A non-contact infrared thermometer will be provided at each zone entrance.
- If your temperature is above 100.4, contact your supervisor or Human Resources at 530-528-7329. Do not proceed into the building. Employees should return home and wait for further instructions from your supervisor or HR.
- Frequent hand washing is encouraged.
- The use of hand sanitizer and disinfection shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- Gloves will be available at the front entrance of the building for use when cleaning.
- Masks using CDC guidelines are required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. All Palm staff are required to wear masks at all times due to the office being open to the public and inability to physically distance.
- Plexiglass or other material will be placed on the front counters and workstations where six feet of social distancing is not possible. Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- Should TCDE experience conditions where the Tehama County Public Health Department or California Department of Public Health requires tightening modifications, employees, when possible, may be able to telework.



## Cleaning and Disinfection

The following cleaning and disinfection shall occur:

- Thorough cleaning shall be conducted at least weekly by TCDE Maintenance staff.
- Shared equipment shall be cleaned and sanitized before and after use by each individual employee using equipment.
- Shared spaces shall be equipped with hand sanitizer and disinfection products.
- Products shall be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

## Physical Distancing Guidelines

The following shall be conducted to ensure physical distancing:

- All desks and workspaces shall be at least six feet away from other workspaces.
- Upon reopening breakrooms, tables and chairs will be reduced to allow for social distancing. Please practice social distancing when using the breakroom. Employees may eat in their personal workspace.
- Only one visitor/guest will be allowed at the front desk at a time. Signage and floor markings providing instructions to guests/visitors shall be placed outside of the front entrance.
- Following the guidance of Tehama County Public Health and/or California Department of Public Health, in-person meetings may occur when a meeting cannot be held by teleconference, web conference, or if physical distancing can be maintained. The maximum capacity of all meeting rooms shall meet the guidelines for social distancing. Masks must be worn in all in-person meetings or when visiting another office.
- Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- To limit the number of employees at the office at one time, a rotation may be scheduled based on the needs of the office by the TCDE Administrative staff. With approval of your manager, telework may be available.
- Employees will be encouraged to stay within their assigned zone to eliminate cross-contamination in the instance of a positive COVID-19 case. The increased use of phone calls, emails, scanning and sending paperwork via email, Zoom conversations, Google messenger, etc., are encouraged.

# **Tehama County Schools' Reopening Plan -- Flornoy School Appendices**

The Flornoy School Appendices were approved by the Tehama County Health Services  
Agency: Dr. Wickenheiser

Tehama County Health Service Agency Services Approval Date: July 28, 2020

The Flornoy School Appendices were approved by the Flornoy Union Elementary School  
District Board.

Flornoy Union School District Board Approval Date: August 4, 2020

## **Appendix A**

### **Communication**

*Communication will be provided:*

- In varied communication platforms (email, Catapult Connect, class Dojo, website posts, social media, printed mailings/handouts, phone) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the Flournoy Elementary School Reopening Plan and accessible to families/staff on the Flournoy School website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at our school in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the Flournoy Elementary School that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In the Parent/Student handbook on the expectation, use of, and cleaning of face coverings as well as the policy for exemptions.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

**Appendix B**  
**Promoting Healthy Hygiene Practices**  
**Intensifying Cleaning, Disinfecting, and Ventilating**  
**Personal Protective Equipment**  
**Equipment Availability**  
**Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.

- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment

as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for additional portable hand sanitizing stations.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
  - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, tissues, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be documented by our business manager

#### *Screening*

- Screening procedures for staff, students, and visitors will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at the car at drop off, East Gate
    - For staff or visitors, in the screening room (office) or at the East Gate prior to entry
    - For staff children, in the screening room (office)
    - Covid-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

### *When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- The students/most staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing. Two staff members completed contact tracing training.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.

- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as Flourney Elementary School transitions to the appropriate next plan (A or C).

### *Contact Tracing*

- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who attend the SERRF Program will be required to be signed in and out each day.
- Our business manager will document daily staff absences.
- Flourney School has two staff members trained for Contact Tracing.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

### ***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- All students, staff, and visitors will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. All students TK-8th grade and are required to wear face coverings in the classroom. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom, and when seeking a health check in the screening room/office and when out on recess and PE (while the statewide mask mandate is in place). Staff are required to use face

coverings when with students and with each other when physical distancing cannot be maintained. Instruction in physical distancing and the appropriate use of face coverings will be provided.

- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Flournoy Elementary School will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Independent Study for students who are excluded from campus for failure to comply with the expectation.
- Face shields with drapes may be used by teachers and students (by parent request) in lieu of cloth face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area clearly marked with the student's name and date until it needs to be put on again.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields with drapes as appropriate), unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.

- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Flourney Elementary School does not provide bus transportation.

### *Arrival/Departure*

- We will implement a drive-thru model when parents/guardians are dropping off/picking up students. Parents/guardians will be encouraged to stay in their vehicle during this process. Students will be entering and leaving school one at a time. Social distancing will be maintained through this model.
- Students are required to wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - There will be two cohorts that will have separate assigned buildings, recesses, and lunches.
  - Assigned teacher and staff of K-4 grade students at Flourney Elementary School will remain together in the same building all day.
  - Assigned teacher and staff of 5th-8th grade students at Flourney Elementary School will remain in the same building all day.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.

- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

#### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts and face coverings should not be worn.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

#### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### Long-Term Independent Study

- Students will sign up for long-term Independent Study one trimester at a time; the final day to apply will be two weeks prior to the start of the requested trimester:
  - Trimester 1 - August 28th for Trimester 1 ISP
  - Trimester 2 - October 22nd for Trimester 2 ISP
  - Trimester 3 - February 19th for Trimester 3 ISP
- Students will submit completed and corrected work every 10 days.

- Students will meet with the teacher regularly (in-person, by phone, or through Google Meet or Zoom) every 20 days.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their long-term Independent Study.
- Independent study work will be issued by the teacher and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

#### In-Person Regular Schedule

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use CA State Standards to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.

- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

### Distance Learning

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use CA State Standards to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Google Classroom or ClassDojo (good morning, guidance about work for the day, explain what the new learning concepts are from the packet).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet every 10-15 days with their teacher (in-person, by phone, or via zoom) for one hour during the teacher's duty day to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.

- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

#### SERRF Expanded Learning

- SERRF will open if we are in Plan A or Plan A+ at Flourney School.
- There will be two SERRF cohorts that will have separate assigned buildings, recesses, and snacks.
- One assigned SERRF staff member with K-4 grade students at Flourney Elementary School will remain together in building 1.
- One assigned SERRF staff member with 5th-8th grade students at Flourney Elementary School will remain together in building 2.

## **Appendix F**

### **Employee Support**

- Training (in-person or virtually) will be provided on:
  - The Flourney Elementary School Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face

- Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
- Illness Prevention
  - Covid-19 virus information
  - Symptom screening including temperature checks
  - Self-monitoring
- Physical distancing of staff and students
- Proper use and cleaning of face coverings
- Responding to Illness/Injury - using our Illness/Injury Matrix
- Contact tracing
- Continued training on:
  - Responding to Behavior
  - Social Emotional Learning - Resources from CDE
  - Academic instruction and assessment
- Staff are encouraged to contact Melinda Flournoy, Cody Weston, or our assigned TCDE nurse, if they have Covid-19 health concerns regarding their student. The above mentioned staff is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Melinda Flournoy, Business Manager/Human Resources, if they have Covid-19 employment questions in relation to absences. Including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

# **Tehama County Schools' Reopening Plan -- Antelope Elementary School District Appendices**

The AESD Appendices were approved by the Tehama County Health Services Agency: Dr.  
Wickenheiser

Tehama County Health Service Agency Services Approval Date: July 28, 2020

The AESD Appendices were approved by the AESD Board.

AESD Board Approval Date: August 11, 2020

## Appendix A Communication

### *Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the AESD Reopening Plan and accessible to families/staff on the AESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the AESD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In the Parent/Student handbook on the expectation, use of, and cleaning of face coverings as well as the policy for exemptions.
- On the School-Parent Contract about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Contract must be signed by each family and returned each fall.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a reading booklet about school reopening).
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.
- In regard to meetings, during the pandemic, in-person meetings shall be eliminated. Meetings will be held virtually. Large in-person gatherings ( ie.

school assemblies) are prohibited. Back-to-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be cancelled for the 2020-2021 school year unless mutually agreed upon by the District and Bargaining Units.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

### **Intensifying Cleaning, Disinfecting, and Ventilating**

### **Personal Protective Equipment**

### **Equipment Availability**

### **Cleaning Supply Availability**

#### *Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands *or sanitizing* thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used

when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

#### *Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones

- Toys, games, art supplies
- Instructional materials
- Physical education equipment
- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for portable hand washing stations.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are

approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site.

Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.

- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Aesop (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, at the car at drop off
    - For staff, in the screening room
    - For staff children, in the screening room
  - Covid-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.

- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

*When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- The students/most staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as AESD transitions to the appropriate next plan (A or C).

*Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.

- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Students who attend Child Care or the After School Program will be required to be signed in and out each day.
- Classified staff will sign in to and out of work each day they are on their respective campus; this includes noting on their Work Report Form which rooms/spaces they worked in that day and submitting them at the end of their work day.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Aesop. They will also keep a personal log on the Work Report Form of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- District Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Students are required to wear face coverings in the classroom. . Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time.

\*A face shield is an acceptable alternative for children in this cohort who cannot wear

them properly.

- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. AESD will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Independent Study for students who are excluded from campus for failure to comply with the expectation.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields as appropriate), unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.

- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)
- Students are required to wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - Antelope Elementary School (AES), Berrendos Middle School (BMS), LAVA Charter (LAVA), and Plum Valley Elementary School (PVES) students will move once during the day as a homeroom class to Physical Education/Health and back again if offered.
  - Berrendos Middle School (BMS) classrooms will start with small cohorts of 5-7 students. (Plan C+)
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.

- Other campus spaces will be utilized for instructional activities, as necessary.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts and face coverings should not be worn.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

#### In-Person Regular Schedule

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education (when practicable)
  - Social Emotional Learning
- Teachers will use their AESD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

## Distance Learning

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use their AESD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks will be available for checkout grades 3 and up.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Google Classroom or our YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts are from the packet).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- The Distance Learning Form will be used to guide instruction (The Teacher Stakeholder Group will spend more time adjusting this Form for the 2020-2021 academic year so that it is more robust and can be consistent across grade levels and campuses.).
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

## Appendix F

### Employee Support

- Training (in-person or virtually) will be provided on:
  - The AESD Reopening Plan overarching components and details
  - Healthy hygiene:

- Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Continued training on:
  - Trauma Invested Practices
  - Responding to Behavior - using our Behavior Matrix
  - Social Emotional Learning - Second Step Curriculum
  - Academic instruction and assessment, as well as interventions during Professional Learning Community meetings
- Staff are encouraged to contact Lori Keeling, District Nurse, if they have Covid-19 health concerns regarding their student. Lori is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Jose Ventura, Human Resources, if they have Covid-19 employment questions in relation to absences. Including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

## **Appendix A Communication**

### *Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, Remind messages, phone calls, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the RCESD Reopening Plan and accessible to families/staff on the RCESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19. This may also be noted on the school marquee.
- From the RCESD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family and returned each fall.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a reading booklet about school reopening).
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

## **Appendix B**

**Promoting Healthy Hygiene Practices**  
**Intensifying Cleaning, Disinfecting, and Ventilating**  
**Personal Protective Equipment**  
**Equipment Availability**  
**Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing/Sanitizing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.

- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial and other staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- All rooms will be equipped with air purifiers.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air if possible. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles. All drinking fountains will be replaced with combination drinking fountain/water bottle fillers. Drinking fountain portion will be turned off.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Automatic faucets and toilet flushers have been installed.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Ample supply of no-touch thermal scan thermometers have been purchased and are on campus.

#### *Cleaning Supply Availability*

- All classrooms are equipped with hand washing stations.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded on our Absence From Duty Forms.

#### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, at the car at drop off
    - For staff, in the screening room
    - For staff children, in the screening room
  - Covid-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

### *When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- If necessary, the students/most staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as RCESD transitions to the appropriate next plan (A or C).

### *Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who attend Child Care or the After School Program will be required to be signed in and out each day.
- Classified staff will sign in to and out of work each day they are on their respective campus; this includes noting on their Work Report Form which rooms/spaces they worked in that day and submitting them at the end of their work day.

- Certificated staff will check in and out each day. They will also keep a personal log on the Work Report Form of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- District Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Where maintaining physical distance of 6 feet is not practicable, physical barriers, such as sneeze guards and partitions that minimize face-to-face contact, will be used - office.
- When sufficient physical distancing is not feasible, students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. In upper grade classrooms at RCESD, students are not able to physically distance themselves sufficiently; therefore, students all grades are expected to wear face coverings in the classroom. Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time.
- When physical distancing cannot be maintained, ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office

- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields as appropriate) when physical distancing cannot be maintained, unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear masks.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival time will be later and students will go directly to their classroom.
- Departure times will be staggered to minimize cohort cross over.
- Students should wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - Students will move twice weekly during the day as a homeroom class to Physical Education and back again.
  - Middle school students will remain in the same classroom all day, and the teacher will move classrooms.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept in backpack or cubby.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.

- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and masks should not be worn.

#### *Food Service*

- Physical interaction will be limited during meal service by providing breakfast in the classroom, and making use of outside spaces on campus, when appropriate.
- Lunch schedule will be changed to serve three cohorts at a time in the cafeteria with tables spaced out well beyond 6 feet. Food will be delivered to tables to avoid students standing in line. Students will be required to stay at their table at all times unless using the bathroom. Arrival and departure times into the cafeteria will be staggered.
- Appropriate cleaning and trash removal systems will be put in place.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch will be encouraged to bring it in a disposable bag (paper or plastic).

#### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.

- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### Long-Term Independent Study

- Students will sign up for long-term Independent Study one trimester at a time; the final day to apply will be 10 school days before the quarter begins:
  - Trimester 1 - July 28 for August 12- October 30 ISP
  - Trimester 2 - October 19 for November 2 -February 12 ISP
  - Trimester 3 - February 1 for February 22- June 2 ISP
  - Students will submit completed and corrected work every 10 days.
- Students will meet with the teacher (in-person, by phone, through Zoom, or through Google Meet) every 10 school days.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their long-term Independent Study.
- A new contract will need to be issued every trimester.
- Independent study work will be issued by the teacher and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.
- The school year will begin with a two week review, and following that, all ISP work will follow what is happening in the classroom.
- Minimum day Monday time may be devoted to ISP planning, preparation, and meetings. (Further discussion will happen with our Teacher Stakeholder Group as more information becomes available about participation.)

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

### In-Person Regular Schedule

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use their RCESD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

### Distance Learning

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
- Teachers will use their RCESD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction

and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.

- Chromebooks will be available for checkout.
- Students must check in daily with teacher.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Google Classroom or our YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts are from the packet).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- The Distance Learning Form will be used to guide instruction (The Teacher Stakeholder Group will spend more time adjusting this Form for the 2020-2021 academic year so that it is more robust and can be consistent across grade levels and campuses.).
- Parent/guardian will meet periodically with their child's teacher (in-person, by phone, Zoom, or via Google Meet) to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

## **Appendix F**

### **Employee Support**

- Training (in-person or virtually) will be provided on:
  - The RCESD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.

- Illness Prevention
  - Covid-19 virus information
  - Symptom screening including temperature checks
  - Self-monitoring
- Physical distancing of staff and students
- Proper use and cleaning of face coverings
- Responding to Illness/Injury - using our Illness/Injury Matrix
- Contact tracing
- Continued training on:
  - Trauma Invested Practices
  - Responding to Behavior - using PBIS
  - Social Emotional Learning - Toolbox
  - Academic instruction and assessment, as well as interventions during Monday Inservice time.
- Staff are encouraged to contact Amanda Wilson, District Nurse, or Cindy Haase, Superintendent, if they have Covid-19 health concerns regarding their student. Amanda is trained to oversee illness prevention, coordinate contact tracing, and track exposure. Cindy works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Kelly Lozano, Human Resources, if they have Covid-19 employment questions in relation to absences.

## **Appendix A-- Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, School Messenger, Catapult Connect messaging system, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- The Tehama County schools' Reopening Plan is accessible to families/staff on the TCDE website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to COVID-19. This includes communication about Plan D when there is a positive case for COVID-19.
- From the TCDE Central COE Office and/or the TCDE Special Education/SELPA office that includes critical information about COVID-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message. Additionally, districts wherein TCDE programs are located may also offer messages. TCDE programs will follow the direction and decisions of those districts (Gerber Union Elementary School District, Red Bluff Joint Union High School District, and Red Bluff Union Elementary School District)
- On the health and safety measures TCDE and Districts are taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices (Appendix B)
  - Intensifying cleaning, disinfecting, and ventilating protocols (Appendix B)
  - Screening, monitoring, and contact tracing (Appendix C)
  - Expectations for physical distancing and the proper use of face coverings (Appendix D)
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school. (Appendix C)
- In the Parent/Student back to school packets on when to keep a student home and the process for notifying the school. (Appendix C)
- In the Parent/Student packets for when a sick child is sent home and when to return; this includes information on self-reporting symptoms. (Appendix C)
- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a reading booklet, video of social story, about school reopening and new procedures).

- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

#### **Intensifying Cleaning, Disinfecting, and Ventilating**

#### **Personal Protective Equipment**

#### **Equipment Availability**

#### **Cleaning Supply Availability**

### *Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.

- Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, the use of facial coverings, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA

requirements for safe use and as required by the Healthy Schools Act, as applicable.

- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- A daytime custodian has been assigned to TCDE Regional Special Education Programs to ensure timely cleaning is occurring in classrooms.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers and back up batteries

#### *Cleaning Supply Availability*

- Plans for portable hand washing stations, if needed. TCDE Regional Special Education Programs are already equipped with sinks and bathroom areas, with small class sizes.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the COVID-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.

- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Aesop (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, at the car at drop off
    - For staff, in the screening room
    - For staff children, in the screening room
  - Covid-19 questionnaire
- Staff are required to sign in to each zone and site they enter, daily. An electronic check in system was developed for all staff members of TCDE, to use prior to entering any facility as many of the regional special education staff are itinerant and attend multiple school sites per day.
- Multiple staff members in the TCDE regional programs are trained in administering the COVID-19 rapid test and can utilize this as an extra screening measure for students or staff who are screened with multiple symptoms and/or who develop symptoms during the school day. It is important to note that even after a rapid test is administered, it is required to have a PCR COVID 19 test for confirmation.

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as

practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.

- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation and quarantine orders issued by Tehama County Public Health and/or the school or LEA. Access to instruction will be provided while that student is home.

*When there is a positive case of Covid-19:*

- Health or administrative staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites and zones. Full site closure would only be necessary if public health deemed the site an outbreak, based on OSHA metrics.
- 
- The human resources, administrative, and health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to be disinfected
- Additional areas of the school visited by the Covid-19 positive individual will need to be disinfected.
- Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Administration will work with staff to develop a plan for continuity of education and nutrition and other services as the program and district transitions to the appropriate next plan (A or C).

*Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day and will submit these documents to the SELPA/ SPED office weekly for documentation.
- Teachers will take attendance each day and record which students are in attendance into Aeries.
- Students who are sent home with a fever or COVID-19 symptoms will be picked up by a parent and the health information will be recorded in our Aeries.

- Students who use the bathroom during the day will be required to sign in and out of their classroom. Regional programs have their own bathrooms and will follow the zone process.
- Tehama County Regional Special Education Programs who reside on other district sites (GUESD and RBUESD) will be responsible for maintaining attendance records and upon request, sharing with TCDE's contact tracing team, school nurses, and/or public health if the need arises.
- Classified staff will sign in to and out of each work site each day. This includes checking in to each site (QR code or physical sign in sheet) that you attend.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Frontline . Staff will track their services and locations on their Google calendar. Each district and program has their own check in and check out procedure that will need to be followed for contact tracing. Staff will check in via QR Code or physical sign in sheet to each Zone where the staff member is present throughout the day within TCDE and/or district.
- Individual District Office Staff and TCDE will continue to sign in/out of work each day in the District Office and also keep a personal log on their Google Calendar and retain this for contact tracing should it be necessary.
- All other TCDE staff (itinerant staff and service providers, maintenance/custodial, SELPA staff, transportation, etc) will also be required to sign in/out if they enter into any Regional Classroom or SELPA building in order to have data for contact tracing should it be necessary.
- The Department has Four Trained Contact Tracers, three in the Special Education Department and one in the Human Resources Department. Additionally, all school nurses have had extensive training and collaboration with Public Health in the area of contact tracing.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

### ***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus

spread when physical distancing is not feasible. Anyone over the age of 2 is required to wear face coverings in the classroom, unless they have an exemption based on a medical, physical, or cognitive disability. Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time. ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.

- While waiting for and riding on the bus
- When entering/leaving campus
- When using the restroom
- When seeking a health check in the screening room or visiting the office
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. TCDE Regional programs will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Independent Study for students who are excluded from campus for failure to comply with the expectation.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering. Many students in the TCDE Regional TENS program fall under this exemption due to their documented disability and/or health condition.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear facial coverings, specifically masks. Surgical masks are preferred, however, cloth facial masks are sufficient. Staff of students with disabilities may prefer a face shield to a mask. To mitigate the spread, a drape attached to the face shield is required.
- TCDE regional special education programs have more students with medical conditions and disabilities that will prevent them from wearing masks. The ability to physically distance is more readily available in these classrooms due to small class sizes. Additionally, if needed, portable plexiglass shields and/or partitions will be present to provide distancing and barriers.
- Teach and reinforce the use of masks/facial coverings remind students and staff not to touch the face covering and to wash their hands frequently.
- Remind staff and students to wash facial coverings they reuse.

- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings. TCDE regional programs will utilize social stories.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)
- Students are required to wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their classroom cohort to minimize the mixing of student groups throughout the school day. TCDE Regional programs will create "zones" within the program to establish these cohorts to prevent the spread. Staff will not be allowed to cross zones unless they are assigned to multiple cohorts.
  - Specific work areas and zones will be assigned due to our small class sizes, which will minimize face to face contact. Clear physical barriers may be used between students.
  - Students will remain in the same classroom all day
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.

- Other campus spaces will be utilized for instructional activities, as necessary.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. TCDE Regional Special Education Programs have small class sizes.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

#### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be established for the zones in the program, as TCDE programs have their own bathrooms, within their classrooms. Additionally, staff will use hygiene and follow CDC guidelines for students who require specialized diapering.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated cohorts and face coverings should not be worn.
- Physical education (PE) and any intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
- Staff will wear face coverings while indoors, unless alone in an office space

## **Appendix E**

### **Educational Programs**

#### Long-Term Independent Study

- Students will sign up for long-term Independent Study one quarter at a time; the final day to apply will be 10 school days before the quarter begins:
  - Quarter 1 - August 3 for August 17-October 9 ISP
  - Quarter 2 - September 25 for October 19-December 18 ISP
  - Quarter 3 - December 7 for January 4-March 19 ISP
  - Quarter 4 - March 8 for March 22-June 10 ISP
- Students will submit completed and corrected work every 10 days.
- Students will meet with the teacher (in-person, by phone, or through Google Meet) every 20 days.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their long-term Independent Study.
- A new contract will need to be issued every 20 days of the quarter.
- Independent study work will be issued by the teacher and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.
- The school year will begin with a two week review, and following that, all ISP work will follow what is happening in the classroom by two weeks.
- 

#### Long-Term Independent Study/Distance Learning - Based on IEP Goals and Objectives (Individualized Instruction)

- Students will sign up for long-term Independent Study one trimester at a time; the final day to apply will be two weeks prior to the start of the requested trimester:
  - Trimester 1 - August 21st for Trimester 1 ISP
  - Trimester 2 - October 30th for Trimester 2 ISP
  - Trimester 3 - February 5th for Trimester 3 ISP
- Students will submit completed and corrected work every two weeks.
- Students will meet with the teacher (in-person, by phone, or through Google Meet or Zoom) every 20 days.
- Students will be provided with support/accommodations within their long-term Independent Study.
- Independent study work will be issued by the teacher/case manager and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.
- The school year will begin with a two week review, and following that, all ISP work will follow what is happening in the classroom by two weeks.

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.

- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their teacher when the student returns to school.

#### In-Person Regular Schedule

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- General Education Placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning; this may include Distance Learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, Closed FaceBook Group, or via Zoom or Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate and may be in-person or online.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs will be provided with supports to meet their individual needs, and the special education staff will work in concert with classroom teachers, if the student mainstreams, to this end.

#### Distance Learning

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment,

with regional program supports, the following learning opportunities will be provided:

- English Language Arts
- Mathematics
- Science
- Social Science
- Health/Physical Education
- Social Emotional Learning
- General education placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Closed FaceBook Group, Google Classroom, or YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts will be delivered via activities, packets, other technology, etc).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet every 10-15 days with their teacher (in-person, by phone, or via Zoom, Google Meet, etc.) to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate, during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher, and when appropriate, the ELD teacher.
- Students with IEPs will be provided with supports to meet their individual learning needs. The special education staff will work in concert with the classroom teacher to this end.
- Depending upon the number of students who enroll in Independent Study/Individualized Instruction, Minimum day time may be devoted to ISP planning, preparation, and meetings. (Further discussion will happen with our Teacher Stakeholder Group as more information becomes available about participation.)
- Consideration may be made to re-assign or hire a certificated teacher to oversee the Individualized Instruction to alleviate the heavy load placed on teachers as well as to ensure consistency in quantity and quality of assignments across the District.

(Further discussion will happen as more information becomes available about participation.)

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

#### In-Person Regular Schedule

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- General Education Placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning; this may include Distance Learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, Closed FaceBook Group, or via Zoom or Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate and may be in-person or online.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.

- Students with IEPs will be provided with supports to meet their individual needs, and the special education staff will work in concert with classroom teachers, if the student mainstreams, to this end.

### Distance Learning

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- General education placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks or other appropriate technology will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Closed FaceBook Group, Google Classroom, or YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts will be delivered via activities, packets, other technology, etc).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet every 10-15 days with their teacher (in-person, by phone, or via Zoom, Google Meet, etc.) to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate, during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher, and when appropriate, the ELD teacher.
- Students with IEPs will be provided with supports to meet their individual learning needs. The special education staff will work in concert with the classroom teacher to this end.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.

- Additional documentation, specifically for students with IEPs, will be developed, as state guidelines and mandates come out. Teacher stakeholder groups will be consulted on the documentation of these items to ensure consistency.

## **Appendix F**

### **Employee Support**

- Training (in-person or virtually) will be provided on:
  - The Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPH guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Continued training on:
  - Trauma Informed Practices
  - Responding to Behavior
  - Social Emotional Learning
  - Specialized Academic Instruction and Related Services in the midst of the Pandemic.
  - IEP Documentation
- Staff are encouraged to contact Noelle DeBortoli, Executive Director of Human Resources, Veronica Coates, Assistant Superintendent of Tehama County SELPA, Mark Pffaff and Loreina Santana, Directors of SPecial Education, and Kristen Mackintosh, TCDE Nursing Supervisor as they are the Liaisons to Tehama County Public Health, if they have Covid-19 health concerns regarding their student. Ms. Mackintosh is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about COVID 19 scientific knowledge, updated guidance, and testing information. She has specialized training in contact tracing. She also coordinates communication and collaboration with all district nurses, public health nurses, and leadership.
- Staff are encouraged to contact Noelle DeBortoli, Human Resources, if they have COVID-19 employment questions in relation to absences. Including information for

staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

- Tehama County Department of Education (TCDE) also had four staff members participate in state public health contact tracing. Both TCDE regional special education program Directors, (Mark Pfaff and Loreina Santana) received this training. Additionally, Katie Silva, Tehama SELPA Administrative Assistant and Michelle Baker, Human Resources Administrative Assistant participated in this contact tracing training.

# Gerber Union Elementary School

## Back to School Reopening Plan 2020-2021



**Every Student, Every Day!**

Tehama County Health Services Agency Approval Date: August 3, 2020

Gerber Union School District Board Approval Date: August 4, 2020

*Please note that the base part of this plan has been established in coordination with Tehama County Schools.*

## Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (5 June 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety. Each school district then added subsequent appendices to attend to the uniquenesses of the details at each district/school site. GUESD consulted with various stakeholder groups to give voice to the many details of the appendices of the plan. These stakeholder groups included: teachers, classified staff, management team, the GUESD Nurse, and other school employees. Parents/guardians were surveyed in June. Finally, the GUESD Back to School Reopening Plan was presented and approved by the GUESD School Board on 8/4/20.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible. We continue to promote our unified vision, "Every student, every day!" It indeed will take all of us working collaboratively together to ensure we are able to meet the needs of all of our students in our community during this unprecedented time. We thank you in advance for your patience as you join us in this journey to get the children of Tehama County back to school!

The Tehama County Schools' Reopening Plan is supported by the following Districts:

*Antelope Elementary School District*

*Corning Union Elementary School District*

*Corning Union High School District*

*Elkins Elementary School*

*Evergreen Union Elementary School District*

*Flournoy Union School District*

*Gerber Union Elementary School District*

*Kirkwood Elementary School*

*Lassen View Union Elementary School District*

*Los Molinos Unified School District*

*Red Bluff Joint Union High School District*

*Red Bluff Union Elementary School District*

*Reeds Creek Elementary School*

*Richfield Elementary School District*

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

## **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the following pages. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

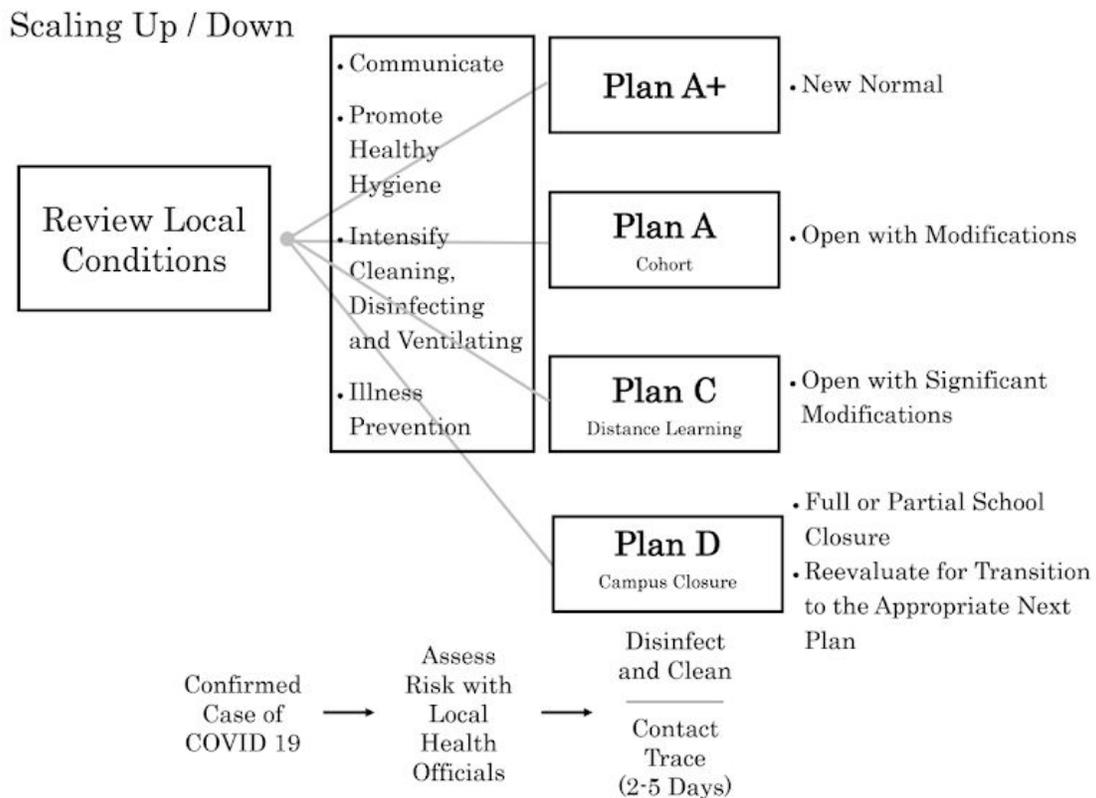
## **School Status**

When approved/directed by the county health official, our school/s will offer Plan A to families - open with modifications. This plan includes an in-person program for students who select it and an at-home Distance Learning/Independent Study Program for those families who prefer to keep their children home. This plan includes screening, monitoring, contact tracing, and the use of face coverings.

When/if the local public health official directs/approves, our school/s will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program and continues to offer the at-home Distance Learning/Independent Study Program. This plan also includes screening, monitoring, contact tracing, and the use of face coverings.

When/if we experience a positive Covid-19 case on a campus or a community surge, our school/s or site will implement Plan D. This plan involves assessing the risk within the specific community and potentially closing the school/site/portion of a site for a short period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

|  | <b>Phase 1<br/>Campus<br/>Closure<br/>Plan D</b> | <b>Phase 2<br/>Distance Learning<br/>Plan C</b>              | <b>Phase 3<br/>Cohort<br/>Plan A</b>  | <b>Phase 4<br/>Plan A+</b> |
|--|--|--|---|----------------------------|
| School Status                            | Full or partial closure                          | Open with significant modifications                          | Open with modifications   | New Normal                 |
| Illness Prevention                       | N/A  | Screening & Monitoring<br>Contact Tracing                    | Screening & Monitoring<br>Contact Tracing   | Monitoring                 |
| Physical Distancing/<br>Face Coverings   | N/A  | Required for staff and for students (parents when on campus) | Required for staff and for students   | N/A                        |
| Educational Programs                     | A-Distance Learning<br>B-Independent Study       | A-Distance Learning<br>B-Independent Study                   | A-In Person Learning <ul style="list-style-type: none"> <li>Trimester 1: Minimum days for cohorts or appt. based</li> </ul> B-Distance Learning/Independent Study | In person regular schedule |
| Movement on Campus                       | N/A  | N/A  | Classroom, playground, gym assigned space and time in cohort  | Regular movement           |
| Transportation                           | N/A  | N/A  | Bus-loading @ minimum capacity for eligible students, assigned seating with families<br><br>Staggered private vehicle-drop off/pick up                            | Open to eligible students  |
| Food Service                             | Possible (curbside)                              | Grab and Go (curbside)                                       | Classrooms or (assigned area with cohort)<br>Grab and Go  | Cafeteria/Outside Spaces   |
| Child Care/Before & After School Program | Possible (GUESD staff only)                      | GUESD staff - Possible child care available                  | GUESD staff - Possible child care available<br><br>After School Program: Open to eligible students  | Open to eligible students  |
| Extracurricular Activities               | N/A  | Not available  | Possible w/further guidance   | Open to eligible students  |
| Campus Access                            | N/A  | Restricted   | Restricted  | Probable                   |



**A/B Hybrid Blended Learning Model**

Based on the number of students participating in Distance Learning, GUESD will offer a modified master schedule to allow time for teachers to teach both in-person and distance learning. Using input from staff and parents, the superintendent will evaluate local conditions and make recommendations to the board.

- Parent Survey Results indicate that over 30% of our student population will be participating in Distance Learning for Trimester 1. Another 30% preferred returning to school at half capacity and 40% preferred full capacity.
- Due to the fact that the majority of parents prefer distance learning over in-person learning, the master schedule will be modified to half days for Trimester 1 to accommodate both in-person and distance learning. This will be reevaluated each trimester.

**Trimester 1 Master Schedule:**

|               |  |
|---------------|--|
| 7:55am-8:20am | Staggered arrival<br>Screening in the parking lot or at bus stop |
|---------------|--|

|                |  |
|----------------|--|
| 7:55am-12:00pm | In-person learning in Cohorts                              |
| 12:00pm-12:30  | In-person learning students are released with a sack lunch |
| 12:00pm-4:00pm | After School Program for eligible students                 |
|                |  |
| 12:50-2:30     | Distance Learning  |

**Appendix A  
Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, Catapult Connect messaging system, REMIND, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families’ primary language.
- About the GUESD Reopening Plan and accessible to families/staff on the GUESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19.
- From the GUESD Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.

- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

#### **Intensifying Cleaning, Disinfecting, and Ventilating**

#### **Personal Protective Equipment**

#### **Equipment Availability**

#### **Cleaning Supply Availability**

### *Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used

when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

#### *Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Buses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks

- Keyboards, phones
- Toys, games, art supplies
- Instructional materials
- Physical education equipment
- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of disposable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and face coverings to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are

approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, tissues, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each year against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk.

- Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in Aeries.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded on the Purple Absence From Duty Form.

### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For bus students, at bus stop prior to boarding
    - For drop-off students, in the front parking lot
    - For staff or visitors, in the screening room, main office, or in front of the school prior to entry
  - Covid-19 questionnaire for adults

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face covering and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space will be cleaned and disinfected regularly throughout the day and ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.

- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

*When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level.
- The students/most staff will be dismissed for 1 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Administration will work with staff to develop a plan for continuity of education and nutrition and other services as GUESD transitions to the appropriate next plan (A or C).

*Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day and will submit these documents to the school main office weekly for documentation.
- Teachers will take attendance each day and record which students are in attendance into Aeries.
- Students who are sent home with a fever or Covid-19 symptoms will be picked up by a parent and the health information will be recorded in Aeries.
- Students who use the bathroom during the day may be required to sign in and out of their classroom.
- Students who attend the State Preschool, Tehama County Special Needs Program, Child Care or the After School Program will be required to be signed in and out each day. The supervisor for each program will be responsible for

maintaining attendance records and upon request, sharing with Gerber's contact tracing team and/or public health if the need arises.

- Classified staff will sign in to and out of work each day. This includes noting on their Work Report Form which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Aesop. They will also keep a personal log on the Work Report Form of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- Office Staff will continue to sign in/out of work each day in the Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- All staff, students and visitors will be required to wear face coverings according to guidelines.
- Students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Staff and students will be trained in physical distancing.
- Where maintaining physical distance of 6 feet is not practicable, physical barriers, such as sneeze guards or partitions that minimize face-to-face contact, may be used. (eg. school offices and elementary classrooms with tables)
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. GUESD will provide face coverings to

students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Distance Learning for students who are excluded from campus for failure to comply with the expectation.

- Face coverings should be removed for meals or when it needs to be replaced. Lanyards will be provided to students to keep face masks on their person at all times throughout the day.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a covering.
- Staff are required to wear cloth face coverings (or face shields as appropriate), unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings when interacting with the public.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.

- Bus Stops: Parents or guardians are required to stay with their child until screening is complete. If child presents 100.4 degree or higher temperature, the child will not be allowed on the bus and they are to return home. Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Windows will be opened for ventilation when practicable.

#### *Arrival/Departure*

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)
- Students should wear face coverings when arriving and departing from school.

#### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - Upper grade students will remain in the same classroom all day, and if necessary, the teacher will move classrooms.
  - Single desks will be assigned to each student and should be arranged apart from one another when possible and in a way that minimizes face-to-face contact. Clear physical barriers may be used to separate students and adults.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container and kept within students' own space or designated space by the teacher.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

#### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Minimize congregate movement through hallways as much as practicable.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- Face coverings are required at all times.

#### *Food Service*

- Disposable bottled water will be provided to students when drinking fountains are closed.
- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on distance learning.

- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E Educational Programs**

### *In-Person Regular Schedule*

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning; this may include Distance Learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate and may be in-person or online.

- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

### Distance Learning

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks and hotspots will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Google Classroom or YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts are from the packet).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- The Week at a Glance form will be used to guide instruction.
- Students will participate in both synchronous and asynchronous learning.
- Diagnostic, formative and summative assessments will be conducted, as appropriate, during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with support to meet their language needs from their classroom teacher, and when appropriate, the ELD teacher.

- Students with IEPs or 504 plans will be provided with supports to meet their individual learning needs. The special education staff will work in concert with the classroom teacher to this end.

## **Appendix F**

### **Employee Support**

- Training (in-person or virtually) will be provided on:
  - The GUESD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Contact tracing
- Continued training on:
  - Social Emotional Learning
  - Other topics related to MTSS
- Staff are encouraged to contact Jenny Raschein, District Nurse, if they have Covid-19 health concerns regarding their student. Nurse Jenny is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Pebbles Lomeli, Human Resources, if they have Covid-19 employment questions in relation to absences.



# **Corning Union High School District Reopening Plan**



**Every Student, Every Day!**

*Adapted from Tehama County Schools' Reopening Plan  
to include additional details specific to CUHSD*

## Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (17 July 2020)
- California Department of Public Health (CHDP): *Covid-19 and Reopening In-Person Learning Framework for CA Public Schools in CA, 2020-2021 School Year* (17 July 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety. Each school district then added subsequent appendices to attend to the uniquenesses of the details at each district/school site. Finally, the Reopening Plan with additional appendices was presented and approved by each School Board in the county, respectively.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible. We continue to promote our unified vision, "Every student, every day!" It indeed will take all of us working collaboratively together to ensure we are able to meet the needs of all of our students in our community during this unprecedented time. We thank you in advance for your patience as you join us in this journey to get the children of Tehama County back to school!

The Tehama County Schools' Reopening Plan is supported by the following Districts:

*Antelope Elementary School District*

*Corning Union Elementary School District*

*Corning Union High School District*

*Evergreen Union Elementary School District*

*Flournoy Union School District*

*Gerber Union Elementary School District*

*Kirkwood Elementary School*

*Lassen View Union Elementary School District*

*Los Molinos Unified School District*

*Red Bluff Joint Union High School District*

*Red Bluff Union Elementary School District*

*Reeds Creek Elementary School*

*Richfield Elementary School District*

*Tehama County Department of Education: Regional Special Education Programs*

The Corning Union High School District Reopening Plan was approved by the Tehama County Health Services Agency:

Dr. Wickenheiser, August 7, 2020.

The Corning Union High School District Reopening Plan was approved by the Corning Union High School District Board of Trustees on August 4, 2020.

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

## **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the next page. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

## **School Status**

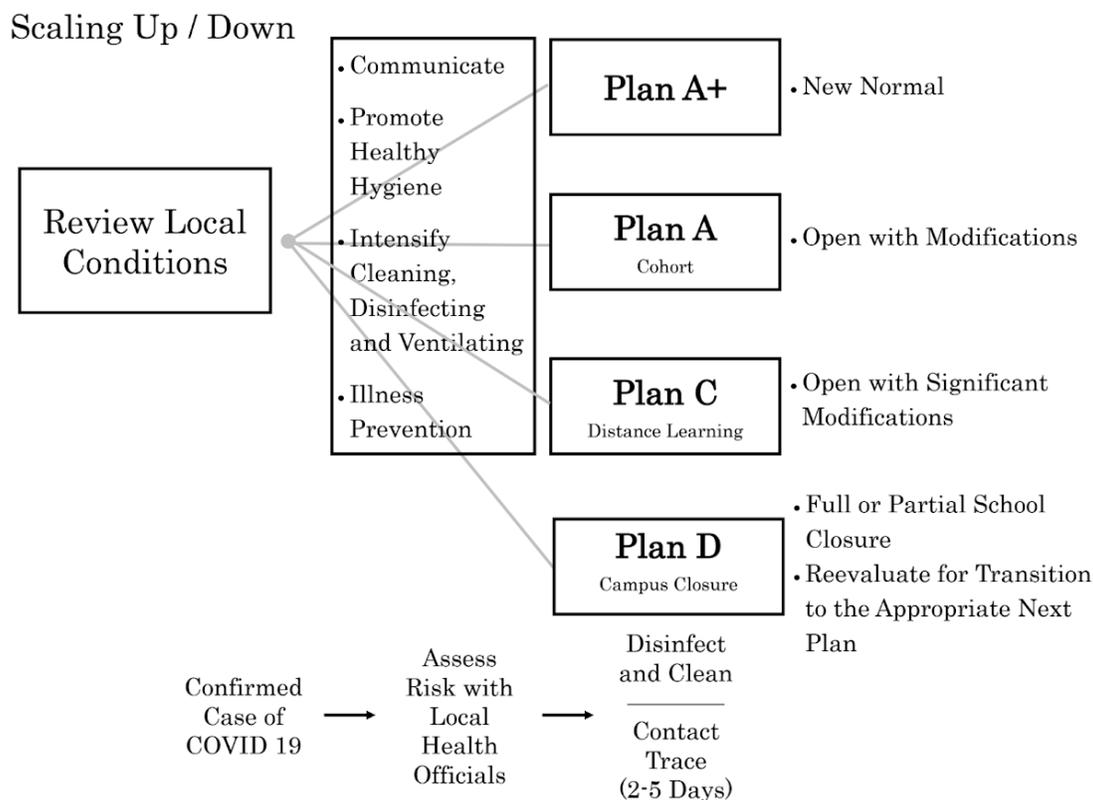
When approved/directed by the county health official and when a school/school district is located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days,, our school/s will offer Plan A to families - open with modifications. This plan includes a full-time in-person program for students who select it and an at-home Independent Study Program for those families who prefer to keep their children home. This plan will include screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if the local public health official directs/approves and when the school/school district is located in a local health jurisdiction (LHJ) that has been on the monitoring list within the last 14 days,, our school/s will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program and continues to offer the at-home Independent Study Program. This plan includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if we experience a positive Covid-19 case on a campus or a community surge, our school/s or site will implement Plan D. An Individual school closure is recommended based on the number of cases and the percentage of the teacher/students/staff that are positive for COVID-19. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. This plan involves assessing the risk within the specific community and fully or partially closing the school/site/portion of a site for a short period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

|                              | <b>Phase 1<br/>Campus<br/>Closure<br/>Plan D</b> | <b>Phase 2<br/>Distance Learning<br/>Plan C<br/>On Monitoring List</b>    | <b>Phase 3<br/>Cohort<br/>Plan A<br/>Off Monitoring List-14 Days</b>                   | <b>Phase 4<br/>Plan A+</b> |
|------------------------------|--|---|--|----------------------------|
| School Status                | Full or partial closure                          | Open with significant modifications                                       | Open with modifications  | New Normal                 |
| Illness Prevention           | N/A  | Screening & Monitoring<br>Contact Tracing                                 | Screening & Monitoring<br>Contact Tracing  | Monitoring                 |
| Physical Distancing/<br>Face | N/A  | FC required for staff and for students (parents when on campus) in indoor | FC required for staff and for students in indoor environments and areas where physical | N/A                        |

|                                 |  |  |  |                            |
|---------------------------------|--|--|--|----------------------------|
| Coverings                       |  | environments and areas where physical distancing alone is not sufficient to prevent disease transmission | distancing alone is not sufficient to prevent disease transmission   |                            |
| Educational Programs            | A-Expected Packet<br>B-Independent Study | A-Distance Learning<br>B-Independent Study   | A-In Person-regular schedule<br>B-Independent Study/Distance Learning  | In-person regular schedule |
| Movement on Campus              | N/A                                      | N/A  | Classroom, playground, gym assigned space and time in cohort   | Regular movement           |
| Transportation                  | N/A                                      | N/A  | Bus-loading @ regular capacity for eligible students, assigned seating<br>Staggered private vehicle-drop off/pick up | Open to eligible students  |
| Food Service                    | Possible (curbside)                      | Grab and Go (curbside)   | Classrooms/Cafeteria<br>Grab and Go (assigned area with cohort)  | Cafeteria/Outside Spaces   |
| SERRF Extended Learning Program | N/A                                      | N/A  | Open to eligible students  | Open to eligible students  |
| Extracurricular Activities      | N/A                                      | Not available  | Possible w/further guidance  | Open to eligible students  |
| Campus Access                   | N/A                                      | Restricted   | Restricted   | Probable                   |



## Communication

The TCS Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize chaos and confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, all Districts will continue to work together to ensure the message - “Every student, every day!” - echoes throughout Tehama County; we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with TCHSA will be essential to ensure that our plan acts in response to the ever-changing local conditions. Specific District details about communication can be found in Appendix A.

## Promoting Healthy Hygiene Practices

The TCS Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand

washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in Appendix B.

### **Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment**

Additional cleaning measures as recommended by CDE and CDC are part of the TCS Reopening Plan. This includes cleaning and disinfecting buses and vehicles, school spaces and things, and providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our Districts aim to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in Appendix B.

### **Illness Prevention**

The TCS Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions. In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our Districts aim to maintain healthy operations as we transition to Stage/Phase 4 and a healthy community and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. Specific District details can be found in Appendix C.

### **Physical Distancing and Face Coverings (Plans A and C, D as appropriate)**

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. The CDC currently recommends a minimum of 6 feet of distance between individuals. Because we have many varied facilities on our campuses, how space and facilities will be utilized will vary to ensure the 36 square feet per person standard is met when specific phases call for such. Students will be required to wear face coverings in grades 3 and above when in the classroom; they are encouraged in grades 2 and below. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom, and when seeking a health check in the screening room/office. Staff are

required to use face coverings when with students and with each other. Instruction in physical distancing and the appropriate use of face coverings will be provided for students and staff. Specific District details can be found in Appendix D.

### **Educational Programs - Whole Child Supports**

The TCS Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social emotional needs of our students. When our students return to school, it will be essential that we continue to provide the mental health supports they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Districts will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

### **Educational Programs - Instructional Programs for Academics**

Our Districts understand the uniqueness of each family as they navigate through this pandemic. As such, they will offer a long-term Independent Study (some Districts will call this Distance Learning) for students, on a quarter by quarter/trimester basis; in this program, students will complete their learning at home. When allowed, we will implement Plan A, an In-Person Regular Schedule. Students will attend school five days a week with some modifications to arrival and departure times and a focus on keeping students in their cohort as much as possible. Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread and our community is on the county monitoring list; most likely this will come following a school closure (Plan D), as we scale up. Students on Independent Study (Distance Learning for those Districts who call it that) will remain in their program; however, all other students would be provided with Distance Learning opportunities. When/if we experience a positive Covid-19 case on a campus or community surge, our school/s will implement Plan D. Students will have an opportunity to engage in learning at home during this time. Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

### **SERRF Extended Learning Program**

Our Districts recognize the need for continued quality child care as we transition to reopening. In the TCS Reopening Plan, the SERRF Expanded Learning Program will be available in part until we move to Phase/Stage 4. When/if we are in Plan A, the SERRF Extended Learning Program will be available for eligible families. However,

when/if we are in Plan C (and D), it will not be available at this time. At all sites, staff will work to ensure communication, the promotion of healthy hygiene, intensifying cleaning, disinfecting, and ventilation, and illness prevention. Physical distancing standards will be expected to be adhered to and barriers, face coverings, and the organization of class/family cohorts will be used. Specific District details can be found in Appendix E.

### **Campus Access**

Tehama County school campuses will not be accessible beyond students and staff until we move to Phase/Stage 4 and fully reopen. This includes parents/guardians, visitors, volunteers, and community members/others who request Use of Facilities. All Board Meetings, Local Control Accountability Meetings, Site Council Meetings, Title I Meetings, District English Learner Advisory Committee Meetings, English Learner Advisory Committee Meetings, and Parent Club meetings will be held virtually; in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely. In addition, protocols will be established for student and parent/guardian campus access for Distance Learning meetings by appointment when/if we are in Plan C.

### **Employee Support**

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given in order to refine the details of our plan. We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. District details can be found in Appendix F.

## **Appendix A Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the CUHSD Reopening Plan and accessible to families/staff on the CUHSD website or in print if requested.

- About which plan (A, C, or D) is currently being implemented at each school site in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the CUHSD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In the Parent/Student handbook on the expectation, use of, and cleaning of face coverings as well as the policy for exemptions.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

#### **Intensifying Cleaning, Disinfecting, and Ventilating**

#### **Personal Protective Equipment**

#### **Equipment Availability**

#### **Cleaning Supply Availability**

#### *Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools

- Staff should model and practice handwashing when:
  - Arriving at school
  - Before and after eating
  - After coughing, sneezing, or blowing the nose
  - After being outside
  - Before and after using the restroom
  - After having close contact with others
  - After using shared surfaces or tools
- Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment

- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

### *Equipment Availability*

- Students will be issued one cloth mask every 30 days. We will have disposable masks on hand for students who forget their mask. The nurses office will have PPE for themselves and any students or staff exhibiting COVID symptoms.
- All teaching staff and other strategically placed staff will be issued no-touch thermal scan thermometers. Every student will have a temperature check at the door 1st period. Any student above 100.4 will be sent directly to the nurses office. Any student arriving late to school will be scanned at the attendance office when they check in.
- All staff members will receive a temperature screening upon entry to the campus. There will be 4 designated staff members who will use no touch thermometers and roster to ensure that all staff members are checked daily. Screeners will be located at 4 different points of entry for the main campus and one entry point at the alternative site. They will be available by 7:00 am each day. Maintenance, Transportation, Technology, and Food Service staff who arrive earlier will be screened in their own department. If any teachers or administrators arrive prior to 7:00, they will check in to the cafeteria to be screened by the staff there.

#### *Cleaning Supply Availability*

- All classrooms have hand sanitizer stations, teachers will monitor students entering the classroom and make sure they sanitize on their way in and out. **Staff will sanitize any electronic devices and surfaces as necessary.**
- Plans have been made for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, the District will choose those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - To reduce the risk of asthma related to disinfecting, programs will aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
  - The District will seek to avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - District staff will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - District staff has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels have been made.

## **Appendix C**

### **Illness Prevention**

### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Aesop (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, at the car at drop off
    - For staff, in the screening room
    - For staff children, in the screening room
  - Covid-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

### *When there is a positive case of Covid-19:*

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- The students/most staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as CUHSD transitions to the appropriate next plan (A or C).

### *Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Students who attend Child Care or the After School Program will be required to be signed in and out each day.
- Classified staff will sign in to and out of work each day they are on their respective campus; this includes noting on their Work Report Form which rooms/spaces they worked in that day and submitting them at the end of their work day.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Aesop. They will also keep a personal log on the Work Report Form of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- District Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

**Movement on Campus**  
**Playgrounds/Outside Spaces/Athletics**  
**Staff Workplaces**

*Physical Distancing and Face Coverings*

- Staff and students will be trained in physical distancing. Teachers will arrange classrooms in a manner that allows for the furthest distance between students AND provides a workspace for themselves that is at least 6 ft from any student work spaces. The monitoring of student spacing inside classrooms will occur by all teachers with assistance from administration. Class sizes will be kept as small as practicable, and the District will attempt to maintain 36 square feet of space per person for indoor spaces (as recommended by the CDC) when practicable. In a typical classroom, this equates to approximately 25 students.

**STUDENTS**

| Age                                 | Face Covering Requirement |
|-------------------------------------|---------------------------|
| Under 2 years old                   | No                        |
| 2 years old – 2 <sup>nd</sup> grade | Strongly encouraged**     |
| 3 <sup>rd</sup> grade – High School | Yes, unless exempt        |

- Students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time.
- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office
- In order to comply with CDPH guidance, schools will **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. CUHSD will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Independent Study or Distance Learning for students who are excluded from campus for failure to comply with the expectation.
- A cloth face covering or face shield may be removed for meals, snacks, naptime,

or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be held by the student that owns it or put in a secure location until the student needs it again.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields as appropriate), unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Staff will teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff will wear cloth face coverings and gloves as well as aprons.
- Front Office staff will use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to

health checks. (Family cohorts will have consistent arrival and then departure times.)

- Students are required to wear face coverings when arriving and departing from school.

### *Classrooms*

- Teachers will reinforce appropriate social skills encouraging minimal physical contact.
- While students are enrolled in 7 courses, they will only attend 4-5 classes per day in order to minimize interactions between different cohorts.
- Desks will be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teacher and other staff desks will be placed at least six feet away from student desks. The District will consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The District will promote virtual activities in lieu of field trips and avoid intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

### *Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

### *Food Service*

- Physical interaction will be limited during meal service by providing meals in four separate areas throughout the main campus and staggering release times of students.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### **In Person Regular Schedule**

- Students will be enrolled in 7 courses
- Attend 5 courses per day (main campus)
- Instruction will be modified as appropriate to increase staff and student safety.
- Teachers, support staff, and administration will work together to develop effective lessons, instructional strategies, and academic support for students in light of restrictions in place due to COVID.

### Distance Learning

- Students will be enrolled in 7 courses
- Students that choose distance learning must commit to staying with that model for at least the first semester (CUHS) or quarter (Centennial).
- All work will be assigned online, either through Google Classroom (CUHS) or Odysseyware (Centennial).
- Students will be assigned letter grades based on criteria established in the teacher's course syllabus.
- Case managers will be responsible for coordinating support for students with IEP's on distance learning.
- School counselors will be responsible for coordinating support for students with 504 plans on distance learning.
- English Learner students on distance learning will be provided support through multiple ELD supports under oversight from our ELD coordinator.

### Independent Study

- CUHSD will continue to offer Independent Study as it has in previous years.
- This program is separate from CUHS or Centennial, but allows students to complete work in paper packets and turn it in weekly.
- Independent Study does NOT fulfill A-G requirements.
- Students will meet with the teacher (in-person, by phone, or through Google Meet) weekly.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within Independent Study.
- Depending upon the number of students who enroll in Independent Study, District instructional staff may be asked to voluntarily transfer to ISP.

### Short-Term Independent Study

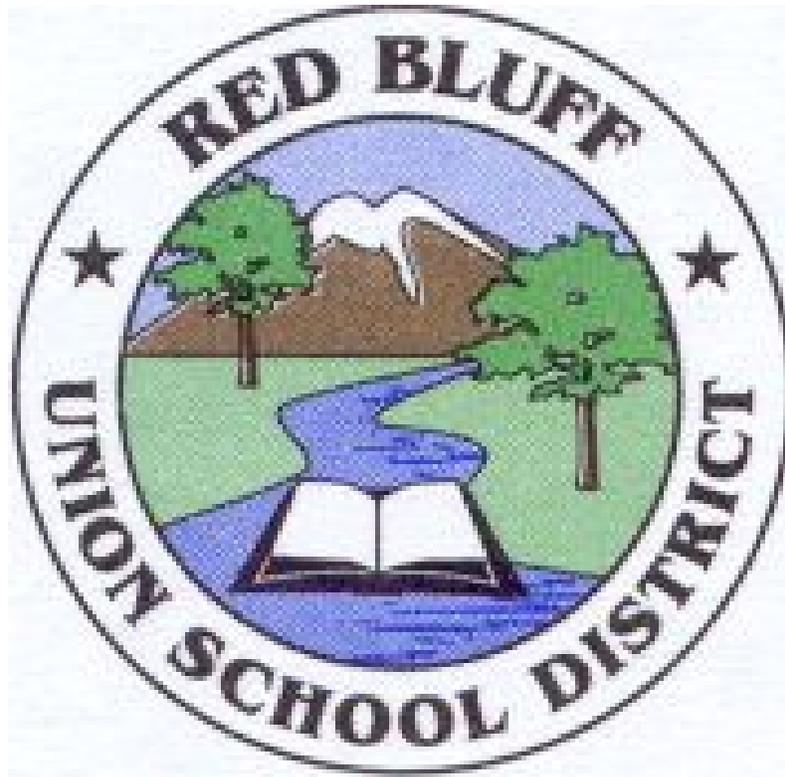
- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

## Appendix F

## Employee Support

- Training (in-person or virtually) will be provided on:
  - The CUHSD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury
  - Contact tracing
- Staff are encouraged to contact Kristen Mackintosh, District Nurse, if they have Covid-19 health concerns regarding their student. Kristen is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Jessica Marquez, Personnel Technician, if they have Covid-19 employment questions in relation to absences. Including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

# **RBUESD/Tehama County Schools Reopening Plan**



**TK-8th Grade**

**Every Student, Every Day!**

## Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (5 June 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety. Each school district then added subsequent appendices to attend to the uniquenesses of the details at each district/school site. Finally, the Reopening Plan with additional appendices was presented and approved by each School Board in the county, respectively.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible. We continue to promote our unified vision, "Every student, every day!" It indeed will take all of us working collaboratively together to ensure we are able to meet the needs of all of our students in our community during this unprecedented time. We thank you in advance for your patience as you join us in this journey to get the children of Tehama County back to school!

The Tehama County Schools' Reopening Plan is supported by the following Districts:

*Antelope Elementary School District*

*Corning Union Elementary School District*

*Corning Union High School District*

*Evergreen Union Elementary School District*

*Flournoy Union School District*

*Gerber Union Elementary School District*

*Kirkwood Elementary School*

*Lassen View Union Elementary School District*

*Los Molinos Unified School District*

*Red Bluff Joint Union High School District*

*Red Bluff Union Elementary School District*

*Reeds Creek Elementary School*

*Richfield Elementary School District*

*Tehama County Department of Education: Regional Special Education Programs*

The Tehama County Schools' Reopening Plan was approved by the Tehama County Health Services Agency:

Dr. Wickenheiser, 22 July 2020

The Tehama County Schools' Reopening Plan with subsequent appendices was approved by the District School Board:

RBUESD School Board Approval; Date: TBD

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

## **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the next page. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

## **School Status**

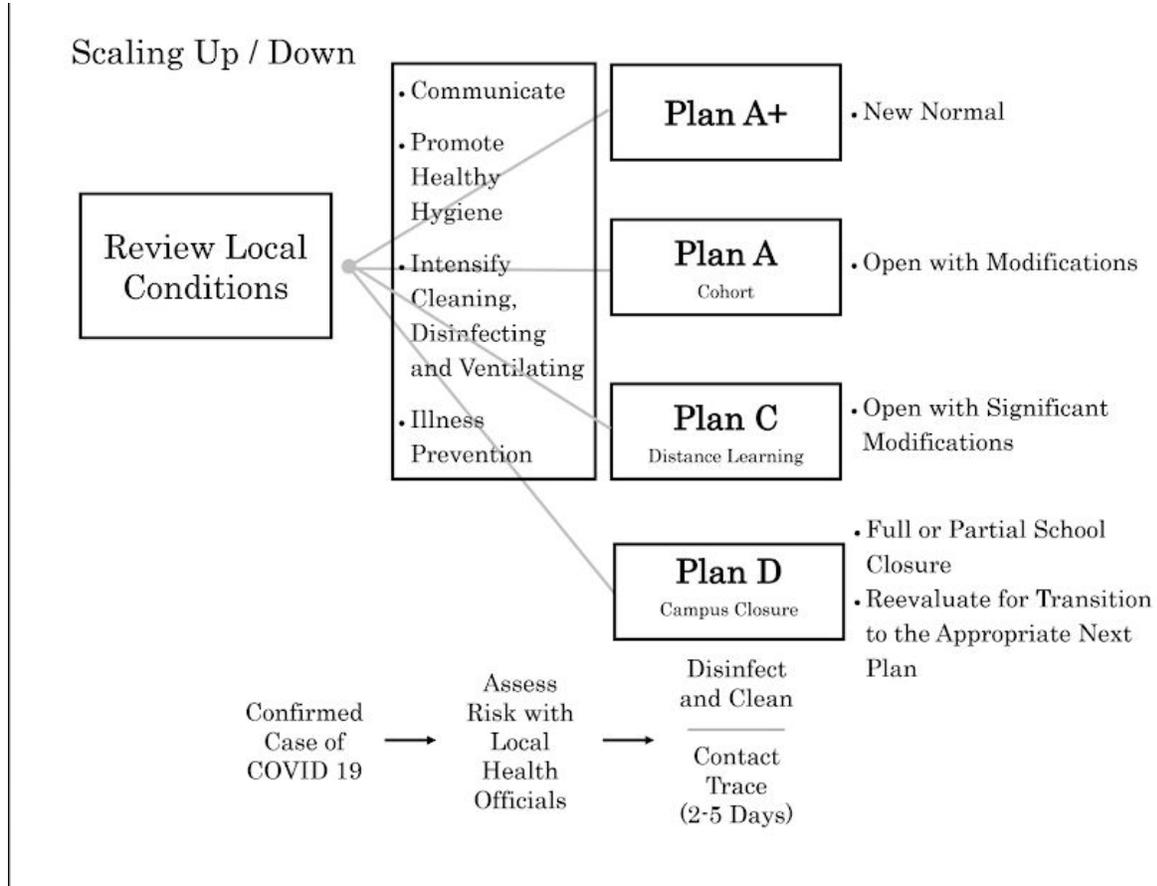
When approved/directed by the county health official, our school/s will offer Plan A to families - open with modifications. This plan includes a full-time in-person program for students who select it and an at-home Independent Study Program for those families who prefer to keep their children home. This plan will include screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if the local public health official directs/approves, our school/s will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program and continues to offer the at-home Independent Study Program. This plan includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if we experience a positive Covid-19 case on a campus or a community surge, our school/s or site will implement Plan D. This plan involves assessing the risk within the specific community and potentially closing the school/site/portion of a site for a short

period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

|  | <b>Phase 1<br/>Campus<br/>Closure<br/>Plan D</b> | <b>Phase 2<br/>Distance Learning<br/>Plan C</b>   | <b>Phase 3<br/>Cohort<br/>Plan A</b>   | <b>Phase 4<br/>Plan A+</b> |
|--|--|---|--|----------------------------|
| School Status                          | Full or partial closure                          | Open with significant modifications   | Open with modifications  | New Normal                 |
| Illness Prevention                     | N/A  | Screening & Monitoring<br>Contact Tracing   | Screening & Monitoring<br>Contact Tracing  | Monitoring                 |
| Physical Distancing/<br>Face Coverings | N/A  | Required for staff and for students (parents when on campus) when physical distancing is not feasible | Required for staff and for students when physical distancing is not feasible   | N/A                        |
| Educational Programs                   | A-Expected Packet<br>B-Independent Study         | A-Distance Learning<br>B-Independent Study  | A-In Person-regular schedule<br>B-Independent Study/Distance Learning  | In-person regular schedule |
| Movement on Campus                     | N/A  | N/A   | Classroom, playground, gym assigned space and time in cohort   | Regular movement           |
| Transportation                         | N/A  | N/A   | Bus-loading @ regular capacity for eligible students, assigned seating<br>Staggered private vehicle-drop off/pick up | Open to eligible students  |
| Food Service                           | Possible (curbside)                              | Grab and Go (curbside)  | Classrooms/Cafeteria<br>Grab and Go (assigned area with cohort)  | Cafeteria/Outside Spaces   |
| SERRF Extended Learning Program        | N/A  | N/A   | Open to eligible students  | Open to eligible students  |
| Extracurricular Activities             | N/A  | Not available   | Possible w/further guidance  | Open to eligible students  |
| Campus Access                          | N/A  | Restricted  | Restricted   | Probable                   |



## Communication

The TCS Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize chaos and confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, all Districts will continue to work together to ensure the message - “Every student, every day!” - echoes throughout Tehama County; we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with TCHSA will be essential to ensure that our plan acts in

response to the ever-changing local conditions. Specific District details about communication can be found in Appendix A.

### **Promoting Healthy Hygiene Practices**

The TCS Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in Appendix B.

### **Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment**

Additional cleaning measures as recommended by CDE and CDC are part of the TCS Reopening Plan. This includes cleaning and disinfecting buses and vehicles, school spaces and things, and providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our Districts aim to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in Appendix B.

### **Illness Prevention**

The TCS Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions. In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our Districts aim to maintain healthy operations as we transition to Stage/Phase 4 and a healthy community and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. Specific District details can be found in Appendix C.

### **Physical Distancing and Face Coverings (Plans A and C, D as appropriate)**

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. The CDC currently recommends a minimum of 6 feet of distance between individuals. Because we have many varied facilities on our campuses, how space and facilities will be utilized will vary to ensure the 36 square feet per person standard is met when specific phases call for such. When physical distancing cannot be maintained or achieved through other means (physical barriers, class size reduction classrooms), students will be required to use face coverings. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom, and when seeking a health check in the screening room/office. Staff are required to use face coverings when with students and with each other when physical distancing cannot be maintained. Instruction in physical distancing and the appropriate use of face coverings will be provided for students and staff. Specific District details can be found in Appendix D.

### **Educational Programs - Whole Child Supports**

The TCS Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social emotional needs of our students. When our students return to school, it will be essential that we continue to provide the mental health supports they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Districts will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

### **Educational Programs - Instructional Programs for Academics**

Our Districts understand the uniqueness of each family as they navigate through this pandemic. As such, they will offer a long-term Independent Study (some Districts will call this Distance Learning) for students, on a quarter by quarter/trimester basis; in this program, students will complete their learning at home. When allowed, we will implement Plan A, an In-Person Regular Schedule. Students will attend school five days a week with some modifications to arrival and departure times and a focus on keeping students in their cohort as much as possible. Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread; most likely this will come following a school closure (Plan

D), as we scale up. Students on Independent Study (Distance Learning for those Districts who call it that) will remain in their program; however, all other students would be provided with Distance Learning opportunities. When/if we experience a positive Covid-19 case on a campus or community surge, our school/s will implement Plan D. Students will have an opportunity to engage in learning at home during this time. Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

### **SERRF Extended Learning Program**

Our Districts recognize the need for continued quality child care as we transition to reopening. In the TCS Reopening Plan, the SERRF Expanded Learning Program will be available in part until we move to Phase/Stage 4. When/if we are in Plan A, the SERRF Extended Learning Program will be available for eligible families. However, when/if we are in Plan C (and D), it will not be available at this time. At all sites, staff will work to ensure communication, the promotion of healthy hygiene, intensifying cleaning, disinfecting, and ventilation, and illness prevention. Physical distancing standards will be expected to be adhered to and barriers, face coverings, and the organization of class/family cohorts will be used. Specific District details can be found in Appendix E.

### **Campus Access**

Tehama County school campuses will not be accessible beyond students and staff until we move to Phase/Stage 4 and fully reopen. This includes parents/guardians, visitors, volunteers, and community members/others who request Use of Facilities. All Board Meetings, Local Control Accountability Meetings, Site Council Meetings, Title I Meetings, District English Learner Advisory Committee Meetings, English Learner Advisory Committee Meetings, and Parent Club meetings will be held virtually; in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely. In addition, protocols will be established for student and parent/guardian campus access for Distance Learning meetings by appointment when/if we are in Plan C.

### **Employee Support**

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given in order to refine the details of our plan. We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. District details can be found in Appendix F.

## **Appendix A**

### **Communication**

*Communication will be provided:*

- In varied communication platforms (email, AERIES Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience(s) and in families' primary language.
- About the RBUESD Reopening Plan and accessible to families/staff on the RBUESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to COVID-19. This includes communication about Plan D when there is a positive case for COVID-19. This may be noted on the school marquee.
- From the RBUESD District Office that includes critical information about COVID-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In the Parent/Student handbook on the expectation, use of, and cleaning of face coverings as well as the policy for exemptions.
- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family and returned each fall.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a reading booklet about school reopening).
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

**Appendix B**  
**Promoting Healthy Hygiene Practices**  
**Intensifying Cleaning, Disinfecting, and Ventilating**  
**Personal Protective Equipment**  
**Equipment Availability**  
**Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Built in time throughout the day for routine hand washing by both students and staff.

- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment

- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for portable hand washing stations as practicable.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the COVID-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Health/attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Frontline.

#### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer or thermal imaging device that is properly cleaned and disinfected after each use:

- For students, at bus stop prior to boarding
  - For students, at the car at drop off
  - For staff, self checks are required
  - For staff children, in the screening room
- COVID-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses, health assistants, and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

### *When there is a positive case of COVID-19:*

- All employees should contact the HR department who will provide action steps in the case of any exposure or suspected exposure to the virus. The Tehama County Health Services Agency will direct staff on the protocols and recommendations to follow regarding testing and isolation.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.

- The students/most staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the COVID-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the COVID-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as RBUESD transitions to the appropriate next plan (A or C).

### *Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the district/school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or COVID-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Certificated and Classified staff will be checked in and out each day at their respective campus by absences that will continue to be recorded in Frontline.
- It is recommended by the state that staff keep a personal log of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students and staff will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. All students in all grades are required to wear face coverings in the classroom.\* TK-2 students will be issued face shields. Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time.
  - \*Note: Face coverings are required for all students between TK-8. TK-2 students will be issued cloth masks and face shields. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.
- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When seeking a health check in the screening room or visiting the office
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. RBUESD will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Distance Learning for students who are excluded from campus for failure to comply with the expectation.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.
- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without

assistance are exempt from wearing a face covering.

- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields as appropriate), unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival and departure times may be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)

- Students are required to wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - Red Bluff Union Elementary School District students will move once during the day as a homeroom class to Physical Education and back again.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures or use learning management systems, like Google Classroom, for turning in assignments to minimize contact
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung in designated areas/on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk or in their backpacks.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, books, and other items or learning aids.

- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

#### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts and face coverings should not be worn.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

#### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom when needed and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals if we move into Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).
- Due to COVID-19 share tables will not be implemented in Red Bluff Union Elementary schools until further notice to keep everyone safe and healthy.

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### **In-Person Regular Schedule**

- Students will be provided learning opportunities in the following areas:
  - English Language Arts & English Language Development (ELD)
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will RBUESD grade level curriculum to plan instruction to ensure consistency across the grade level, as well as vertically to ensure students are progress to meet grade level standards/expectations.
- Teachers will continue to focus on essential standards to prioritize instruction.
- Students and their parents/guardians will meet with their teacher (in-person, by phone, or via Zoom) as necessary to discuss progress and goals.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and progress reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with support to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

#### **Distance Learning**

- Students will be provided learning opportunities in the following areas:
  - English Language Arts & English Language Development (ELD)
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use grade level district core curriculum and data to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students progress to meet grade level standards/expectations..

- Chromebooks will be available for checkout, and wifi hotspots will be considered for families with no access to network connectivity because of geography..
- Teachers will use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers will create a daily message to send out through Google Classroom to greet/welcome students, outline daily work and objectives.
- The Distance Learning Plan will be used to guide instruction.
- Students and their parents/guardians will meet every 10-15 days with their teacher (in-person, by phone, or via Zoom) during the teacher's duty day to discuss areas learning progress and goals.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and progress reports and grades will be issued accordingly.
- Students who are English Learners will be provided with support and ELD instruction to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with support to meet their individual needs. Education specialists and classroom teachers will work in collaboration in order to provide the support and use inclusive practices.

### **SERRF Expanded Learning**

- **County SERRF will define protocols for after school programs within the same tenets as the county plan and provide them to sites for inclusion.**

## **Appendix F**

### **Employee Support**

- Training (in-person or virtually) will be provided on:
  - The RBUESD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - COVID-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Continued training on:
  - Trauma Invested Practices
  - Responding to Behavior - using our Behavior Matrix
  - Social Emotional Learning - Second Step Curriculum
  - Academic instruction and assessment, as well as interventions during Professional Learning Community meetings
- Staff are encouraged to contact District Nurse or site administration, if they have COVID-19 health concerns regarding their student.
- Staff are encouraged to contact Don Boyd, Human Resources, if they have COVID-19 employment questions in relation to absences. Including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

## **Appendix G: RBUESD Local Site Plans:**

### **Vista Local Site Plans:**

#### **Student Groups**

Vista will have students spend the majority of their day in their ELA and Math team groups.

#### **Entry/Exit**

Parents are encouraged to prescreen their children to ensure they are not running a fever. A majority of students will be arriving by bus at the bus loop with approximately 1 out of 3 students walking or arriving by private transportation and dropping off in the office parking lot.

All staff will be at their classrooms by 8:15 to receive and supervise their group of students.

We currently have 1-morning supervisor that start are scheduled from 7:45-8:15 a.m. Teacher duty will start with teachers on duty arriving at 8:05 at their duty station to facilitate students wearing masks and social distancing as possible.

#### **Health Screening**

Student health screening will be done by teachers as students enter their classrooms as they arrive in the morning. Students who show a 100 degree temperature or higher will be sent to the office checkpoint and students with 100.4 temperature or higher at that check point will be taken to the isolation room. Teachers will be screened upon arrival by the health clerk.

#### **Lunch**

Vista will be using a combination of indoor and outdoor seating to promote as much social distancing as possible. Lunch will be by grade level to split the school in thirds. Vista has 7 noon supervision positions that are needed to promote wearing masks, social distancing and overall safety.

#### **PE**

PE outside of PLC times will be Math and ELA team groups only.

#### **Bathrooms**

Student bathrooms will need social distancing signage. Two recess and lunch supervisors will be placed close to the student restrooms to help with bathroom numbers.

#### **Health Office**

The health tech office will be located in the main office, but if a student is sick they will be isolated in room 3 will "the isolation room". The isolation room can hold 3 students.

## **Jackson Heights Local Site Plans:**

### **Arrival**

All full time staff and staff with morning start times must report to campus to be scanned and surveyed between 7:30 – 7:50 AM at the courtyard entrance located at the north entrance of the office. All Teaching staff must be ready to receive students in their classrooms by 8:00 AM. Support staff (IA's and NDS) with morning start times will need to be at their designated entry points to begin processing students by 7:55 AM. No students are to enter campus prior to 8:00 AM.

Jackson Heights' entryways must be created, much like the beginning of the 2019 – 2020 school year when Raptor was implemented. Points of entry will be the courtyard by the north entrance of the office for car riders, the bus drop off area, and an entrance near the south entrance of the office for walkers. Temporary fencing can be used to create these entryways.

Each entry point will be manned by 2 classified employees who will monitor students entering campus, and taking temperatures for any students who may be indicated as having an elevated temperature via thermal scan. Once students are scanned, they must utilize a hand sanitizing station (One at each entrance) and proceed directly to their classrooms.

### **Recess**

The kindergarten playground is already divided into two distinct play areas. The lawn can be introduced as a third area, and classes can rotate to a different play area on a weekly basis.

The upper playground area can be divided into 7 or 8 distinct areas, which classes may rotate on a daily/weekly basis. Co-mingling of classes will not be allowed. There will be a 15 – 20 minute break between recesses sessions in which play structures/ equipment can be wiped/sanitized.

### **Lunch**

Current Lunch schedule can be followed by utilizing both indoor (cafeteria) and outdoor eating areas. The outdoor eating area may need to be modified in order to continue to provide seating during inclement weather.

Additional Noon Duty supervisors will be needed during Lunch recess time in order to monitor students eating in two areas as well as the 7-8 areas where the students are designated to have their recess.

### **Restrooms**

Student restrooms will need to have social distance markings painted outside to designate where to wait. All teachers will be required to keep a daily log of students, noting the time they left the classroom as well as the time of their return.

### **Isolation Room**

In the event that a student is found to have a fever of 100.4 degrees or higher and does not pass the survey questions, they will be isolated until a parent/guardian can pick them up from school. The conference room across the hall from the office will be utilized for this purpose. Up to 6 students can be placed in this room if necessary. The health clerk will be the staff member responsible for monitoring the isolated student(s).

### **Other considerations:**

Portable classrooms will need to be provided with handwashing stations.

Additional staffing or reassigning duties to existing classified staff will be required in order to provide additional supervision coverage for recess times.

Which model works best for SPED? Push in would create a situation where there is cross contamination from personnel moving between groups of students. Students sent to either RSP or SDC classroom could possibly create a cross contamination situation as well. However, RSP teacher could sanitize between students, and groups of students could only be seen together if they come from the same homeroom class. SDC is more complicated unless students begin their day in GenEd then rotate to their SDC class. Having students go from GenEd to SDC then back to GenEd creates a cross contamination situation. Movement between these classes should be limited until more is known about cross contamination and best practices.

## **Bidwell Local Site Plans:**

### **Cohorts**

Each classroom will be a Cohort. Cohorts will remain together during recess and lunch and will not interact with other cohort groups.

### **Entry/Exit**

Bidwell Elementary will have three screening entry points:

Entry/Exit Points: Demosa Bus Loop, Office Loop, 1st Wing Loop

Student screening will be from 8:00- 8:20 a.m... **No student will be allowed on campus prior to 8:00 a.m...** Students will report directly to their classroom. Students will be required to wear a mask when they enter and exit campus. Students will use hand sanitizer after they have had a temperature check. Students will receive a stamp on their inside wrist indicating they have cleared screening. Socially distancing should be practiced during entry and exiting the campus.

Students who arrive after 8:20 a.m. will be screened outside of the front office

Students will be screened per California Guidelines as they enter the campus. If students do not pass the entry screening questions or have a temperature of 100.4 California Department of Public Health protocol will be followed and the student will be sent home. The school will communicate with the District Office and County Department of Health to determine if Contact Tracing should be implemented.

Student screening will be conducted by support staff. Teachers will be in their classrooms ready to receive students at 8:00 a.m... Staff screening will be conducted by the Health Technician between 7:30-8:00 a.m.. outside of the Health Office.

When exiting the school, students will wear masks and wash or sanitize their hands before leaving the classroom. Kindergarten will be dismissed from the kindergarten dismissal area. First and Second-grade students will wait on the playground by their designated classroom pole and will be released to a family member or designated contact. A mask must be worn when on campus picking up students. During dismissal, interactions between adults should be limited to the extent possible. Questions or concerns about your student should be addressed by appointment with the teacher, Class Dojo, or email.

### **Lunch and Recess**

The current morning break, lunch, and recess schedule will be adjusted to allow for cleaning between groups. Students are to stay in their cohort groups when outside of the classroom.

Students will enter the cafeteria through the main entrance and exit through the STEM lab onto the playground.

The playground will be divided into 4 areas and a weekly rotation will be in place. Play structures will not be used unless a method of sanitizing between cohorts is available. Each classroom will receive a "Recess Box" with equipment and activities that are not to be shared with other cohorts. During morning recess, teachers will need to station themselves to watch multiple groups. Supervision will be provided near the bathrooms to ensure social distancing practice is being followed.

Students will be able to remove their masks during outdoor activities.

### **Bathrooms**

Student bathrooms will be marked with social distancing signage. Students will be taught PBIS procedures for Respectful, Responsible, Kind, and Safe use of the restrooms. Students will use hand sanitizer when entering the restroom and will wash their hands before leaving the restroom. Supervision to ensure social distancing and to monitor hand-washing will be provided to the extent possible. Teachers will develop a scheduled restroom break to avoid cohort intermingling to the extent possible.

### **Health Office**

Students who have non-COVID related health needs will receive services in the health tech office. If a staff member is concerned about a student who has possible COVID related symptoms, the student will be sent to an isolation room adjacent to the health office. The Health Technician will confirm symptoms and follow established protocol. The isolation room will be sanitized after each use. During the Health Technicians' lunch break, students should not be sent to the Health Office unless there is an urgent need or COVID symptom. During the Health Technicians' lunch break, the front office should be called and another staff member (secretary, Principal, Counselor) will meet the student at the Health Office.

### **Staff Break Room, Copy and Mail Room**

Staff Break Room will be available during scheduled lunch breaks. Tables have been arranged to allow for social distancing while in the break room.

The copy and mailroom will have a maximum occupancy of 3 people. A copy request form will be completed by a staff member needing copies. Copies will be available within 24 hours of the request. Prior to using the copy machine, staff will use hand sanitizer. Disinfectant wipes will be available to wipe the copier after each use.

## **Metteer Local Site Plans:**

### **Cohorts**

Each classroom will be a Cohort. Cohorts will remain together during recess and lunch and will not interact with other cohort groups.

### **Entry/Exit Points**

Metteer Elementary School will have four entry/exit points. Health screenings will occur at all four locations.

#### **Screening and Entry/Exit Points:**

- Bus Loop (west side of campus)
- East Parking Lot Loop
- Office/Cafeteria Parking Lot Loop
- West Parking Lot Loop

### **Screening Routines, Arrival Reminders and Directions**

Parents are advised to take their students' temperatures prior to school arrival each morning, and report any known exposure to Covid-19 positive individuals to the school health assistant. If a fever that meets or exceeds 100.4 is present, the parent is to keep the student home and report the student's absence by 10:00 a.m. each day.

Adult staff members are also advised to take their temperature before leaving home and upon arrival to school. If running a temperature, as described above, please follow staff absence notification procedures and contact the office as soon as practicable. Each teacher will be provided with a temperature monitoring device. Devices will also be available in the main office, health room, and cafeteria.

All adults and students in third-fifth grades will be required to wear a face covering or mask when they enter and exit campus, during all times on campus (except when engaging in eating meals, PE, and recess activities), and when social distancing is not practicable. Face coverings or masks are highly suggested for students in TK-2nd grades, but not required. All individuals are required to practice social distancing guidelines, as well.

Students may not be on campus prior to 8:00 a.m. and must pass a health screening prior to entering campus. Students are to leave campus directly after dismissal, unless attending SERRF or approved to do otherwise.

Beginning at 8:00 a.m., trained staff members will administer student wellness checks and temperature screenings. Staff will provide a visual indicator to each student who passes the initial health screening. Teachers may also choose to perform temperature checks upon student entry to the classrooms. Students arriving to school after 8:20 will be screened in front of the main office by the health assistant or a qualified staff member.

Social distancing and frequent hand washing or use of hand sanitizer will be practiced by students and staff while on campus and after location/building changes, PE activities, and recess. Students will use hand sanitizer upon entering the campus and after their initial temperature check. Staff will monitor the use of hand sanitizers and coach students on proper hand washing/sanitizing hygiene.

After entering campus, students will report directly to their classrooms; unless they need to eat breakfast. Breakfast eaters will go directly to the cafeteria. Breakfast will be served in the cafeteria. Health and safety protocols will be followed in the cafeteria. After eating, students will go directly to their classroom.

Students will be screened, per district approved guidelines, as they enter the campus. This includes screening of all bus riders, those being transported by vehicle, and those walking or biking/skating to school.

If students do not pass the entry screening questions or exhibit a temperature of 100.4 or higher at the initial screening, California Department of Public Health protocol will be followed and the student will be directed to an isolation room to await prompt parent pick up.

In the event that Covid-19 is suspected or confirmed in students or staff, the school will communicate with the District Nurse, Red Bluff ESD Administration, and Tehama County Department of Public Health to determine if contact tracing procedures should be implemented. Confidentiality will be respected.

When entering or exiting the school, students and adults will wear face masks or face coverings. During pick up or dismissal, interactions between adults and adults to students should be limited to the greatest extent possible. Visitors and classroom helpers are not allowed during the pandemic, and non-staff members should spend as little time as possible on the school campus. All visitors still need to check in at the main office, and will use the new side window in the cafeteria alcove for all face to face transactions, when phone calls are not possible. Parents are encouraged to call when practicable.

### **Dismissal**

- TK and Kindergarten students will await parent pickup in the office/cafeteria (middle) parking lot.
- First and second-grade students will await parent pickup in the west parking lot.
- 3rd-5th grade students may await pickup in the middle or east parking lot.
- An adult staff member will walk TK-1 bus riders to the bus pick up zone. Students in grades 2-5 will respect social distancing and walk to the bus pick up zone.
- SERRF students in grades TK-1 will be escorted to the SERRF room by an adult staff member or SERRF worker. All other SERRF attendees will walk to their SERRF room, following social distancing protocols.

Specific questions or concerns can be answered by placing a phone call to the teacher or office staff.

### **Lunch and Recess**

The current recess and lunch schedule will be adjusted to allow for cleaning/sanitizing between cohort groups. Students are to stay in their cohort groups when outside of the classroom. Students will enter the cafeteria through the main (north) entrance and exit through the south doors onto the playground.

The playground will be divided into 5 zones and a weekly rotation schedule will be in place. Each classroom will receive their own play equipment, which is not to be shared with other cohort groups.

During mid-morning recess, teachers and supervision assistants will need to station themselves to watch multiple groups. Supervision will be provided near the bathrooms to ensure social distancing practice is being followed (no more than two students in the restroom at a time). Students need to secure permission to leave the playground for any reason, and cohorts are not to mix.

### **Bathrooms**

Student bathrooms will be marked with social distancing signage. Students must have permission to use the restrooms, which will be monitored to the extent possible. All students will wash their hands before leaving the restroom and will sanitize their hands upon entering the classroom.

Teachers will develop a scheduled restroom break to avoid cohort intermingling to the extent possible. Supervision to ensure social distancing and appropriate numbers will be provided to the extent possible.

### **Cafeteria**

Guidelines for safe student use of the cafeteria will be reviewed with all students. To the extent possible, students will social distance during meal pick up and while in the cafeteria. They will follow staff directions about where to sit and how to space themselves out. Students do not need to wear their masks while eating.

### **Health Office**

Students who have non-COVID related health or first aid needs will receive services in the health office. Please contact the office to inform them if a student needs to be seen for health or first aid reasons. The doors will be locked, so a staff member will have to provide entry for all students and staff.

If a staff member is concerned about a student who has possible COVID related symptoms, the student will be sent to an isolation room adjacent to the health office. The Health Assistant will screen for symptoms and follow established protocols. The isolation room will be sanitized after each use.

During the Health Assistant's lunch break, students should not be sent to the Health Office unless there is an urgent need. If there is, please contact the front office for follow up and directions.

**Staff Break Room, Copy and Mail Room**

The Staff Break Room will be available during scheduled lunch breaks. Tables have been arranged to allow for social distancing while in the break room. Please space yourselves out by at least six feet and follow the guidelines for the number of people per room. Wash or sanitize your hands upon entry and exit.

The copy and mailroom will have a maximum occupancy of 3 people. A copy request form will be completed by a staff member needing copies. Copies will be available within 24 hours of the request. Prior to using the copy machine, staff members will use hand sanitizer. Disinfectant wipes will be available to wipe the copier after each use.

## Appendix H: Tehama County Health Services Agency Recommendation

To: Tehama County Schools

This email is to acknowledge that we have received your plan for re-opening your schools. The Tehama County Health Officer, Dr. Richard Wickenheiser, is wanting to ensure the safety of the entire community during this global pandemic and avoid opening up and then having to shut back down if we see an alarming increase of COVID-19 positive cases in our community.

Your plan has been approved by Dr. Richard Wickenheiser.

We will share any guidance provided to us by the state in regards to schools as soon as it becomes available. You can view the stages, variance attestations, guidance documents and checklists online at <https://covid19.ca.gov/roadmap/#top>. We appreciate your participation in our efforts to balance the health and safety of our community during this COVID-19 pandemic.

For more information regarding COVID-19 please see the following websites:

[cdph.ca.gov/covid19](http://cdph.ca.gov/covid19)

[covid19.ca.gov](http://covid19.ca.gov)

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)

[www.tehamacohealthservices.net](http://www.tehamacohealthservices.net)

Tehama County Health Services Agency

Public Health

Email: [publichealth@tchsa.net](mailto:publichealth@tchsa.net)

Phone: (530) 527-6824

Fax: (530) 527-0362

Website: <http://www.tehamacohealthservices.net>





Cliff Curry &lt;ccurry@rbuesd.org&gt;

---

**RE: Tehama County Schools' Plan**

---

**Public Health** <publichealth@tchsa.net>

Wed, Jul 22, 2020 at 3:34 PM

To: Nancy Veatch <nveatch@evergreenusd.org>, Richard Wickenheiser <Richard.Wickenheiser@tchsa.net>, Public Health <publichealth@tchsa.net>, Valerie Lucero <Valerie.Lucero@tchsa.net>, Jayme Bottke <Jayme.Bottke@tchsa.net>  
Cc: Jim Weber <jweber@antelopeschools.org>, Rick Fitzpatrick <rfitzpatrick@cuesd.net>, Jared Caylor <jcaylor@corningshs.org>, Brad Mendenhall <bmendenhall@evergreenusd.org>, Rachel Davis <rdavis@flournoyschool.org>, Jerry Walker <jwalker@lassenvue.org>, Jenny Montoya <jmontoya@gerberschool.org>, Cliff Curry <ccurry@rbuesd.org>, Todd Brose <tbrose@rbhsd.org>, Cindy Haase <chaase@reeds creek.org>, Jeff Scheele <jscheele@richfieldschool.org>, Veronica Coates <vcoates@tehamaschools.org>, Richard DuVarney <rduvarney@tehamaschools.org>, James Southwick <jsouthwick@tehamaschools.org>, Sara Smith <ssmith1@tehamaschools.org>, Debra Swank <dswank@evergreenusd.org>

To: Tehama County Schools

This email is to acknowledge that we have received your plan for re-opening your schools. The Tehama County Health Officer, Dr. Richard Wickenheiser, is wanting to ensure the safety of the entire community during this global pandemic and avoid opening up and then having to shut back down if we see an alarming increase of COVID-19 positive cases in our community.

Your plan has been approved by Dr. Richard Wickenheiser.

We will share any guidance provided to us by the state in regards to schools as soon as it becomes available. You can view the stages, variance attestations, guidance documents and checklists online at <https://covid19.ca.gov/roadmap/#top>. We appreciate your participation in our efforts to balance the health and safety of our community during this COVID-19 pandemic.

For more information regarding COVID-19 please see the following websites:

[cdph.ca.gov/covid19](https://cdph.ca.gov/covid19)

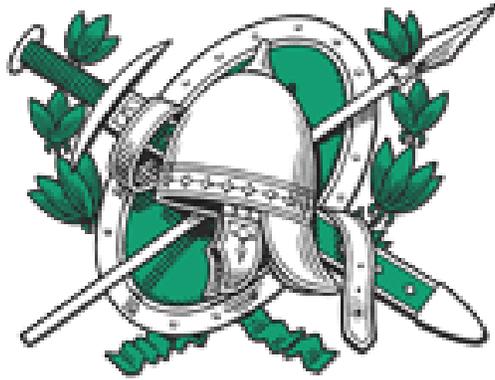
[covid19.ca.gov](https://covid19.ca.gov)

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

[www.tehamacohealthservices.net](https://www.tehamacohealthservices.net)

**Tehama County Health Services Agency****Public Health**

# **Richfield Elementary School District**



## **Back-to-School Reopening Plan**

*Please note that the base part of this plan has been established in coordination with Tehama County Schools.*

# Tehama County Schools' Reopening Plan



**TK-12th Grade**

**Every Student, Every Day!**

Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (5 June 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety. Each school district then added subsequent appendices to attend to the uniquenesses of the details at each district/school site. RESD consulted with various stakeholder groups to give voice to the many details of the appendices of the plan. These stakeholder groups included: Our teachers, our classified staff, the parents on our classified teaching staff (majority), the RESD Nurse, secretarial, district office Staff. Parents/guardians were also surveyed about the draft plan. Finally, the RESD Back to School Reopening Plan was presented and approved by the RESD School Board on 8/3/20.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible. We continue to promote our unified vision, "Every student, every day!" It indeed will take all of us working collaboratively together to ensure we are able to meet the needs of all of our students in our community during this unprecedented time. We thank you in advance for your patience as you join us in this journey to get the children of Tehama County back to school!

The Tehama County Schools' Reopening Plan is supported by the following Districts:

*Antelope Elementary School District*

*Corning Union Elementary School District*

*Corning Union High School District*

*Elkins Elementary School*

*Evergreen Union Elementary School District*

*Flournoy Union School District*

*Gerber Union Elementary School District*

*Kirkwood Elementary School*

*Lassen View Union Elementary School District*

*Los Molinos Unified School District*

*Red Bluff Joint Union High School District*

*Red Bluff Union Elementary School District*

*Reeds Creek Elementary School*

*Richfield Elementary School District*

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

### **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the following pages. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

### **School Status**

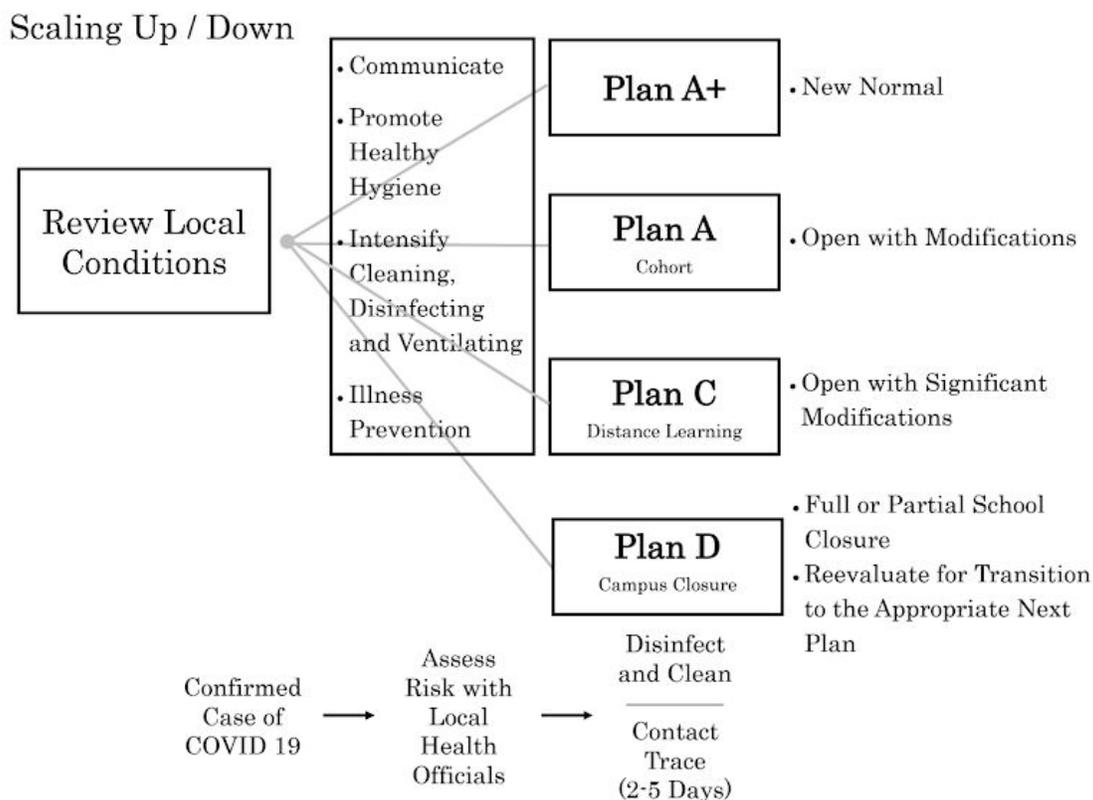
When approved/directed by the county health official, our school/s will offer Plan A to families - open with modifications. This plan includes a full-time in-person program for students who select it and an at-home Distance Learning/Independent Study Program for those families who prefer to keep their children home. This plan includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if the local public health official directs/approves, our school/s will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program and continues to offer the at-home Distance Learning/Independent Study Program. This plan also includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

If we experience community surge, our school/s or site will implement Plan D. This plan involves assessing the risk within the specific community and potentially closing the school/site/portion of a site for a short period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

|  |  |   |                                      |                            |
|--|--|---|--------------------------------------|----------------------------|
|  | <b>Phase 1<br/>Campus<br/>Closure<br/>Plan D</b> | <b>Phase 2<br/>Distance Learning<br/>Plan C</b> | <b>Phase 3<br/>Cohort<br/>Plan A</b> | <b>Phase 4<br/>Plan A+</b> |
|--|--|---|--------------------------------------|----------------------------|

|  |  |   |  |                            |
|--|--|---|--|----------------------------|
| School Status                            | Full or partial closure                  | Open with significant modifications   | Open with modifications  | New Normal                 |
| Illness Prevention                       | N/A                                      | Screening & Monitoring<br>Contact Tracing   | Screening & Monitoring<br>Contact Tracing  | Monitoring                 |
| Physical Distancing/<br>Face Coverings   | N/A                                      | Required for staff and for students (parents when on campus) when physical distancing is not feasible | Required for staff and for students when physical distancing is not feasible   | N/A                        |
| Educational Programs                     | A-Expected Packet<br>B-Independent Study | A-Distance Learning<br>B-Independent Study  | A-In Person-regular schedule<br>B-Independent Study  | In-person regular schedule |
| Movement on Campus                       | N/A                                      | N/A   | Classroom, playground, gym assigned space and time in cohort   | Regular movement           |
| Transportation                           | N/A                                      | N/A   | Bus-loading @ regular capacity for eligible students, assigned seating<br>Staggered private vehicle-drop off/pick up | Open to eligible students  |
| Food Service                             | Possible Grab and Go (curbside)          | Grab and Go (curbside)  | Classrooms or (assigned area with cohort)<br>Grab and Go   | Cafeteria/Outside Spaces   |
| Child Care/Before & After School Program | Possible (RESD staff only)               | RESD staff - Child Care available   | Open to eligible students  | Open to eligible students  |
| Extracurricular Activities               | N/A                                      | Not available   | Possible w/further guidance  | Open to eligible students  |
| Campus Access                            | N/A                                      | Restricted  | Restricted   | Probable                   |



## Communication

The TCS Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize chaos and confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, all Districts will continue to work together to ensure the message - “Every student, every day!” - echoes throughout Tehama County; we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with TCHSA will be essential to ensure that our plan acts in response to the ever-changing local conditions. Specific District details about communication can be found in Appendix A.

## Promoting Healthy Hygiene Practices

The TCS Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in Appendix B.

## **Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment**

Additional cleaning measures as recommended by CDE and CDC are part of the TCS Reopening Plan. This includes cleaning buses and vehicles, school spaces and things, and providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our Districts aim to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in Appendix B.

## **Illness Prevention**

The TCS Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions (if deemed necessary by TCHSA). In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our Districts aim to maintain healthy operations as we transition to Stage/Phase 4 and a healthy community and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. Specific District details can be found in Appendix C.

## **Physical Distancing and Face Coverings (Plans A and C, D as appropriate)**

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. The CDC currently recommends a minimum of 6 feet of distance between individuals. Because we have many varied facilities on our campuses, how space and facilities will be utilized will vary to strive to ensure the 36 square feet per person standard is met when specific phases call for such. When physical distancing cannot be maintained or achieved through other means (physical barriers, class size reduction classrooms), students will be required to use face coverings. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom, and when seeking a health check in the screening room/office and when out on recess and PE (while the statewide mask mandate is in place). Staff are required to use face coverings when with students and with each other when physical distancing cannot be maintained. Instruction in physical distancing and the appropriate use of face coverings will be provided. Specific District details can be found in Appendix D.

## **Educational Programs - Whole Child Supports**

The TCS Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social emotional needs of our students. When our students return to school, it will be essential that we continue to provide the mental health support they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Districts will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

### ***Social Emotional Learning Supports***

At RESD, our priority will continue to be on focusing on the social emotional needs of our students including these three main components:

- providing social emotional learning for our students - using our counselor, our Toolbox curriculum to provide instruction, our SOS curriculum and other tools TBD.
- Providing counseling services for students, both online and in-person with proper safety precautions in place.

We will be able to provide continued support in social emotional learning even if we need to move to another school closure under Plan C. As such, we would continue to utilize our counselor, the Toolbox program and other tools to support students at home as practicable.

### ***Mental Health Supports***

When our students return to school, it will be essential that we continue to provide the mental health supports they need. We will continue to utilize our School Counselor and other school curriculum for this purpose. Should we need to move to another school closure under Plan C, students and families in need can note their needed support through our counseling request process.

### ***Physical Health Supports***

RESD believes that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Physical Education teacher will continue to provide quality instruction when school resumes to one class of students at a time. Should we need to move to another school closure under Plan C, students and families will continue to have supports in this area through our Distance Learning program.

All grades will begin the year by providing lessons in handwashing, germs, and healthy hygiene practices. In the appropriate grade levels, teachers and county personnel will be covering disease prevention and safety, family life education, sexual abuse prevention education, and using the Protect

Curriculum to teach about safe place, safe people, and safe choices. Teachers/nurses will be teaching the 5-8 graders about disease prevention and safety, family life education. Our counselor will utilize the Signs of Suicide Prevention Curriculum to discuss suicide prevention, and use the Protect Curriculum to learn about human trafficking with 7th/8th graders as approved by parents.

In Physical Education, teachers will begin the year by providing instruction in attending to individual fitness goals and workouts to ensure physical distancing. As the year progresses, assuming relaxed physical distancing is appropriate, they will move to group activities.

### ***Parent and Family Engagement***

We recognize that parent and family engagement is essential to schools. As such, we will continue to hold all PTO, School Site Council Meetings, and District English Learner Advisory Committee Meetings in virtual format until further guidance is given; in-person attendance will be provided for those who have limited digital access at home. In addition, when school reopens, because the campus will not be open to parents/guardians, parent/teacher conferences, back-to-school night, and the Annual Title I Meeting will be online video calls until we are given further guidance to allow these meetings to take place in person. Continued resources for Basic Needs will be provided to all of our students through our varied modes of communication, and in particular, to our Homeless and Foster Youth.

### **Educational Programs-Instructional Programs for Academics**

Our Districts understand the uniqueness of each family as they navigate through this pandemic. As such, they will offer a long-term Independent Study (some Districts will call this Distance Learning) for students, on a quarter by quarter/trimester basis; in this program, students will complete their learning at home. When allowed, we will implement Plan A, an In-Person Regular Schedule. Students will attend school five days a week with some modifications to arrival and departure times and a focus on keeping students in well defined cohorts. Plan C, Distance Learning, will be implemented when we are directed by the local public health official, or when the school board feels the risk of infection on campus is elevated due to recent holidays or events, Students on Independent Study (Distance Learning for those Districts who call it that) will remain in their program; however, all other students would be provided with Distance Learning opportunities. When/if we experience a surge in cases on campus, our school/s will implement Plan D. Students will have an opportunity to engage in learning at home during this time. Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

At RESD, we understand the uniqueness of each family as they navigate through this pandemic. As such, we will offer Distance Learning for students, on a trimester basis. In this program, students will

complete their learning at home with at least 30 minutes of synchronous instruction from an appropriately credentialed classroom teacher. Families may also apply for short-term Independent Study like we have always offered. This may be desirable for those who experience a medical emergency, family emergency, or have other plans and their child cannot attend in-person.

To the maximum extent allowed, we will implement Plan A, In-Person learning. Students will attend school five days a week with some modifications to arrival and departure times. Students will stay with their homeroom cohort throughout the day and will have the opportunity to engage in the traditional school program. Plan C, Distance Learning, will be implemented when we are directed by the local public health official or when the school board feels the risk of infection on campus is elevated due to recent holidays or events. On Distance Learning, all students will be provided with Distance Learning opportunities and teachers will provide synchronous instruction using school technology resources that would be distributed to students.

### **After School Program**

RESA recognizes the need for a continued quality after school program that is safe. In the TCS Reopening Plan, the SERRF Expanded Learning Program will be available when in-person learning is occurring at RESA. SERRF will, to the extent practicable, keep students in the same cohort groups that students are in during the regular school day, and follow all safety guidelines including face coverings at all times.

### **Campus Access**

Tehama County school campuses will not be accessible beyond students and staff until we move to Phase/Stage 4 and fully reopen. This includes parents/guardians, visitors, volunteers, and community members and outside groups that request Use of Facilities. Local Control Accountability Meetings, Site Council Meetings, Title I Meetings, District English Learner Advisory Committee Meetings, English Learner Advisory Committee Meetings, and Parent Club meetings will be held online if social distancing guidelines cannot be met; in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely. In addition, protocols will be established for student and parent/guardian campus access for Distance Learning meetings by appointment when/if we are in Plan C as well as for similar appointment-based meetings.

### **Employee Support**

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given in order to refine the details of our plan. We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. District details can be found in Appendix F.

## Appendix A Communication

### *Communication will be provided:*

- In varied communication platforms (email, School Messenger, Aeries Communication, classroom communication Etools, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the RESD Reopening Plan and accessible to families/staff on the RESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to Covid-19.
- From the RESD Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In handouts, calls home, emails etc about when to keep a student home and the process for notifying the school, including quarantine/isolation orders.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

**Appendix B**  
**Promoting Healthy Hygiene Practices**  
**Intensifying Cleaning, Disinfecting, and Ventilating**  
**Personal Protective Equipment**  
**Equipment Availability**  
**Cleaning Supply Availability**

*Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces/equipment or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. IBuilt in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices throughout the campus.

*Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned daily, and disinfected if a positive case has been determined. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces are thoroughly cleaned daily:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
  - Playground equipment
  - All common surfaces
- School staff should be provided disinfectant and gloves and eye protection to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
  - All common surfaces
- Ensure safe and correct application of disinfectant when needed after an exposure and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- HVAC units set to maximize outdoor air
- Suspend the use of drinking fountains and provide bottled or refillable individual water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for portable hand washing stations and/or extra indoor/outdoor hand sanitizing stations.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
  - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

### **Appendix C**

## Illness Prevention

### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to complete the "staff self check" electronic symptom screening report prior to entering campus. This information will be recorded in Aesop/Frontline (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding
    - For students, at the car drop off
    - For staff, in the screening room
    - For staff children, in the screening room
  - Covid-19 questionnaire

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks

- Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

*When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

*When there is a positive case of Covid-19:*

- School staff will notify Tehama County Health Services Administration (TCHSA) if there is a positive case of Covid-19 on campus and vice-versa.
- Affected staff/students will be isolated in the isolation room and sent home.
- School staff in coordination with local public health officials will track incidents of possible exposure through contact tracing.
- In consultation with TCHSA, the school will communicate all testing quarantine directives/orders for those affected in a timely manner.
- The school will follow any school closure directives issued by the TCHSA.
- The classroom/office where the Covid-19 positive individual(s) were based will close temporarily for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual(s) will be closed temporarily for cleaning and disinfecting.
- District Office Administration will notify all staff and families as outlined in the Tehama County School Guidance flowchart and matrix (8/13/20 Revision).
- Confidentiality will be maintained, as required under FERPA and state law related to privacy of educational records.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition for those affected.

*Contact Tracing*

- Bus drivers/Ride-along aide will keep records of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has

been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the school main office for documentation into the Student Information System.

- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Students who attend the After School Program will be required to be signed in and out each day.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Aesop/Frontline. They will also keep a personal accounting of each room visited throughout the day.
- Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal accounting of each room visited throughout the day.
- Maintenance/transportation will keep a personal accounting of each room visited throughout the day.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- All staff and students are required to wear face coverings at all times except when eating.
- Staff and students will be trained in and expected to maximize physical distancing.
- Physical barriers, such as sneeze guards and partitions that minimize face-to-face contact, will be used in addition to face coverings. (eg. school offices and elementary classrooms with tables)
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Face shields with cloths may be used by teachers and students (by parent request) in lieu of cloth face covering.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.

- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- All students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers/face shields may be used to provide a space for students who need to be isolated and for those who are unable to wear masks.
- Windows will be opened for ventilation when practicable.

### *Arrival/Departure*

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)
- Students should wear face coverings when arriving and departing from school.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day.
  - Richfield students will remain in the same classroom all day, and the teacher will move classrooms if necessary.
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.

- Backpacks should be used only if necessary and hung on the back of the students' chair or put in a cubby
- A home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated class cohorts.
- Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students & Physical distancing should be maintained during physical education and masks WILL be worn.

### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom in the mornings and making use of outside spaces on campus, when appropriate.
- Classroom cohorts will be appropriately separated when eating in any common areas
- Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.

### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:

- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the maximum extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### Distance Learning

- Students will sign up for Distance Learning or in-person learning one trimester at a time.
- Students will meet with the teacher (in-person, by phone, or through Google Meet) at regular intervals for at least 30 minutes of synchronous instruction daily.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their program.
- Distance Learning school work will be issued by the teacher and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be ready to perform at or near their in-person peers.
- Depending upon the number of students who enroll in DL/Independent Study, Staff meeting time may be devoted to DL/ISP planning, preparation, and meetings.
- Consideration may be made to re-assign or hire a certificated teacher to oversee the DL/Independent Study Program to alleviate the heavy load placed on teachers as well as to ensure consistency in quantity and quality of assignments across the District.

#### Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.

#### In-Person Regular Schedule

- Students will be provided learning opportunities in all traditional subjects, music/choir excepted
- Teachers will use their Essential Standards and the CSTPs to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.

- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

### Distance Learning

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use their RESD Essential Standards and the CSTPs to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks and hotspots will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will have the opportunity to meet online with their teacher regularly as needed.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

### Appendix F

#### Employee Support

- Training (in-person or virtually) will be provided on:
  - The RESD Reopening Plan overarching components and details
  - Healthy hygiene:

- Frequent hand washing and proper technique
  - Cough/sneeze etiquette
  - Keeping one's hands away from one's face
- Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
- Illness Prevention
  - Covid-19 virus information
  - Symptom screening including temperature checks
  - Self-monitoring
- Physical distancing of staff and students
- Proper use and cleaning of face coverings
- Responding to Illness/Injury - using our Illness/Injury Matrix
- Contact tracing
- Continued training on:
  - Social Emotional Learning
  - Academic instruction and assessment, as well as interventions during Professional Learning Community meetings
- Staff are encouraged to contact Kristen Macintosh (District Nurse), or Kate Johnson (Health Clerk) if they have Covid-19 health concerns regarding their student. Kristin is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Helen Pitkin, Human Resources, if they have Covid-19 employment questions in relation to absences.

## Appendix G

Link to [Draft Typical Day Bell Schedule with Ingress/Egress](#)  
**2020/21 Daily Schedule**

### Grades TK-4

#### Monday-Friday

|             |                 |
|-------------|-----------------|
| 8:15        | First Bell      |
| 8:20        | Tardy Bell      |
| 8:45-9:45   | Reading Mastery |
| 9:45-10:00  | Morning Recess  |
| 10:00-11:30 | Math/Spelling   |

|             |   |
|-------------|---|
| 11:30-12:15 | Tk,K Release 1-4 <sup>th</sup> Lunch    |
| 12:00-12:45 | 5 <sup>th</sup> – 8 <sup>th</sup> Lunch |
| 12:15-1:45  | Classes                                 |

**Grades 5-8**

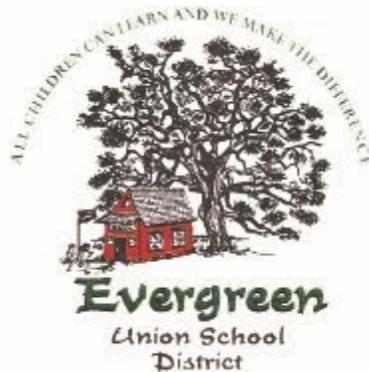
**Monday- Friday**

|             |                    |
|-------------|--------------------|
| 8:15        | First Bell         |
| 8:20        | Tardy Bell         |
| 8:20-8:45   | Home Room          |
| 8:45-9:45   | Reading Master/Lit |
| 9:50-10:55  | Math               |
| 10:55-11:05 | Morning Recess     |
| 11:05-12:00 | Classes            |
| 12:00-12:45 | Lunch              |
| 12:45-1:45  | Classes            |

Tehama County Health Services Agency Approval Date: 7/31/20

Richfield Elementary School District Board Approval Date: 8/3/20

# Evergreen Union School District



## Back-to-School Reopening Plan

Tehama County Health Services Agency Approval Date:

**6/23/20** *Reapproved 7/21/20, 1/25/21*

Evergreen Union School District Board Approval Date:

**6/23/20** *Reapproved 7/21/20*

*Updated 11/19/2020, 1/25/21*

*Please note that the base part of this plan has been established in coordination with Tehama County Schools.*

# Tehama County Schools' Reopening Plan



**TK-12th Grade**

**Every Student, Every Day!**

## Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year and be updated as necessary - in response to changing guidance.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)
- California Department of Public Health (CDPH): *Covid-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* (14 January 2021) which consolidates the following documents:
  - California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (3 August 2020)
  - California Department of Public Health (CHDP): *Covid-19 and Reopening In-Person Learning Framework for CA Public Schools in CA, 2020-2021 School Year* (17 July 2020)
- California Department of Public Health (CDPH): *Guidance for Small Cohorts/Groups of Children and Youth* (25 August 2020, 4 September 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety. Each school district then added subsequent appendices to attend to the uniquenesses of the details at each district/school site. EUSD brought together its many stakeholder groups to give voice to the many details of the appendices of the plan. These stakeholder groups included: Evergreen Federation of Teachers, CSEA Local Chapter, Teamsters Local Chapter, EUSD Nurse, EUSD Secretarial Staff/District Office Staff, EUSD Technology Department. Parents/guardians were also surveyed about the draft plan appendices and offered their thoughts/concerns. Finally, the EUSD

Back to School Reopening Plan was presented and approved by the EUSD School Board.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible. We continue to promote our unified vision, “Every student, every day!” It indeed will take all of us working collaboratively together to ensure we are able to meet the needs of all of our students in our community during this unprecedented time. We thank you in advance for your patience as you join us in this journey to get the children of Tehama County back to school!

The Tehama County Schools’ Reopening Plan is supported by the following Districts:

*Antelope Elementary School District*

*Corning Union Elementary School District*

*Corning Union High School District*

*Evergreen Union Elementary School District*

*Flournoy Union School District*

*Gerber Union Elementary School District*

*Kirkwood Elementary School*

*Lassen View Union Elementary School District*

*Los Molinos Unified School District*

*Red Bluff Joint Union High School District*

*Red Bluff Union Elementary School District*

*Reeds Creek Elementary School*

*Richfield Elementary School District*

*Tehama County Department of Education: Regional Special Education Programs*

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Tier 4 (Minimal Community Disease Transmission) as classified by the California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

### **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the next page. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

### **School Status**

At the start of the school year, when our school/school district was located in a local health jurisdiction (LHJ) that was in Tier 1 (widespread community disease transmission) our school/s offered Plan C to families - open with significant modifications. This plan included an at-home Distance Learning Program. This plan included screening, monitoring, contact tracing, and the use of face coverings. In addition, this program provided for structured, in-person supervision and services to students under the Guidance for Small Cohorts/Groups of Children and Youth.

When our school/school district was located in a local health jurisdiction (LHJ) that moved into Tier 2 (substantial community disease transmission), and it has remained there for at least 14 days, our school/s offered Plan A to families - open with modifications (September 29, 2020). This plan included a full-time in-person program for students who selected it and an at-home Independent Study and Home School Program for those families who prefer to keep their children home. This plan included screening, monitoring, contact tracing, and the use of face coverings.

When we reopened in Plan A, we remained open and only pivoted to Plan D or Plan C, as necessary. This was determined by both the evidence of active Covid-19 cases

within our school community, the directives from Tehama County Public Health, and our ability to staff our programs.

Typically, we would move from Plan A to Plan D and then either back to Plan A or to Plan C. See the explanation below:

When/if the local public health official directs/approves, our school/s or site will implement Plan D. An Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and the stable groups impacted, which suggest that active in-school transmission is occurring. Other contributing factors for closure can include the ability to staff programs for students that ensure the safety of all.

Individual school closure may be appropriate when:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

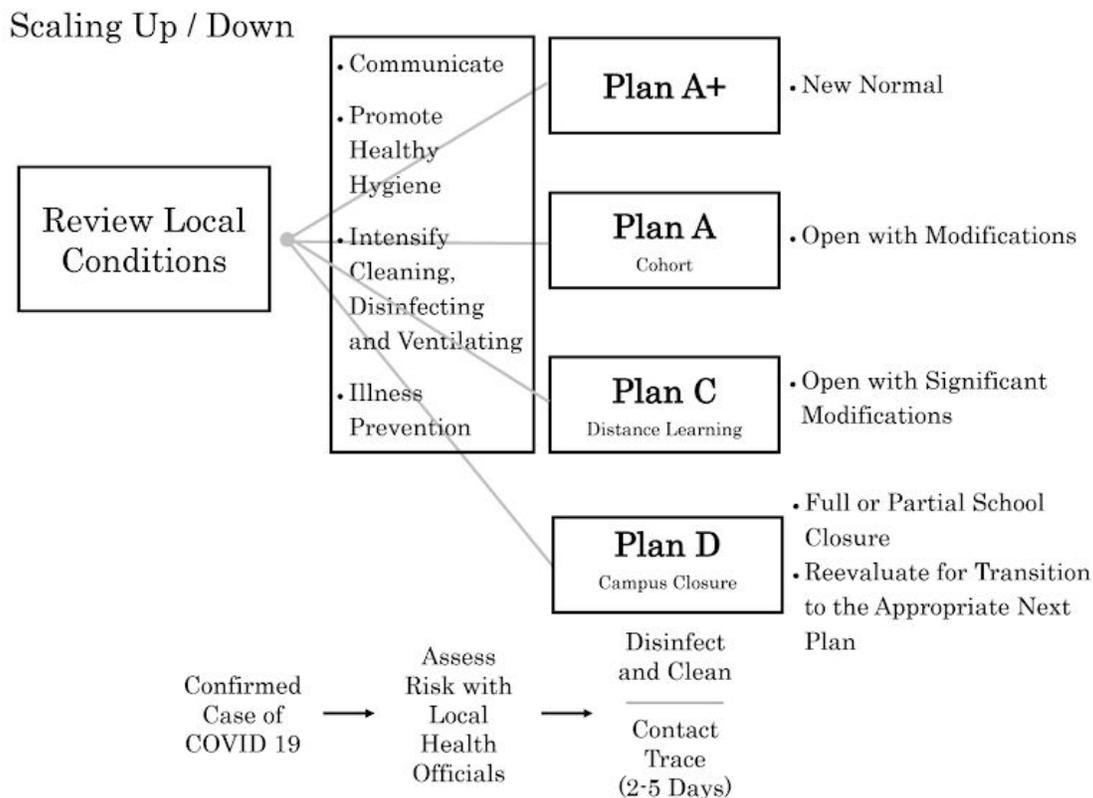
The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. This plan involves assessing the risk within the specific community and potentially closing the school/site/portion of a site for a period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

Schools may typically reopen after 14 days

We moved from Plan A to Plan D on November 4th, 2020 (EES/EMS and November 6th, 2020 (BES). We promptly transitioned into Plan C and remained there until January 15th, 2021 at which time we reevaluated community spread and our ability to staff our programs and the feasibility to transition back to Plan A.

On January 19, 2021, we reopened under Plan A and will remain there until we are no longer able to staff our programs or until school closure is warranted due to case rate or in consultation with the Local Health Officer.

|  | Campus Closure Plan D                                     | Distance Learning Plan C   | Stable Group Plan A  | Plan A+                    |
|--|---|--|--|----------------------------|
| School Status                          | Full or partial closure                                   | Open with significant modifications  | Open with modifications  | New Normal                 |
| Illness Prevention                     | N/A   | Screening & Monitoring<br>Contact Tracing  | Screening & Monitoring<br>Contact Tracing  | Monitoring                 |
| Physical Distancing/<br>Face Coverings | N/A   | Physical distancing expected inside and outside<br>Face Coverings required for all students (age 2 and above) and all staff when inside buildings and when outside<br>Face coverings required during outside PE and recess when six feet of physical distancing cannot be maintained | Physical distancing expected inside and outside<br>Face Coverings required for all students (age 2 and above) and all staff when inside buildings and when outside<br>Face coverings required during outside PE and recess when six feet of physical distancing cannot be maintained | N/A                        |
| Educational Programs                   | A-Expected Packet<br>B-Independent Study<br>C-Home School | A-Distance Learning<br>B-Home School   | A-In Person-regular schedule<br>B-Independent Study<br>C-Home School   | In-person regular schedule |
| Movement on Campus                     | N/A   | N/A  | Classroom, playground, gym assigned space and time in cohort   | Regular movement           |
| Transportation                         | N/A   | N/A  | Bus-loading @ regular capacity for eligible students with assigned seating   | Open to eligible students  |
| Food Service                           | Possible (curbside)                                       | Grab and Go (curbside)   | Classroom and Grab and Go  | Cafeteria/Outside Spaces   |
| Before & After School Program          | Possible (EUSD staff only)                                | EUSD Staff - Child Care available  | EUSD Staff - Child Care available  | Open to eligible students  |
| Extracurricular Activities             | N/A   | Not available  | Restricted   | Open to eligible students  |
| Campus Access                          | N/A   | Restricted   | Restricted<br>Exceptions will be made for in-person IEP/504  | Probable                   |



## Communication

The TCS Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize chaos and confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, all Districts will continue to work together to ensure the message - “Every student, every day!” - echoes throughout Tehama County; we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with TCHSA will be essential to ensure that our plan acts in response to the ever-changing local conditions. Specific District details about communication can be found in Appendix A.

## Promoting Healthy Hygiene Practices

The TCS Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the

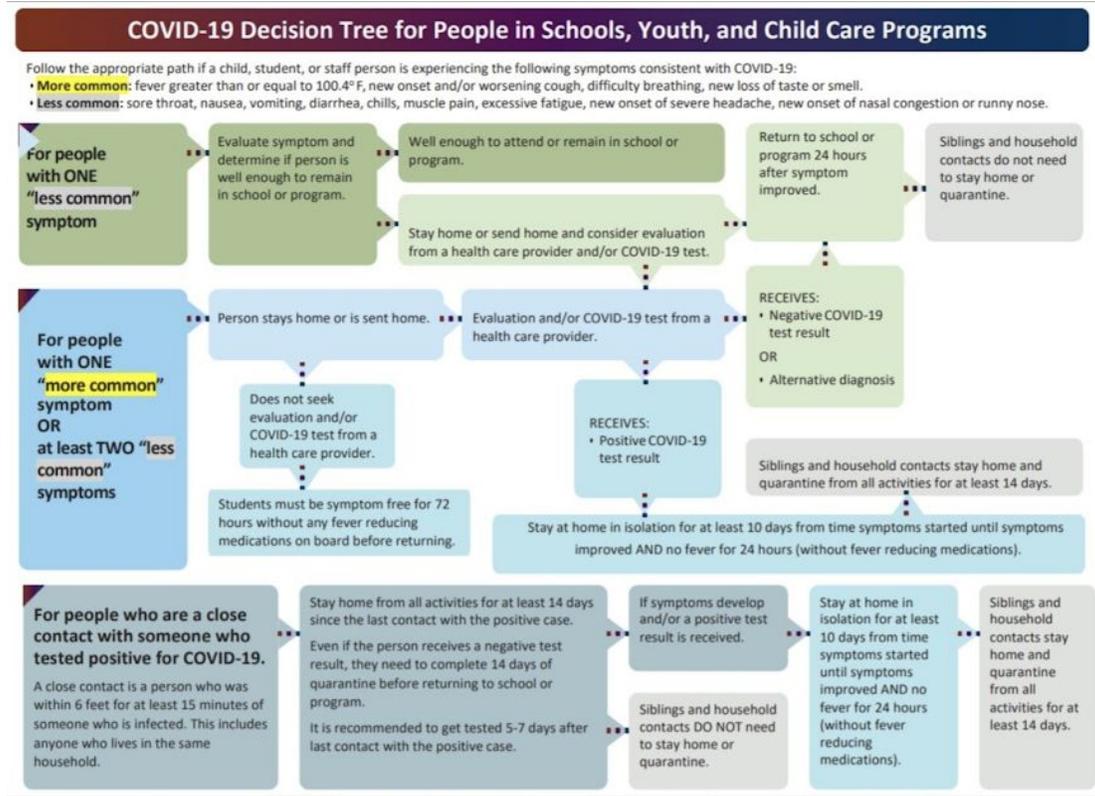
equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in Appendix B.

### **Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment**

Additional cleaning measures as recommended by CDE and CDC are part of the TCS Reopening Plan. This includes cleaning and disinfecting buses and vehicles, school spaces and things, and providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our Districts aim to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in Appendix B.

### **Illness Prevention**

The TCS Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions. In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our Districts aim to maintain healthy operations as we transition and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. We follow the protocols set forth in the TCPH Decision Tree. Specific District details can be found in Appendix C.



## Physical Distancing and Face Coverings

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. All students and staff are required to wear face coverings at school - both inside and outside. All students are required to wear face coverings when waiting for and riding the bus, when entering campus, leaving campus, moving around the campus (ie. using the restroom, and when seeking a health check in the screening room/office, and when engaged in physical activity outside when physical distancing cannot be maintained). Instruction in physical distancing and the appropriate use of face coverings will be provided for students and staff. Specific District details can be found in Appendix D.

## Educational Programs - Whole Child Supports

The TCS Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social emotional needs of our students. When our students return to school, it will be essential that we

continue to provide the mental health supports they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Districts will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

### ***Social Emotional Learning Supports***

At EUSD, our priority will continue to be on focusing on the social emotional needs of our students including these three main components:

- trauma invested practices - including the trauma invested spectrum, the language of trauma invested practices, and the framework on poverty to guide us in this work
- responding to behavior - using our Behavior Matrix
- providing social emotional learning for our students - using the Second Step curriculum to provide instruction, including the main program that focuses on empathy and emotion management, the Child Protection Unit, and the Bullying Prevention Unit

We will be able to provide continued support in social emotional learning even if we need to move to another school closure under Plan C. As such, we would continue to utilize the Second Step program to enhance student learning at home as we have done so over the past few months should that occur.

### ***Mental Health Supports***

When our students return to school, it will be essential that we continue to provide the mental health supports they need. We will continue to utilize our School Counselor for this purpose. Should we need to move to another school closure under Plan C, students and families in crisis can note their needed support through our website (Social Emotional Support Form).

### ***Physical Health Supports***

EUSD believes that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Health and Physical Education Departments will continue to provide quality instruction when school resumes to one class of students at a time. Should we need to move to another school closure under Plan C, students and families will continue to have support in this area if they access our website (Healthy Living).

In Health Education, Preschool through 4th grade teachers will provide lessons in handwashing, germs, and healthy hygiene practices when we resume in-person instruction. In fifth and sixth grade, the health teachers will be covering disease prevention and safety, family life education, sexual abuse prevention education, and using the Protect Curriculum to teach about safe place, safe people, and safe choices. The health teachers will be teaching the seventh and eighth graders about disease prevention and safety, family life education, using the Signs of Suicide Prevention Curriculum to discuss suicide prevention, and use the Protect Curriculum to learn about human trafficking.

In Physical Education, teachers will provide instruction in attending to individual fitness goals and workouts to ensure physical distancing. As the year progresses, assuming relaxed physical distancing is appropriate, they will move to group activities.

### ***Parent and Family Engagement***

We recognize that parent and family engagement is essential to schools. As such, we will continue to hold all Parent Club, School Site Council Meetings, and English Learner Advisory Committee Meetings in virtual format until further guidance is given; in-person attendance will be ensured for those who have limited digital access at home. In addition, when school reopens, because the campus will not be open to parents/guardians, parent/teacher conferences and the Annual Title I Meeting will be virtual until we are given further guidance to allow these meetings to take place in person. The District Parent Advisory Committee will be called upon to brainstorm ideas of how to better support students in a post-pandemic system. Continued resources for Basic Needs will be provided to all of our students through our varied modes of communication, and in particular, to our Homeless and Foster Youth (on our website under Resources for Basic Needs and Grab and Go Meals).

### **Educational Programs-Instructional Programs for Academics**

When allowed, we will implement Plan A, an in-person program. Students will attend school five days a week with a focus on keeping students in their stable group as much as possible. Students engage in English Language Arts, Mathematics, Science, and Social Science, with an emphasis on ensuring students are engaged in meaningful learning opportunities and provided the opportunity to build the essential skills they may have missed during the school closure. In addition, as described above, students will have lessons in Social Emotional Learning as well as Health and Physical Education.

For parents/guardians who are not comfortable having their child return to school, they may choose to enroll their child in Independent Study or Home School.

Long-term Independent Study is a program whereby students complete work at home on their own schedule. The curriculum/assignments are substantially equivalent in quality and quantity to classroom instruction. Students will have the opportunity to engage with their teacher, as necessary. Attendance will be based on work completion.

In Home School, the parent takes on the role of the teacher and the curriculum/assignments are parent-led. Students participate and engage in meaningful learning opportunities connected to learning outside the home, in connection with their siblings, and/or their community. Families will meet with a supervising teacher approximately once every two weeks for up to an hour. These meetings are designed to collect work samples, work through questions and teaching strategies and assign curriculum for the next two weeks. Meetings can be done virtually or in person and the supervising teacher will have limited time available by phone or email in between meetings.

Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread and our community is on the county monitoring list; most likely this will come following a school closure (Plan D), as we scale up. During a Plan C opening, students on Independent Study will be returned to their regular classroom cohort and provided with daily Distance Learning opportunities.

When/if we experience a positive Covid-19 case on a campus or community surge, our school/s will implement Plan D. Students will have an opportunity to engage in learning at home during this time.

Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

### **Child Care/Before & After School Program**

Our Districts recognize the need for continued quality child care as we transition to reopening. In the TCS Reopening Plan, the EUSD Before & After School Program will be available when we move to Plan A+. During Plan A and C, child care will only be available for EUSD essential staff who need care for their children while they provide meals, instruction, support, or services for EUSD students. Specific District details can be found in Appendix E.

## **Campus Access**

Tehama County school campuses will not be accessible beyond students and staff until we move to Plan A+ and fully reopen. This includes parents/guardians, visitors, volunteers, and community members/others who request Use of Facilities. All Board Meetings, Local Control Accountability Meetings, Site Council Meetings, Title I Meetings, District English Learner Advisory Committee Meetings, English Learner Advisory Committee Meetings, District Parent Advisory Committee, and Parent Club meetings will be held virtually; in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely.

## **Employee Support**

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given in order to refine the details of our plan. We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. District details can be found in Appendix F.

## **Appendix A Communication**

*Communication will be provided:*

- In varied communication platforms (email, Aeries Communication, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the EUSD Reopening Plan and accessible to families/staff on the EUSD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to Covid-19.
- From the EUSD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- To the staff and families when there has been a positive case reported - the Positive Case letter will be used to communicate the details of the exposure; ensuring privacy requirements are adhered to (FERPA/HIPPA).

- To the staff and student (and family) when they have been a close contact - the Staff/Student Omit form will be used to communicate the details of the exposure; ensuring privacy requirements are adhered to (FERPA/HIPPA).
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In the Parent/Student handbook on the expectation, use of, and cleaning of face coverings as well as the policy for exemptions.
- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family and returned each fall.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a reading booklet about school reopening).
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

#### **Intensifying Cleaning, Disinfecting, and Ventilating**

#### **Personal Protective Equipment**

#### **Equipment Availability**

#### **Cleaning Supply Availability**

### *Promoting Healthy Hygiene Practices*

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Entering the bus

- Arriving at school
  - Before and after eating
  - After coughing, sneezing, or blowing the nose
  - After being outside
  - Before and after using the restroom
  - After having close contact with others
  - After using shared surfaces or tools
  - Before and after using the outdoor playground
- Staff should model and practice handwashing when:
  - Arriving at school
  - Before and after eating
  - After coughing, sneezing, or blowing the nose
  - After being outside
  - Before and after using the restroom
  - After having close contact with others
  - After using shared surfaces or tools
- Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

#### *Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment*

- Busses should be thoroughly cleaned daily. Drivers should be provided cleaners and gloves to support cleaning of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned daily by trained custodial staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently

- Light switches
- Sink handles
- Tables
- Student desks
- Chairs (only if shared by individuals each day)
- Staff desks
- Keyboards, phones, copy machines
- Restroom surfaces
- School staff should be provided cleaners and gloves to support cleaning of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs (only if shared by individuals each day)
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant after a positive Covid-19 case and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning/disinfecting (as necessary) the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When disinfecting, air out the space before children arrive; plan to do thorough disinfection when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.

- Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### *Equipment Availability*

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

#### *Cleaning Supply Availability*

- Plans for portable hand washing stations.
- Plans for ongoing supply of school-appropriate cleaning/disinfecting supplies to comply with CDPH guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
  - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions. Cal/OSHA requirements for safe use, and as applicable as required by the Healthy Schools Act. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### *Illness Prevention*

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Less common symptoms are two or more of these: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, and new onset of nasal congestion or runny nose.
  - More common symptoms are one or more of these: fever of 100.4 degrees Fahrenheit or higher, new onset and/or worsening cough, difficulty breathing, and new loss of taste or smell.
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick to stay home and self-monitor for symptoms.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### *Self-Reporting*

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in the staff absence system, Aesop.

#### *Screening*

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:

- For students, at bus stop prior to boarding
  - For students, at the car at drop off
  - For staff, in the screening room
  - For staff children, in the screening room
- Covid-19 questionnaire
- Outside vendors/visitors are also screened and their presence on campus is limited to only business that is deemed essential. (Additionally, they are held to the same criteria and expectations as all employees.)

### *Monitoring*

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) in the classroom by the classroom teacher
  - Follow the directions on the monitoring flow chart
  - Have students take their personal belongings with them at that time

### *When there is a fever of 100.4 or higher:*

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met the guidelines set forth by CDPH and TCPH. An informational handout (EUSD Student Omitted Form) will be provided for parents and note when a return to school is possible for their child. While the child is home, they will have an opportunity to complete classwork when it is made available by the classroom teacher, provided the child feels well enough.

### *When there is a positive case of Covid-19:*

- The Contact Tracing Team will track incidents of possible exposure through contact tracing using the Contact Tracing Checklist.

- Additional close contacts will be notified and omitted from school (A Staff/Student Omit form will be given to them with clear instructions of next steps in regards to obtaining a Covid test) as soon as possible.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.
- Contact Tracing Team will notify local health officials if there is a positive case of Covid-19 within twenty-four hours from the time an individual within the local educational agency is first made aware of a new case. Specifically, the local educational agency or private school shall report the following information:
  - The full name, address, telephone number, and date of birth of the individual who tested positive;
  - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and
  - The date the individual was last on-site at any relevant school(s);
  - The full name, address, and telephone number of the person making the report. In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- District Office Administration will notify staff and families of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as EUSD transitions to the appropriate next plan (A or C).

### *Contact Tracing*

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily, the Transportation Supervisor will submit these documents to the school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever/Covid-19 symptoms will be signed out by a parent and the EUSD Student Omitted Form will be sent home with the child

so the parent understands the conditions under which the child may return to school. Health information will be recorded in our Student Information System.

- Students who use the bathroom during the day will be required to sign in and out in their classroom.
- Classified staff will sign in to and out of work each day they are on their respective campus; this includes noting on their Work Report Form which rooms/spaces they worked in that day and submitting them at the end of their work day.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Aesop. They will also keep a personal log on the Work Report Form of which rooms/spaces they worked in that day and retain this for contact tracing should it be necessary.
- District Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

## **Appendix D - Plan A and C**

### **Physical Distancing and Face Coverings**

#### ***Transportation***

#### ***Arrival/Departure***

#### ***Classrooms***

#### ***Movement on Campus***

#### ***Playgrounds/Outside Spaces/Athletics***

#### ***Staff Workplaces***

#### ***Physical Distancing and Face Coverings***

- **Staff and students will be trained in physical distancing and should maintain 6 feet of distancing both inside and outside when at school, to the extent possible.**
- Where maintaining physical distance of 6 feet is not practicable, physical barriers, such as sneeze guards and partitions that minimize face-to-face contact, will be used. (eg. school offices)
- **Face Coverings are required for all students (age 2 and above) and all staff (and all visitors) when inside buildings and when outside.**
- **Face coverings are required during outside PE and recess when six feet of physical distancing cannot be maintained.**
- For Physical Education, cloth face coverings must be worn during ALL indoor

physical conditioning physical education classes. Activities should take place outside to the maximum extent practicable and face coverings must be worn outside even with heavy exertion, as tolerated.

- A cloth face covering should be removed for meals, snacks, naptime or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) or hung from the neck until it needs to be put on again.
- When actively eating or drinking, a face covering may be removed, but students and staff must maintain 6 feet of physical distance between them.
- In order to comply with this guidance, schools must **exclude** students from campus if they refuse to wear one provided by the school.
- EUSD will provide face coverings to students who inadvertently fail to bring a face covering to school or bring a face covering that is inappropriate in order to prevent unnecessary exclusions. Ultimately, students who refuse to wear face coverings, will be removed from their class cohort and moved into Independent Study.
- Alternative protective strategies (ie. face shields with a drape) may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. People are exempted from the requirement if they have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations for alternative protective strategies (ie. face shields with a drape) with a medical professional's authorization.
- Students and staff will be required to wear face coverings that cover the mouth and nose consistent with public health guidance.
- Face shields may be worn with a face covering, but face shields are NOT a substitute for a face covering.
- Face coverings/masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. They shall not contain any offensive words or graphics. This includes, but is not limited to words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior that could be disruptive to the school or school facility. The administration shall have the final authority to determine the appropriateness of any face covering.
- Face coverings/masks must be made of a solid cloth material or other suitable solid material. They do not need to be medical grade. Commercially produced or home-made face coverings are acceptable for compliance. They may not be made of lace, mesh, or other largely porous material or be designed in a way that defeats

the purpose of wearing a mask (which is to limit a person's moist breath from reaching others and to stop the other's moist breath from reaching the wearer, thus serving as a barrier to COVID-19 spread). The administration shall have the final authority to determine the suitability of any face covering.

- As feasible, two cloth face coverings will be reserved for each student at the start of the school year.
- Parents are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- Staff are required to wear cloth face coverings, unless Cal/OSHA standards require respiratory protection.
- Staff are required to wear face coverings at all times when multiple employees are in the same office.
- Face shields with a drape can be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students during that instructional period. In addition, staff of students with special needs may prefer a face shield with a drape during direct instruction.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

### *Transportation*

- Students (and parents) are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Seats will remain open at the front of the bus to provide space for students who need to be isolated.
- Windows will be opened for ventilation when practicable. Two windows on a bus should be opened fully at a minimum.

### *Arrival/Departure*

- Students are required to wear face coverings when arriving and departing from school.
- Arrival times are staggered, and students who arrive on the bus and private transportation use separate entrances. Screening procedures generate a slow stream of students as opposed to a gathering of students, as well.
- Departure times are staggered as well as location for classrooms of students, bus riding students, and private vehicle departures.

### *Classrooms*

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom stable group to minimize the mixing of student groups throughout the school day.
  - Evergreen Elementary School - Grade 4 (EES), Evergreen Middle School (EMS), and Bend Elementary School (BES) students will move once during the day as a homeroom class to Physical Education/Health.
  - The music teacher will push into the classroom unless providing instruction in the virtual format.
  - Beyond Physical Education/Health, Evergreen Middle School (EMS) students will remain in the same classroom all day, and the teacher will move classrooms mid-day.
  - Students who receive special education services or school-based services will move to the Learning Center, Speech teacher, or Counselor, as appropriate.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Maximize space between seating and desks. Student chairs should be arranged six feet apart from one another (never less than four feet) and arranged in a way that minimizes face-to-face contact. Physical barriers and optimized ventilation may be used between students for classrooms with tables and tandems. Distance teacher and other staff desks at least six feet away from student desks.
- Short term exposures of less than six feet between students and staff are permitted but the duration should be minimized and face coverings must be worn.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.

- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible. However, students must use physical distancing when retrieving items from the cubby.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- No show and tell items from home.
- Water bottles can be brought from home. Cups will be provided for students who do not bring one from home.
- Water bottles can be refilled in classroom sinks using the faucet. The drinking fountain portion of the classroom sink should be covered and not used at this time.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Windows and doors will be opened for ventilation when practicable.
- Assemblies, rallies, field trips and other activities that require close contact or that would promote congregating are not permitted at this time.

#### *Movement on Campus*

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### *Playgrounds/Outside Spaces/Athletics*

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom and face coverings should be worn if outdoors.
- Physical education (PE) is permitted and the following is expected: a stable group is kept together that limits the risks of transmission. Activities should take place outside to the maximum extent practicable. Cloth face coverings must be worn during indoor and outdoor physical conditioning.

- For recess and physical education, avoid equipment sharing, and if unavoidable, clean shared equipment between use by different people to reduce the risk of the Covid-19 spread.
- Students should take a break from exercise/play if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the student's face and obstructs breathing.
- School athletic activities and sports should follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.
- Outside singing is permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible.
- Outdoor and indoor sporting events and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted.

#### *Food Service*

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils is prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

#### *Staff Workspaces*

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms. Use the schedule set up for using the copy machine.
  - Use outside eating areas for lunch or the gym/cafeteria, as necessary.
  - Avoid grouping staff together for training or staff development. Training will be offered virtually or, if in-person, ensuring social distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.

- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### **In-Person Program**

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will use their EUSD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

Long-Term Independent Study (ISP) - Parents/guardians who prefer to keep their children home when the In Person Program is offered may enroll their child in Long-Term ISP for a specified number of blocks.

- Students complete work at home on their own schedule.

- Curriculum/assignments are equivalent in quality and quantity to classroom instruction and follow grade level standards and the grade level curriculum maps to stay on the same pace as the classroom.
- Students may or may not have: virtual instruction and regular access to a teacher. The expectation is that this program will be truly "Independent Study".
- Attendance will be based on work completion.
- Students who are English Learners will be provided with supports to meet their language needs.
- Students with IEPs or 504 plans will be provided with supports/curriculum to meet their individual needs.
- Families will be encouraged to stay in this program during the designated blocks:
  - Block #1-Sept 29th-Nov 13th
  - Block #2-Nov 16th-Nov 20th
    - This block was cut short (November 5th) when EUSD returned to Distance Learning.
  - Block #3-January 11th-February 26th
    - This start date was later (January 19th), commensurate with when we resumed the In Person Program.
  - Block #4-February March 1st-April 2nd
    - This start date may be later and the block may not be available at all, depending upon when we resume the In Person Program.
- When we move back to Distance Learning, we are required by the state of CA to move your child back to the Distance Learning model whereby they have the opportunity to engage in synchronous virtual instruction.
  - Long-Term ISP students will be moved into Distance Learning beginning on Monday, November 30th through Friday, January 15th.

Home School - Parents/guardians who prefer to keep their children home when the In Person Program or Distance Learning are offered may enroll them in the Home School program. This program can hold 24 students.

- The parent takes on the role of the teacher and the curriculum/assignments are parent-led.
- Students participate and engage in meaningful learning opportunities connected to learning outside the home, in connection with their siblings, and/or their community.
- Students who are English Learners will be provided with supports to meet their language needs.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs.

- Families will meet with a supervising teacher approximately once every two weeks for up to an hour. These meetings are designed to collect work samples, work through questions and teaching strategies and assign curriculum for the next two weeks. Meetings can be done virtually or in person and the supervising teacher will have limited time available by phone or email in between meetings.
- Families will be asked to stay in this program from September 28th through June 10th.
- Due to limited space, not all requests may be honored.

## DISTANCE LEARNING

Distance learning is defined in *Education Code* Section 43500(a).

Distance learning means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certified employee of the local educational agency (LEA). Distance learning **may include, but is not limited to**, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

## DAILY LIVE INTERACTION AS PART OF DISTANCE LEARNING

- *Education Code* Section 43503 requires that distance learning include “daily live interaction.” Daily live interaction is two-way communication between a certificated employee and student each instructional day, at the actual time of occurrence. Daily live interaction is required for every student with both a certificated employee and their student peers. In particular English learners, and students with special needs benefit from daily oral language development opportunities.
- Examples of daily live interaction include in-person and virtual communication or interactions, including but not limited to synchronous online instruction (per statute) and phone calls where both parties communicate at the time of occurrence. One-way communication, including voicemails, emails, or print materials is not considered live interaction.

- Synchronous = real-time instruction delivered by teachers; live work
- Asynchronous = materials are sent back and forth; independent work
- Pursuant to *Education Code* Section 43503(b)(6), if daily live interaction is not feasible as part of regular instruction, the governing board or body of the LEA shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.
- The purpose of daily live interaction, which occurs with teachers and students, is to provide instruction, monitor progress, and maintain school/social connectedness. The intent of daily live interaction is to ensure each student has live contact at least once each instructional day with a certificated employee, and ideally live contact with peers, even if live contact is not possible as part of daily instruction.
- All students are required to receive daily live interaction with both a certificated employee and their peers for the purpose of instruction, progress monitoring and school connectedness. Teachers may meet individually with students but this alone does not meet the requirements for daily live interaction. The minimum standard should be the same for all students regardless of which school or program the student participates in within the LEA. Every effort should be taken to determine the amount of interaction that is needed for students to progress academically and remain engaged in learning and connected to the school community.

#### DAILY PARTICIPATION AS PART OF DISTANCE LEARNING

- Daily participation is used to track attendance and ensure daily engagement by all students in learning activities. However, documenting daily participation may be met through daily live interaction with a teacher or virtual assignments. Daily participation may also be documented through participation in online activities, completion of regular assignments, and contacts between employees of the LEA, including those other than teachers, and pupils or parents or guardians.

#### DAILY ATTENDANCE AND ABSENCES AS PART OF DISTANCE LEARNING

- *Education Code* Section 43504(f) requires each LEA to develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited, to verification of current contact information for each enrolled pupil, daily notification to parents or guardians of absences, a plan for outreach from the school to determine pupil needs including connection line with health and social

services as necessary and, when feasible, line transitioning the pupil to full-time in-person instruction.

- Pursuant to *Education Code* Section 52066(d)(5)(a) and (b), LEAs are required to collect information on absences and report absenteeism through the California Longitudinal Pupil Achievement Data (CALPADS) system.

## SUPPORTING SPECIAL POPULATIONS AS PART OF DISTANCE LEARNING

- English learners must receive Designated and Integrated English Language Development (ELD), including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and support for dual language learning.
- The LEAs are to incorporate designated and integrated ELD as part of the core instruction during the Distance Learning model. Students are to continue to be assessed via distance learning to informally assess the progress in ELD pursuant to Section 11300 of Title 5 of the California Code of Regulations for English learners.
- *Education Code* Section 56345 was amended by SB 98 (Chapter 24, Statutes of 2020) to require that IEPs include a description of the means by which the IEP will be provided under emergency conditions, in which instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than 10 school days. This description must be included in the development of each initial IEP or addressed during the regularly scheduled revision of an IEP, and must take public health orders into account.

## REGULAR COMMUNICATION WITH PARENTS/GUARDIANS AS PART OF DISTANCE LEARNING

- The statute does not define how this communication must occur, however LEAs should align communications on student academic progress with communications related to re-engagement of students pursuant to *Education Code* Section 43503(f)(2). LEAs should consider including the following when creating their local policy on how frequently to communicate with parents:
  - Language of the parent
  - Progress along the continuum of language development
  - Access to content
  - Strategies to improve attendance and motivation
  - Information for parents to learn the virtual systems used by teachers
  - Information for parents to understand home schedules and learning environments
  - Social-emotional effects from distance learning

- Additional strategies included in the LEA's Learning Continuity and Attendance Plan pursuant to *Education Code* Section 43509(f)(1)(F).

#### INSTRUCTIONAL MINUTES AS PART OF DISTANCE LEARNING

- For FY 2020–21 a minimum day of instruction during Distance Learning for school districts, county offices of education, and classroom-based charter schools is as follows:
  - 180 instructional minutes in TK/kindergarten.
  - 230 instructional minutes in grades 1 to 3, inclusive.
  - 240 instructional minutes in grades 4 to 12, inclusive.

#### EUSD INSTRUCTIONAL FOCUS (Curriculum, Instruction, and Assessment) AS PART OF DISTANCE LEARNING

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Social Emotional Learning
  - Health/Physical Education/Music
- Adopted curriculum will be used to provide instruction for students with supporting resources as necessary.
- Teachers will use their EUSD Collaborative Agreements and 2020-2021 Content Area Plans (based upon the CA State Standards) to drive this instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and Report Cards will be issued accordingly for core courses.

#### EUSD INSTRUCTIONAL PARAMETERS AS PART OF DISTANCE LEARNING

- Instructional components:
  - Morning Meeting
  - Direct Instruction
    - Collaborative Work with Peers
  - Support for Students (ie. small group instruction)

- EL-Designated/Integrated Instruction
    - Independent Practice
    - Demonstration of Knowledge
  - Interaction required:
    - Synchronous - live work
    - Asynchronous - independent work
    - Non-Digital access - supports
  - Student Lunch Period
  - Intervention Services
    - Services for IEPs will be provided each afternoon
  - Additional Engagement

## Appendix F

### Employee Support

- Training (in-person or virtually) will be provided on:
  - The EUSD Reopening Plan overarching components and details
  - Healthy hygiene:
    - Frequent hand washing and proper technique
    - Cough/sneeze etiquette
    - Keeping one's hands away from one's face
  - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
  - Illness Prevention
    - Covid-19 virus information
    - Symptom screening including temperature checks
    - Self-monitoring
  - Covid testing
  - Physical distancing of staff and students
  - Proper use and cleaning of face coverings
  - Responding to Illness/Injury - using our Illness/Injury Matrix
  - Contact tracing
- Continued training on:
  - Trauma Invested Practices
  - Responding to Behavior - using our Behavior Matrix
  - Social Emotional Learning - Second Step Curriculum
  - Academic instruction and assessment, as well as interventions during Professional Learning Community meetings

- Staff are encouraged to contact Whitney Kofford, District Nurse, if they have Covid-19 health concerns regarding their student. Whitney is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Debbie Peterman, Human Resources, if they have Covid-19 employment questions in relation to absences. In addition, they can refer to the Covid Prevention Plan for EUSD.

# COVID-19 Prevention Program (CPP)

## Evergreen Union Elementary School District

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

**Date:** 1/25/2021

### **Authority and Responsibility**

Brad Mendenhall, District 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.

See Appendix A: Identification of COVID-19 Hazards form and Appendix B: COVID-19 Inspections form

### **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Contacting their supervisor or the Superintendent. Email is the preferred method of communication.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace, and we are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to the Human Resources Department.

In addition to those set forth in this program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover the mouth with the shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible as directed by Cal OSHA and CDPH Guidance.
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.

## **Employee Screening**

We screen our employees by:

Screening procedures for employees will be used upon entering the facility under Plans A, C, or D (when applicable), daily, and confidentiality will be maintained.

This screening involves:

Visual wellness checks.

Temperature screening (100.4) with a no-touch thermometer.

A digital COVID-19 questionnaire will be completed by staff.

Employees will be asked to symptom check using CDC guidelines prior to coming into work.

Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace.

Any employee entering the workplace shall follow directions at each zone/building entrance as appropriate per LEA.

Check-in includes a digital sign-in method.

A non-contact infrared thermometer will be provided at each screening station.

The use of hand sanitizer and disinfection shall be available upon entering the building at the sign in location.

If your temperature is above 100.4, contact your supervisor or Human Resources. Do not proceed into the building.

Employees should return home and wait for further instructions from their supervisor or HR.

## **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:

Human Resources along with Maintenance and Operations will continually perform COVID-19 evaluations and inspections on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite. Each correction will be given a priority 1 through 3 ranking.

Individuals identified as being responsible for timely correction will be noted.

Reinspection/follow ups will be made to ensure timely correction. Human Resources along with Maintenance and Operations will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the organization determines that a corrective measure was not effective, the COVID Response Team will identify and implement additional corrective measures to correct the COVID-19 hazard.

Human Resources along with Maintenance and Operations will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite.

## **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:

Our District recognizes the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary.

Staff will be trained in physical distancing and should maintain 6 feet of distancing both inside and outside when at school, to the extent possible.

Where maintaining physical distance of 6 feet is not practicable, physical barriers, such as sneeze guards and partitions that minimize face-to-face contact, will be used or the rearranging of workspaces.

Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms. Use the schedule set up for using the copy machine.

Use outside eating areas for lunch or the gym/cafeteria, as necessary.

Avoid grouping staff together for training or staff development. Training will offered virtually or, if in-person, ensuring social distancing and face coverings are used.

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.

EUSD will provide face coverings (face shields as necessary) to staff if they do not have one of their own or theirs is not suitable. Replacements will be provided as necessary. Staff will be taught about the use of cloth face coverings, masks,

or face shields and reminded not to touch the face covering and to wash their hands frequently. EUSD will ensure face coverings are clean and undamaged.

#### Requirements:

Face Coverings are required for all staff (and all visitors) when inside buildings and when outside.

A cloth face covering should be removed for meals, snacks or when it needs to be replaced.

When actively eating or drinking, a face covering may be removed, but staff must maintain 6 feet of physical distance between them.

Staff will be required to wear face coverings that cover the mouth and nose consistent with public health guidance.

Staff are required to wear cloth face coverings, unless Cal/OSHA standards require respiratory protection.

Staff are required to wear face coverings at all times when multiple employees are in the same office.

Face shields may be worn with a face covering, but face shields are NOT a substitute for a face covering.

Food Service staff are required to wear cloth face coverings and gloves as well as aprons.

Face coverings/masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. They shall not contain any offensive words or graphics. This includes, but is not limited to words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior that could be disruptive to the school or school facility. The administration shall have the final authority to determine the appropriateness of any face covering.

Face coverings/masks must be made of a solid cloth material or other suitable solid material. They do not need to be medical grade. Commercially produced or home-made face coverings are acceptable for compliance. They may not be made of lace, mesh, or other largely porous material or be designed in a way that defeats the purpose of wearing a mask (which is to limit a person's moist breath from reaching others and to stop the other's moist breath from reaching the wearer, thus serving as a barrier to COVID-19 spread). The administration shall have the final authority to determine the suitability of any face covering.

#### Exemptions:

Alternative protective strategies (ie. face shields with a drape) may be adopted to accommodate staff who cannot use or tolerate cloth face coverings. People are exempted from the requirement if they have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations for alternative protective strategies (ie. face shields with a drape) with a medical professional's authorization.

Face shields with a drape can be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students during that instructional period. In addition, staff of students with special needs may prefer a face shield with a drape during direct instruction.

**\*\*An 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.**

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:

Face coverings (face shields, when applicable) and both clear and solid dividers.

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

All HVAC systems have had their filtration systems upgraded to MRV 13 or better.

Replacement schedule of filters has been shortened.

Cleaning schedule of HVAC systems has been shortened.

### **Cleaning and disinfecting**

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

#### Signage

Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

#### Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

Busses should be thoroughly cleaned daily. Drivers should be provided cleaners and gloves to support cleaning of frequently touched surfaces during route transportation.

School spaces should be thoroughly cleaned daily by trained custodial staff: Handrails, Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, copy machines, Restroom surfaces

School staff should be provided cleaners and gloves to support cleaning of frequently touched surfaces during the school day and as needed when children are present: Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, Toys, games, art supplies, Instructional materials, Physical education equipment, Technology (following the directions from the technology department)

Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

Custodial staff with the responsibility of cleaning/disinfecting (as necessary) the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate

protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When disinfecting, air out the space before children arrive; plan to do thorough disinfection when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation.

Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### Equipment Availability

Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).

Plans for supply of no-touch thermal scan thermometers.

#### Cleaning Supply Availability

Plans for portable hand washing stations.

Plans for ongoing supply of school-appropriate cleaning/disinfecting supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions. Cal/OSHA requirements for safe use, and as applicable as required by the Healthy Schools Act. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

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

Affected staff will be notified immediately and that space vacated. Maintenance will enter the space with the appropriate PPE and wipe down all surfaces with disinfectant. This is followed by the initial application of an electrostatic disinfectant with the use of an electrostatic sprayer. The space is then locked and signage placed communicating that one may enter the space.

#### **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:

Where there must be sharing, the items will be cleaned between uses by using cleaning solutions/spray. An additional cleaning is done each night by the custodian.

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:

Staff should model and practice handwashing when: Arriving at school, Before and after eating, After coughing, sneezing, or blowing the nose, After being outside, Before and after using the restroom, After having close contact with others, After using shared surfaces or tools

Use fragrance-free hand sanitizer provided when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

Build in time throughout the day for routine handwashing by staff.

Ensure there is enough single-use towels, soap, and hand sanitizer.

### **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:

We have developed the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace:

## Self-screening at home prior to coming to the workplace

Self-screening utilizing the health protocol (electronic sign-in) upon entry to the appropriate zone based on department or office location with the worksite. (Temperature check, symptom questions, exposure questions)

Human Resources monitors the daily health screening data to determine the risk of an employee entering the worksite with symptoms or exposure to COVID-19.

Human Resources will immediately contact any employee who reports symptoms or exposure to COVID-19 and discuss the next appropriate steps that may include immediately separating the employee from other employees to stop additional exposure, rapid testing on-site, recommended testing as described above, self-quarantine as recommended by the public health department. (see below)

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the workday, the employee is required to:

Immediately report the symptoms to your supervisor and/or to Human Resources.

- NOTE: If you are experiencing severe symptoms and require urgent medical attention, advise your supervisor and/or Human Resources so that they can call 911.

1. Your supervisor and/or Human Resources will direct you to leave work.
2. Provide your most recent contact information, including home or mobile telephone numbers, to your supervisor before leaving the workplace.
3. Avoid close contact with other employees while at and when leaving the workplace.

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact your supervisor.

When a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
  - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

2. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.

3. Immediately report the employee's illness and departure to Human Resources.

When Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.

- NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.

2. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace, if the employee has not already left.
3. Instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick (EUSD Employee Omitted Form), including how to obtain a rapid test during their work hours.
4. Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.

## **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:

Employees will report any symptoms and a Covid exposure outside of the workplace to their immediate supervisor and/or Human Resources.

Employees will report any unsafe working condition, violation, or hazard to their immediate supervisor and/or the district Superintendent.

Email is the preferred method for this communication.

Employees can report symptoms and hazards without fear of reprisal.

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The LEA will engage in an interactive process to determine if the organization can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

- 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:

Where testing is not required, employees can access COVID-19 testing by contacting the Human Resources department to explore a multitude of options. Information is also available on our website in the employee portal.

- 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.

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.

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 can be found in this CPP as well as our EUSD Reopening Plan.

## **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 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.

Training (in-person or virtually) will be provided on:

The EUSD Reopening Plan overarching components and details  
Responding to Illness/Injury - using our Illness/Injury Matrix

Continued training on:

Trauma Informed Practices

Responding to Behavior - using our Behavior Matrix

Social Emotional Learning - Second Step Curriculum

COVID-19 Prevention Program

Academic instruction and assessment, as well as interventions during Professional Learning Community meetings

**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

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

Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.

This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Providing employees at the time of exclusion with information on available benefits.

- 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.

1/25/2021

**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> |  |
|---|--|

|   |   |   |  |
|---|---|---|--|
| <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:</b> |   |   |  |
| <b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>   | <b>Date:</b>                                    |   |  |
|   | <b>Names of employees that were notified:</b>   |   |  |
| <b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>   | <b>Date:</b>                                    |   |  |
|   | <b>Names of individuals that were notified:</b> |   |  |
| <b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>   |   | <b>What could be done to reduce exposure to COVID-19?</b> |  |
| <b>Was local health department notified?</b>  |   | <b>Date:</b>  |  |

\*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**.

Date: 1/25/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Evergreen Union Elementary School District

Number of schools:

5

Enrollment:

1203

Superintendent (or equivalent) Name:

Brad Mendenhall

Address:

19500 Learning Way

Phone Number:

530-347-3411

City

Cottonwood, CA . 96022

Email:

bmendenhall@evergreenusd.org

Date of proposed reopening:

Already Open

County:

Tehama

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Public

Grade Level (check all that apply)

X TK

X 2<sup>nd</sup>

X 5<sup>th</sup>

X 8<sup>th</sup>

X 11<sup>th</sup>

X K

X 3<sup>rd</sup>

X 6<sup>th</sup>

X 9<sup>th</sup>

X 12<sup>th</sup>

X 1<sup>st</sup>

X 4<sup>th</sup>

X 7<sup>th</sup>

X 10<sup>t</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

X I, Brad Mendenhall, Superintendent, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Students in grades TK-8 will remain with their homeroom stable group for all activities (instruction, lunch, recess).

Students in our Charter School remain with their family stable group to attend meetings.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Class sizes range from 10 to 30 students.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Students in grades 6 through 8 remain with their same stable group of students all day; staff rotate once per day to provide instruction in either ELA/Social Science or Math/Science. Additionally, students in grades 4 through 8 remain in their same stable group each day but do attend Physical Education once per day with a Physical Education teacher; students in grades TK through 4 are provided additional instruction in Music, and the Music teacher pushes into the classroom for instruction. Students who receive special education services or school-based services will individually move to the Learning Center, Speech teacher, or Counselor, as appropriate.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

We have canceled electives for this academic year.

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

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

- X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.
- X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum:  feet

Minimum  feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

In some classrooms, the furniture available to students are tables. As such, physical barriers are used between students to ensure physical distancing.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

We do not have any planned periodic asymptomatic staff testing. Rapid tests are available to symptomatic staff.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

We do not have any planned periodic asymptomatic student testing.

Planned student testing cadence. Please note if testing cadence will differ by tier:

X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation:** (For schools not previously open) Please confirm consultation with the following groups

N/A

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

### For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Tehama. County has certified and approved the CRP on this date: 1/25/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



**CORNING ELEMENTARY  
SCHOOL DISTRICT**

# Reopening Plan

January 2021

*Tehama County Health Services Agency Approval Date for all districts: 6/23/20*

*Please note that the base part of this plan has been established in coordination with Tehama County Schools. Corning Union Elementary School District is currently on Plan C (Distance Learning) until Tehama County has met the State requirements for reopening.*

$$1 + 2 = 3$$

# Tehama County Schools' Reopening Plan



**TK-12th Grade**

**Every Student, Every Day!**

## Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Tehama County schools have been closed since March 16, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The Tehama County Schools' Reopening Plan ensures that we are moving together as a county to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): Considerations for school-related public health measures in the context of COVID-19 (10 May 2020)
- Centers for Disease Control and Prevention (CDC): Interim Guidance for Administrators of US K-12 Schools and Child Care Programs (15 May 2020)
- California Department of Public Health (CDPH): Guidance for Schools and School-based Programs (3 August 2020)
- California Department of Public Health (CHDP): Covid-19 and Reopening In-Person Learning Framework for CA Public Schools in CA, 2020-2021 School Year (17 July 2020)
- California Department of Education (CDE): Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the Tehama County Health Services Agency (TCHSA) to ensure that the plan met all requirements for health and safety.

The Tehama County Schools' Reopening Plan is supported by the following Districts:

Antelope Elementary School District  
Corning Union Elementary School District  
Corning Union High School District  
Elkins Elementary School  
Evergreen Union Elementary School District  
Flournoy Union School District  
Gerber Union Elementary School District  
Kirkwood Elementary School  
Lassen View Union Elementary School District  
Los Molinos Unified School District  
Red Bluff Joint Union High School District  
Red Bluff Union Elementary School District  
Reeds Creek Elementary School  
Richfield Elementary School District  
Tehama County Department of Education: Regional Special Education Programs

## **Local Conditions**

Physically reopening our Districts and enacting the TCS Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Tehama County. We will continue to work in collaboration with Tehama County Health Services Agency (TCHSA) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for Districts/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from TCHSA, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

## **The Tehama County Schools' Reopening Plan**

The TCS Reopening Plan can be seen on the next page. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

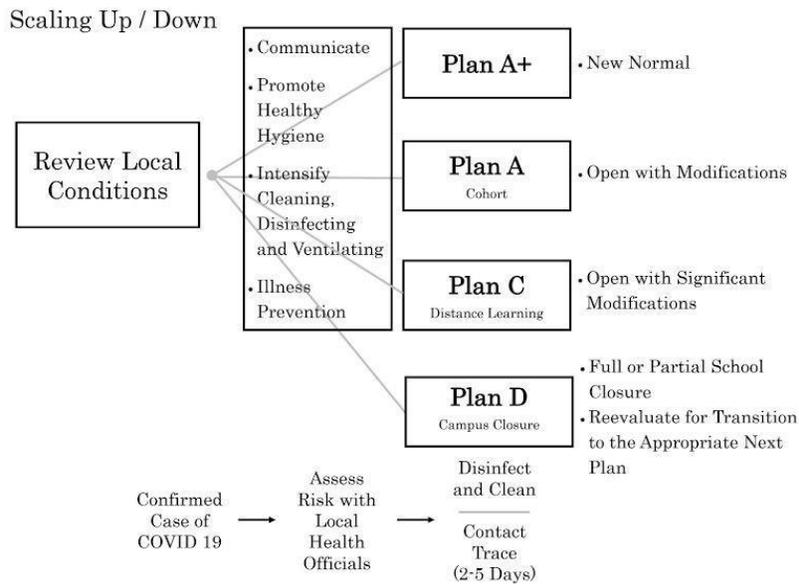
## **School Status**

When approved/directed by the county health official and when a school/school district is located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days, our school/s will offer Plan A to families - open with modifications. This plan includes a full-time in-person program for students who select it and a distance learning program for those families who prefer to keep their children home. This plan will include screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

When/if the local public health official directs/approves and when the school/school district is located in a local health jurisdiction (LHJ) that has been on the monitoring list within the last 14 days, our school/s will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program. This plan includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible. When/if the local public health official directs/approves, our school/s or site will implement Plan D. An Individual school closure is recommended based on the number of cases and the percentage of the teacher/students/staff that are positive for COVID-19. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other

local epidemiological data. This plan involves assessing the risk within the specific community \_ and potentially closing the school/site/portion of a site for a short period of time based upon public health guidance. It involves intensifying cleaning and disinfecting areas, contact tracing, and promoting social isolation.

|  | <b>Phase 1<br/>Campus<br/>Closure<br/>Plan D</b> | <b>Phase 2<br/>Distance Learning<br/>Plan C<br/>On Monitoring List</b> | <b>Phase 3<br/>Cohort<br/>Plan A<br/>Off Monitoring List-14 Days</b>   | <b>Phase 4<br/>Plan A+</b> |
|--|--|--|--|----------------------------|
| School Status                          | Full or partial closure                          | Open with significant modifications                                    | Open with modifications  | New Normal                 |
| Illness Prevention                     | N/A  | Screening & Monitoring<br>Contact Tracing                              | Screening & Monitoring<br>Contact Tracing  | Monitoring                 |
| Physical Distancing/<br>Face Coverings | N/A  | Required for staff and for students (parents when on campus).          | Required for staff and for students.   | N/A                        |
| Educational Programs                   | A-Expected Packet<br>B-Independent Study         | A-Distance Learning B-Independent Study                                | A-In Person-regular schedule B-Independent Study   | In-person regular schedule |
| Movement on Campus                     | N/A  | N/A  | Classroom, playground, gym assigned space and time in cohort   | Regular movement           |
| Transportation                         | N/A  | N/A  | Bus-loading @ regular capacity for eligible students, assigned seating<br>Staggered private vehicle-drop off/pick up | Open to eligible students  |
| Food Service                           | Possible (curbside)                              | Grab and Go (curbside)   | Classrooms or (assigned area with cohort)<br>Grab and Go   | Cafeteria/Outside Spaces   |
| Before and After School Programs       | N/A  | N/A  |  | students                   |
| Extracurricular Activities             | N/A  | Not available  | Possible w/further guidance  | Open to eligible students  |
| Campus Access                          | N/A  | Restricted   | Restricted   | Probable                   |



### Communication

The TCS Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize chaos and confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, all Districts will continue to work together to ensure the message - “Every student, every day!” - Echoes throughout Tehama County; we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with TCHSA will be essential to ensure that our plan acts in response to the ever-changing local conditions. Specific District details about communication can be found in Appendix A.

### Promoting Healthy Hygiene Practices

The TCS Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in Appendix B.

### Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

Additional cleaning measures as recommended by CDE and CDC are part of the TCS Reopening

Plan. This includes cleaning and disinfecting buses and vehicles, school spaces and things, and \_ providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our Districts aim to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in Appendix B.

### **Illness Prevention**

The TCS Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions. In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our Districts aim to maintain healthy operations as we transition to Stage/Phase 4 and a healthy community and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. Specific District details can be found in Appendix C.

### **Physical Distancing and Face Coverings (Plans A and C, D as appropriate)**

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. The CDC currently recommends a minimum of 6 feet of distance between individuals. Because we have many varied facilities on our campuses, how space and facilities will be utilized will vary to ensure the 36 square feet per person standard is met when specific phases call for such. Students in grades 3 and above will be required to use face coverings when in the classroom; they are encouraged for grades 2 and below. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom, and when seeking a health check in the screening room/office. Staff are required to use face coverings when with students and with each other. Instruction in physical distancing and the appropriate use of face coverings will be provided for students and staff. Specific District details can be found in Appendix D.

### **Educational Programs - Whole Child Supports**

The TCS Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social-emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social-emotional needs of our students. When our students return to school, it will be essential that we continue to provide the mental health support they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Districts will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

### **Educational Programs-Instructional Programs for Academics**

Our Districts understand the uniqueness of each family as they navigate through this pandemic. As such, they will offer Distance Learning for students, in this program, students will complete their learning at home. When circumstances permit, we will implement Plan A, an In-Person Regular Schedule. Students will attend school in person with a focus on keeping students in their cohort as much as possible based on the Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread and our community is on the county monitoring list; most likely this will come following a school closure (Plan D), as we scale up. When/if we experience a positive Covid-19 case on a campus or community surge, our school/s will implement Plan D. Students will have an opportunity to engage in learning at home during this time. Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

At CUESD, we understand the uniqueness of each family as they navigate through this pandemic. As such, they will offer a Distance Learning Program for students, on a trimester basis; in this program, students will complete their learning at home.

When allowed, we will implement Plan A, an In-Person Regular Schedule. Students will attend school with some modifications to arrival and departure times. Students will stay with their homeroom cohort and will have the opportunity to engage in English Language Arts, Mathematics, Science, and Social Science, with an emphasis on ensuring students are engaged in meaningful learning opportunities and provided the opportunity to build the essential skills they may have missed during the school closure. In addition, as described above, students will have lessons in Social Emotional Learning as well as Health and Physical Education.

Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread; most likely this will come following a school closure (Plan D), as we scale up. However, all other students would be provided with Distance Learning opportunities. Teachers would provide learning experiences for students to complete at home. Digital tools would be used and could be accessed for those students who have this tool; other students would be provided with like-kind learning experiences. Hot spots are being provided free of charge to families who lack internet connection. Students would be permitted to meet at the school on a limited basis with their homeroom teacher every 10-15 days on an appointment-based schedule.

When/if we experience positive Covid-19 cases on campus or community surge, our school/s will implement Plan D. Students should complete the expected Plan D packet sent home with them at the beginning of the quarter and saved for a learning experience during this campus closure.

### **Before and After School Programs**

When/if we are in Plan A, the SERRF Extended Learning Program will be available for eligible families. When/if we are in Distance Learning (Plan C) or Plan D, the CUESD SERRF programs will not be available.

### **Campus Access**

Tehama County school campuses will not be accessible beyond students and staff until we move to Phase/Stage 4 and fully reopen. This includes parents/guardians, visitors, volunteers, and community members/others who request Use of Facilities. All Board Meetings, Local Control Accountability Meetings, Site Council Meetings, Title I Meetings, District English Learner Advisory Committee Meetings, English Learner Advisory Committee Meetings, and Parent Club meetings will be held virtually; In-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely. In addition, protocols will be established for student and parent/guardian campus access for Distance Learning meetings by appointment when/if we are in Plan C as well as for similar appointment-based meetings.

### **Employee Support**

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given in order to refine the details of our plan.

We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. The focus area shall be in SEL (social emotional learning) for staff and students. The first 30 days of this is included in Appendix F.

## **Appendix A**

### **Communication**

#### ***Communication will be provided:***

- In varied communication platforms (email, text, ParentSquare Communication, website posts, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the CUESD Reopening Plan and accessible to families/staff on the CEUSD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19. This may be noted on the school marquee.
- From the CUESD District Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
  - Teaching and modeling healthy hygiene practices
  - Intensifying cleaning, disinfecting, and ventilating protocols
  - Screening, monitoring, and contact tracing
  - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

## **Appendix B**

### **Promoting Healthy Hygiene Practices**

#### **Intensifying Cleaning**

#### **Disinfecting**

#### **Ventilating**

#### **Personal Protective Equipment**

#### **Equipment Availability and Cleaning**

#### **Supply Availability**

### ***Promoting Healthy Hygiene Practices***

- Handwashing
  - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Staff should model and practice handwashing when:
    - Arriving at school
    - Before and after eating
    - After coughing, sneezing, or blowing the nose
    - After being outside
    - Before and after using the restroom
    - After having close contact with others
    - After using shared surfaces or tools
  - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.

- Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

***Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment***

- Staff will clean frequently-touched surfaces at school and on school buses daily.
- Buses should be thoroughly cleaned daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided cleaning materials, including but not limited to wipes and disposable gloves, to support cleaning of frequently touched surfaces during the day.
- Frequently touched surfaces in the school include, but are not limited to:
  - Sink handles.
  - Shared tables, desks, or chairs.
    - Desks or chairs do not need daily cleaning if only used by one individual during the day.
  - Door handles.
  - Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

**Formatted:** Font: (Default) Calibri, 12 pt, Font color: Black

**Formatted:** Font: (Default) Arial, 11 pt, Font color:

***Equipment Availability***

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers.

### ***Cleaning Supply Availability***

- Plans for portable hand washing stations.
- When choosing disinfection products after an in-school COVID-19 case has been identified, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.
  - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
  - Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

## **Appendix C**

### **Illness Prevention**

#### ***Illness Prevention***

- Educate families, students, and staff on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

#### ***Self-Reporting***

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff will complete a Self-Reporting Checklist
- Staff members are required to report to their supervisor if they are absent as well as record their absence in Aesop/Frontline (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

#### ***Screening***

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
    - For students, at bus stop prior to boarding

- For students, at the classroom door
- For staff in completing the staff screening checklist
- Covid-19 questionnaire

**Monitoring/Testing**

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
  - Visual wellness checks
  - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

**When a Student/Staff are Symptomatic:**

- Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be required to be placed in an isolation room until they can be rapidly tested by District Nurse and sent home if positive COVID-19 results received.
- School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
  - The isolation space should be cleaned and disinfected daily. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Access to instruction will be provided while that student is home.

**When There is a Positive Case of Covid-19:**

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will transition to distance learning and will need to close temporarily for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily for cleaning and disinfecting.
- District Office Administration will notify staff and families immediately of any

positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as CUESD transitions to the appropriate next plan (A or C).

**Contact Tracing**

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the Transportation Supervisor each day who will retain all documents for contact tracing.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded by our school nurse.
- Students who attend before or after school programs will be required to be signed in and out each day. (Plan A)

**Appendix D - Plan A and C**

**Physical Distancing and Face Coverings**

**Transportation Arrival/Departure**

**Classrooms**

**Movement on Campus**

**Playgrounds/Outside Spaces/Athletics**

**Staff Workplaces**

**Physical Distancing and Face Coverings**

- Staff and students will be trained in physical distancing.
- Where maintaining physical distance of 6 feet is not practicable, physical barriers, such as sneeze guards and partitions that minimize face-to-face contact, will be used. (e.g. school offices and elementary classrooms with tables) per CDPH guidelines for Schools and School Based Programs.
- Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact per CDPH guidelines for Schools and School Based Programs
- All Students will be required to wear face coverings that cover the mouth and nose consistent with CDPH Guidelines. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. All Students are required to wear face coverings while at school.

**STUDENTS**

| Age                   | Face Covering Requirements |
|-----------------------|----------------------------|
| Under 2 years old     | No                         |
| 2 years old and older | Yes, unless exempt         |
|                       |                            |

- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance:
  - While waiting for and riding on the bus
  - When entering/leaving campus
  - When using the restroom
  - When at recess
  - When seeking a health check in the screening room or visiting the office

- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and if they refuse to wear one provided by the school. CUESD will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Ultimately, students who refuse to wear face coverings, will be removed from their class cohort and moved into Distance Learning.
- A face covering should be removed for meals, snacks, when it needs to be replaced.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Staff are required to wear face coverings unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask. If a teacher wears a face shield, a drape is required.
- Teach and reinforce the use of face coverings; remind students and staff not to touch the face covering and to wash their hands frequently.
- Food Service staff are required to wear face coverings and gloves as well as aprons.
- Employees engaging in symptom screening should wear face coverings and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

#### ***Transportation***

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops while loading and unloading.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

#### ***Arrival/Departure***

- Students are required to wear face coverings when arriving and departing from school.

### ***Classrooms***

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their homeroom cohort to minimize the mixing of student groups throughout the school day..
  - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

### ***Movement on Campus***

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be assigned for homeroom classes, but also available for students who have an emergency outside of the assigned time.

- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

#### ***Playgrounds/Outside Spaces/Athletics***

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated homeroom cohorts and face coverings should not be worn.
- Physical education (PE) is permitted when the following can be maintained:  
1) Physical distancing of at least six feet; and 2) a stable cohort, such as a class, that limits the risks of transmission. Activities should take place outside to the maximum extent practicable and face coverings should not be worn outside. Cloth face coverings must be worn during indoor physical conditioning physical education classes. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering.
- For recess and physical education, avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of the Covid-19 spread.
- Students should take a break from exercise/play if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the student's face and obstructs breathing. Masks that restrict airflow under heavy exertion are not advised for exercise. Outdoor and indoor sporting events and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted.

#### ***Food Service***

- Physical interaction will be limited during meal service by providing meals in the cafeteria, the classroom and making use of outside spaces on campus, when appropriate based on the size of the cohort and the available space. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Distance Learning as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

### ***Staff Workspaces***

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a
- minimum of 6 feet between employees and students.

## **Appendix E**

### **Educational Programs**

#### **Short-Term Independent Study**

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

#### **In-Person Regular Schedule**

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science
  - Social Science
  - Health/Physical Education
  - Social Emotional Learning
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, Zoom, or via Google Meet) as necessary to discuss areas of focus and learning.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and progress reports and grades will be issued accordingly.
- Students who are English Learners will be provided with support to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with support to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

#### **Distance Learning**

Distance learning is defined in *Education Code* Section 43500(a).

Distance learning means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certified employee of the local educational agency (LEA). Distance learning **may include, but is not limited to**, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

#### **Daily Live Interaction as Part of Distance Learning**

- *Education Code* Section 43503 requires that distance learning include “daily live interaction.” Daily live interaction is two-way communication between a certificated employee and student each instructional day, at the actual time of occurrence. Daily live interaction is required for every student with both a certificated employee and their student peers. In particular English learners, and students with special needs benefit from daily oral language development opportunities.
- Examples of daily live interaction include in-person and virtual communication or interactions, including but not limited to synchronous online instruction (per statute) and phone calls where both parties communicate at the time of occurrence. One-way communication, including voicemails, emails, or print materials is not considered live interaction.
  - Synchronous = real-time instruction delivered by teachers; live work
  - Asynchronous = materials are sent back and forth; independent work
- Pursuant to *Education Code* Section 43503(b)(6), if daily live interaction is not feasible as part of regular instruction, the governing board or body of the LEA shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.
- The purpose of daily live interaction, which occurs with teachers and students, is to provide instruction, monitor progress, and maintain school/social connectedness. The intent of daily live interaction is to ensure each student has live contact at least once each instructional day with a certificated employee, and ideally live contact with peers, even if live contact is not possible as part of daily instruction.
- All students are required to receive daily live interaction with both a certificated employee and their peers for the purpose of instruction, progress monitoring and school connectedness. Teachers may meet individually with students but this alone does not meet the requirements for daily live interaction. The minimum standard should be the same for all students regardless of which school or program the student participates in

within the LEA. Every effort should be taken to determine the amount of interaction that is needed for students to progress academically and remain engaged in learning and connected to the school community.

#### **Daily Participation as part of Distance Learning**

- Daily participation is used to track attendance and ensure daily engagement by all students in learning activities. However, documenting daily participation may be met through daily live interaction with a teacher or virtual assignments. Daily participation may also be documented through participation in online activities, completion of regular assignments, and contacts between employees of the LEA, including those other than teachers, and pupils or parents or guardians.

#### **Daily Attendance and Absences as part of Distance Learning**

- *Education Code* Section 43504(f) requires each LEA to develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited, to verification of current contact information for each enrolled pupil, daily notification to parents or guardians of absences, a plan for outreach from the school to determine pupil needs including connection line with health and social services as necessary and, when feasible, line transitioning the pupil to full-time in-person instruction.
- Pursuant to *Education Code* Section 52066(d)(5)(a) and (b), LEAs are required to collect information on absences and report absenteeism through the California Longitudinal Pupil Achievement Data (CALPADS) system.

#### **Supporting Special Populations as Part of Distance Learning**

- English learners must receive Designated and Integrated English Language Development (ELD), including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and support for dual language learning.
- The LEAs are to incorporate designated and integrated ELD as part of the core instruction during the Distance Learning model. Students are to continue to be assessed via distance learning to informally assess the progress in ELD pursuant to Section 11300 of Title 5 of the California Code of Regulations for English learners.
- *Education Code* Section 56345 was amended by SB 98 (Chapter 24, Statutes of 2020) to require that IEPs include a description of the means by which the IEP will be provided under emergency conditions, in which instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than 10 school days. This description must be included in the development of each initial IEP or addressed during the regularly scheduled revision of an IEP, and must take public health orders into account.

### **Regular Communication with Parents/Guardians as Part of Distance Learning**

- The statute does not define how this communication must occur, however LEAs should align communications on student academic progress with communications related to re-engagement of students pursuant to *Education Code* Section 43503(f)(2). LEAs should consider including the following when creating their local policy on how frequently to communicate with parents:
  - Language of the parent
  - Progress along the continuum of language development
  - Access to content
  - Strategies to improve attendance and motivation
  - Information for parents to learn the virtual systems used by teachers
  - Information for parents to understand home schedules and learning environments
  - Social-emotional effects from distance learning
  - Additional strategies included in the LEA's Learning Continuity and Attendance Plan pursuant to *Education Code* Section 43509(f)(1)(F).
- Parent Conferences will be held during their regular weeks unless teachers have already conferenced with specific parents regarding students' current academic levels and progress. These meetings will be held virtually unless we are able to open our campuses to visitors at which time, meetings may be held virtually or in person.

### **Instructional Minutes as Part of Distance Learning**

- For FY 2020–21 a minimum day of instruction during Distance Learning for school districts, county offices of education, and classroom-based charter schools is as follows:
  - 180 instructional minutes in TK/kindergarten.
  - 230 instructional minutes in grades 1 to 3, inclusive.
  - 240 instructional minutes in grades 4 to 12, inclusive.

### **CUESD Instructional Focus (Curriculum, Instruction, and Assessment) as Part of Distance Learning**

- Students will be provided learning opportunities in the following areas:
  - English Language Arts
  - Mathematics
  - Science and Social Science as part of Benchmark
  - Social Emotional Learning
  - Health/Physical Education/Music/Art
- Adopted curriculum will be used to provide instruction for students with supporting resources as necessary.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.

- The Distance Learning Form will be used to guide instruction for parents at home.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and Report Cards will be issued accordingly for core courses.

**CUESD Instructional Parameters as part of Distance Learning**

- Instructional components:
  - Morning Circle
  - Direct Instruction for ELA and Math
    - Collaborative Work with Peers
  - Support for Students (i.e. small group instruction)
    - EL-Designated/Integrated Instruction
  - Independent Practice
  - Demonstration of Knowledge
- Interaction required:
  - Synchronous - live work
  - Asynchronous - independent work
  - Non-Digital access - supports
- Intervention Services
  - Services for IEPs will be provided
  - Additional Engagement

## Appendix F

### Social-Emotional Learning Supports

At CUESD, our priority will continue to be on focusing on the social-emotional needs of our students:

#### 30 Day Re-Entry Plan for Social-Emotional Well-Being

The California Department of Education has defined attending to the “whole child” as addressing the multi-dimensional aspects of each child’s growth and development, including cognitive, physical, social, emotional, and community influences. Students learn best when they are **healthy**, **safe**, **engaged**, **supported**, and challenged.

The “whole child” approach to education encompasses methods, strategies, and services that enable schools to support this comprehensive approach to learning and development. To effectively address the needs of the whole child, schools should collaborate with families, caretakers, and community agencies to deliver integrated services that promote improved access to health and learning supports, high expectations, and a positive school climate – all of which are necessary for students to thrive in the twenty-first century.

This 30-Day Plan for re-entry is in alignment with the CDE priorities and whole child approach and focuses on the social-emotional wellbeing of the entire school community. Actions with an asterisk represent the strategies that will be introduced to teachers during the August professional learning.

|  | Goals   | Outcomes   | Student Actions   | Teacher Actions   | Admin. Actions   |
|--|---|--|---|---|--|
| <p>Week 1</p> <p>Aug. 13 - 21</p>  | <p>Support the safety and wellbeing of faculty, staff and students</p> <p>Build trust, connection and shared responsibility for safety and wellness of school community</p> <p>Cultivate a sense of belonging</p> | <p>Healthy</p> <p>Safe</p> <p>Engaged</p> <p>Supported</p> <p>Challenged</p> | <ul style="list-style-type: none"> <li>▶ Begin to understand school protocols</li> <li>▶ Begin to feel comfortable sharing feelings</li> <li>▶ Reconnect with teachers, staff and peers</li> <li>▶ Reengage with daily school routines</li> </ul>                         | <p>Implement daily classroom circles after daily schoolwide announcement*</p> <p>Set up <i>Wellness Corners</i> or <i>Classroom Safe Spaces</i> to provide students with a space to regulate emotion*</p> <p><b>LC/EL Teachers:</b> Daily check in with teachers to determine who may need additional support</p> <p><b>LC/EL Teachers:</b> Available to relieve teachers as needed</p> | <p>Send communication to staff and families, framing the effort on well-being</p> <p>Deliver a daily school-wide announcement that provides positive messages and an orientation to school safety protocols</p> <p>Conduct daily staff meetings and/or communication check in with LC/EL teacher to determine which teachers of record may need additional support</p> <p>Set up a <i>Wellness Center</i> -- a space for teachers/staff to manage anxiety and regenerate</p> |
| <p>Week 2</p> <p>Aug. 21 - 28</p> <p><i>(continue activities from week 1 as appropriate)</i></p> | <p>Establish safe, authentic, and positive relationships among and between school staff, students, and families</p> <p>Establish a positive school climate</p>  | <p>Healthy</p> <p>Safe</p> <p>Engaged</p> <p>Supported</p> <p>Challenged</p> | <p>Engage in opportunities to connect with teachers, staff and peers</p> <p>Begin to form connections and friendships</p> <p>Begin to feel more comfortable in the expression of identity and experiences</p> <p>Practice decision-making when presented with choices</p> | <p>Conduct informal observation of student interactions with adults and peers</p> <p>Engage in 1:1 student check-ins (getting to know students)*</p> <p>Engage students in decision-making to establish classroom rules and routines*</p> <p>Outreach to parents to show openness to ongoing, respectful communication</p> <p><b>LC/EL Teachers:</b> Check in with teachers</p>         | <p>Conduct grade level team meetings</p> <p>1:1 faculty/staff check-ins</p> <p>Informal roundtable chats in the <i>Wellness Center</i></p> <p>Establish protocols for PBIS - Big Ideas</p>   |

|  | Goals  | Outcomes  | Student Actions   | Teacher Outcomes   | Admin. Actions   |
|--|--|---|---|--|--|
| <p><b>Week 3</b></p> <p>Aug. 31 - Sept. 4</p> <p><i>(continue activities from week 1 &amp; 2 as appropriate)</i></p> | <p>Prepare for academic engagement and social emotional development</p> <p>Measure student wellness to identify risks and determine emotional support/intervention needs</p>   | <p><b>Healthy</b></p> <p><b>Safe</b></p> <p><b>Engaged</b></p> <p><b>Supported</b></p> <p><b>Challenged</b></p> | <p>Authentic engagement with well-being survey</p> <p>Continued engagement in school and classroom activities</p> | <p>Set expectations and communicate the purpose for well-being survey to students</p> <p>Administer student wellbeing survey (provide student accommodations as required or needed)*</p> <p>Continue informal observation of student interactions</p> <p>Note student tardies and absences</p> <p>Note student complaints of illness/visits to nurse or clinic</p>   | <p>Administer wellness survey tool, assure accessibility, determine schedule, and communicate how results/findings will be used to staff, student and families</p> <p>Identify roles and responsibilities for survey administration, data compilation and sharing (LC/EL teachers, counselors, classroom teachers)</p> <p>Pull data on attendance, tardies, visits to nurses office and reflect on trends with leadership team</p> |
| <p><b>Week 4</b></p> <p>Sept. 7 - 11</p> <p><i>(continue activities from week 1-3 as appropriate)</i></p>            | <p>Plan for equitable outcomes for all students through an integrated approach for Social, Emotional, and Academic Development (SEAD)</p> <p>Establish systems of supports and interventions for student success</p> | <p><b>Healthy</b></p> <p><b>Safe</b></p> <p><b>Engaged</b></p> <p><b>Supported</b></p> <p><b>Challenged</b></p> | <p>Continued engagement in school and classroom activities</p>  | <p>Through PLCs:</p> <p>Plan for delivery of lessons that provide all students equitable access to learning experiences that develop social, emotional and cognitive skills with supports</p> <p>Plan to measure student development of social, emotional and cognitive skills, and to use the data for providing differentiated supports to students in need</p> <p><b>LC/EL Teachers:</b> Begin teacher coaching</p> | <p>Develop a coherent plan for student success focused on intentional instruction of social, emotional and cognitive skills</p> <p>Develop a system for continuous monitoring of student learning and structures for providing differentiated supports to students in need</p>   |

### **Mental Health Supports**

Counselors are present on campus both during Distance Learning and during the at school model. We will continue to utilize our School Counselors for this purpose.

### **Physical Health Supports**

CUESD believes that our student health and well-being must be attended to in order for student academic learning to occur. As such, our Health and Physical Education -personnel will continue to provide quality instruction when school resumes. Should we need to move to another school closure under Plan C, students and families will continue to have support in this area through distance learning resources.

In Health Education, in person education modality will have TK through 8th grade teachers begin the year by providing lessons in handwashing, germs, and healthy hygiene practices. The health teachers will be teaching the seventh and eighth graders about disease prevention and safety, family life education, using the Signs of Suicide Prevention Curriculum to discuss suicide prevention, and use the Protect Curriculum to learn about human trafficking.

In Physical Education, teachers will begin the year by providing instruction in attending to individual fitness goals and workouts to ensure physical distancing. As the year progresses, assuming relaxed physical distancing is appropriate, they will move to group activities.

### **Parent and Family Engagement**

We recognize that parent and family engagement is essential to schools. As such, we will continue to hold School Site Council Meetings, and English Learner Advisory Committee Meetings (DELAC) in virtual format until further guidance is given; In addition, when school reopens, because the campus will not be open to parents/guardians, parent/teacher conferences, back-to-school night, and the Annual Title I Meeting will be virtual until we are given further guidance to allow these meetings to take place in person. Continued resources for Basic Needs will be provided to all of our students through our varied modes of communication, and in particular, to our Homeless and Foster Youth (on our website under Resources for Basic Needs and Grab and Go Meals).