



Franklin High School



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RETURN TO SCHOOL – REOPENING SITE PLAN

Name of Site: Franklin High School	Enrollment: 2283
Total Number of Staff: 205	
Address: 4600 E Fremont St	
Grade Level: 6- 12	
Date of Reopening: TBD	
Name of Person Completing Application: Dominique Brown dominiquebrown@stocktonusd.net Gerri Leonardis GLeonardis@stocktonusd.net Sondra Knudsen sknudsen@stocktonusd.net Eduardo Martir emartir@stocktonusd.net Christine Wehner cwehner@stocktonusd.net Gamal Salama gsalama@stocktonusd.net	
Phone Number: (209) 933-7435	Email: See Above
Signature:	Date: 1-18-2021

Please review the following guides thoroughly with your child. SUSD Guides provide much more detailed information:

[SUSD Health & Safety Guide](#)

[SUSD Hybrid & Distance Learning Guide](#)



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Cohorts

Students will be kept in small, stable, groups with fixed membership that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the cohort.

- No classroom will have more than 16 individuals. This group is considered a cohort and is not allowed to interact with other cohorts of students or adults. Cohorts are currently scheduled outside of the AB 77-minute schedule (generally designed for after school)
- Individual students will bring water containers with them for personal use. Water bottles may not be shared amongst students. Classrooms will be provided with water to eliminate the use of water faucets throughout campuses.
- Students remain 6 feet apart- Classrooms may accommodate 3-foot radius if necessary- Teacher observes 6 ft. distance.

Which students can be served in cohorts during school closures?

The determination is made at the LEA- and school-level based on the needs of students. Students with disabilities should be prioritized by the LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth and students experiencing homelessness may also be prioritized.

What qualifies as a specialized and targeted support service?

Specialized services are determined by LEAs and include but are not limited to occupational therapy services, speech and language services, and other medical services, behavioral services, educational support services as part of a targeted intervention strategy or assessments, such as those related to English learner status, individualized educational programs and other required assessments.

Also see considerations:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

Special Education SDC Students will be the first wave of student's services in cohorts. RSP, homeless, and Foster Students will be the second wave of cohorts. English Language students will be our third wave of cohorts. ALL waves are based on the availability of Transportation and accommodations for Specialized Transportation for Special Education Students as defined in their IEP.

Site Assessment Space:

Current Guidelines from the CDPH-

Per current, August 27, 2020, California Department of Public Health (CDPH) guidelines, all districts are permitted to bring students into a school or district facility for the purpose of assessments. For more details, visit CDPH's web page at Guidance for Small Cohorts/Groups of Children and Youth. CDPH's COVID-19 page for complete documentation: [https:// ca-toms-help.ets.org/fall-admins/](https://ca-toms-help.ets.org/fall-admins/)

Students Return to On Campus Live Instruction: Date to Be Determined

Hybrid/ Distance Learning: (AB 77 minutes= 240 minutes per day)

- Meals will be served using a grab-and-go system that provides students a lunch meal and breakfast for the following morning.
- Individual students will bring water containers with them for personal use. Water bottles may not be shared amongst students. Classrooms will be provided with water to eliminate the use of water faucets throughout campuses.
- Students remain 6 feet apart- Classrooms may accommodate 3-foot radius if necessary- Teacher observes 6 ft. distance.
- Instruction Based AB77 instructional minutes.



Entrance, Egress, and Movement Within the School:

Before School:

Students are not permitted to enter campus before supervision begins at **7:00 am**. All gates will be open in the morning in order to minimize the number of people entering each gate at a time.

Families will need to stay in cars and pick up/drop off students in the parking lot. Families will need to make appointments prior to entering the interior of the campus.

Walkers/bike riders enter through the designated entry. Staff will be available to walk younger students to and from their classrooms.

Once on campus, students will head immediately to classrooms. Students will wash hands in the restroom, at a hand washing station or use hand sanitizer/wash hands in class prior to starting the day.

The movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. Sites maps will depict movement throughout the school for ingress, egress, and food distribution and regular school business.

All classroom set up and partitions should promote distance required within the classroom setting. Ingress, egress, and movement protocols established with classrooms. Desks will be arranged with 6ft distancing according to the layout of the classrooms used. Plastic shields and signs will be placed to allow for movement and space.

After School:

All students will be dismissed from the classroom and encouraged to leave campus right away. Students not picked up will be housed in the cafeteria. Students will report immediately to the Afterschool program that they are enrolled in. Students must exit campus immediately after school or after their supervised extracurricular activity ends.

To limit COVID-19 exposure and promote social distancing, students will move in cohorts where possible throughout the day, utilizing controlled movement patterns based on signage throughout campus.

Schools will establish arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Special education students and bus riders will be prioritized to decrease foot traffic.

Dismissal procedures will include transition directives and pathways that limit the mixing of cohorts of students. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds.

Additionally, school-based teams will establish a rainy-day plan. All arrival and dismissal plans will allow for social distancing where possible.

Students will be supervised by staff throughout dismissal. Students will always be required to wear their face covering during dismissal.

Students will walk only on the right-hand side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible.

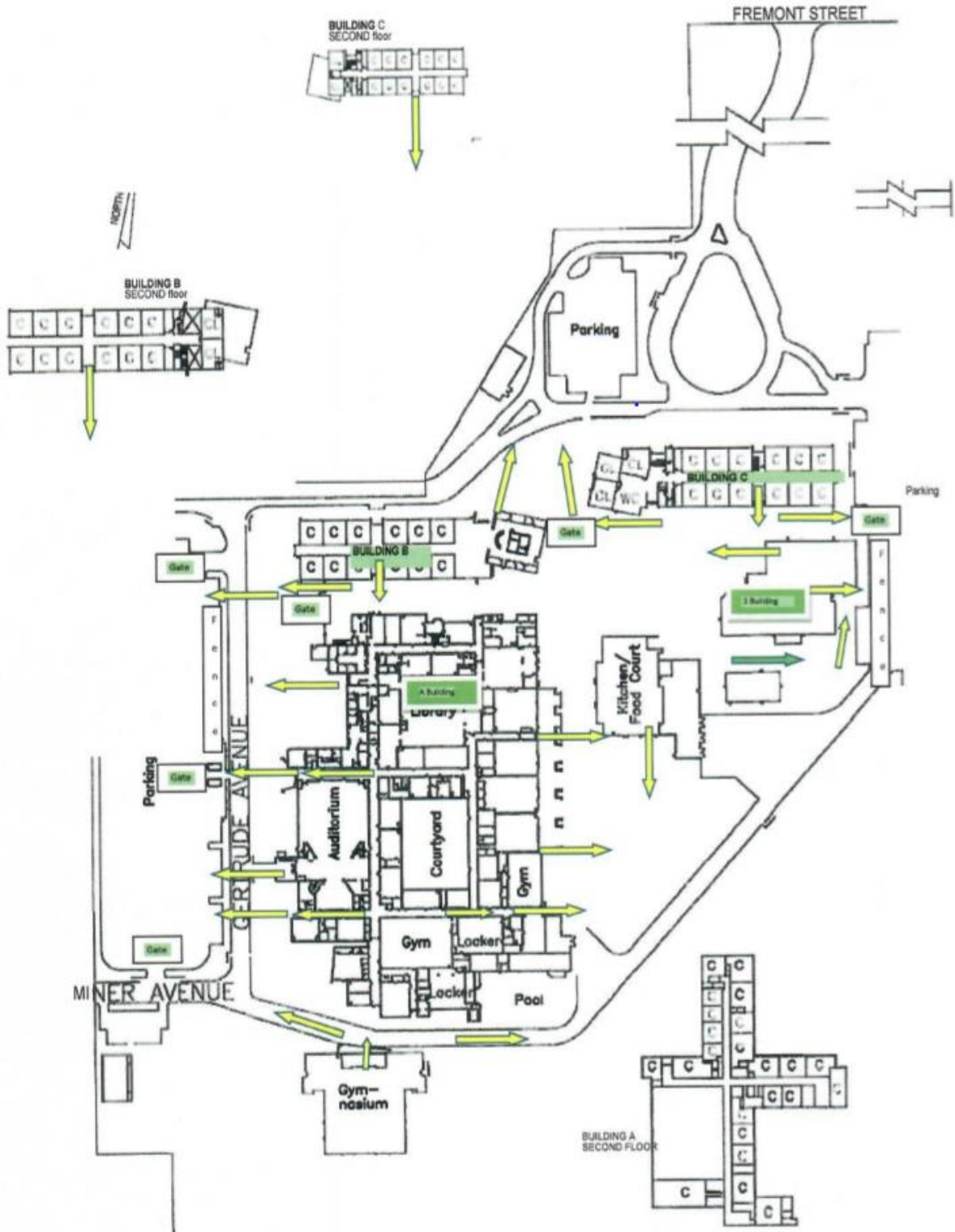
School administration will establish one direction hallways (where available) to assist with the flow of student movement.

Staff members will monitor hallways and escort class changes when possible to ensure steady flow of students with no congregation in hallways.

Staggered dismissal patterns will be devised, with designated drop-off and pick-up areas for walkers and bike riders.



Egress Plan
 FRANKLIN HIGH SCHOOL
 4600 EAST FREMONT STREET, STOCKTON, CA 95215

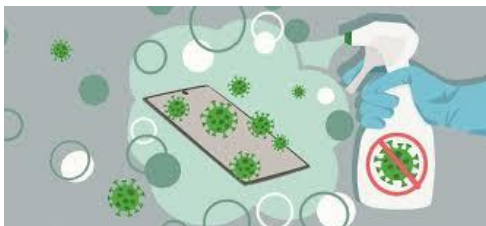


Cleaning and Disinfection:

Shared surfaces will be regularly cleaned and disinfected and the use of shared items will be minimized.

Providing and maintaining a clean school environment is critical to the safety of our staff, students, and community. Custodial employees have the resources and training needed to help maintain a healthy environment for students and staff.

- All restrooms will be fully cleaned hourly and at the end of each day
- Disinfect hard touch areas in all restrooms once per hour and sign off on the log sheet.
- Disinfectant spray bottles to any staff member who wishes to wipe down their personal space. We do this once per week on a rotating basis.
- Top off hand sanitizer dispensers daily.
- All campus areas are cleaned daily including door handles, light switches, sink handles, bathroom surfaces, tables, students' desks, and chairs.
- Inventory Controls: Supplies and inventory management, Cloth face coverings for students and staff, (individuals are encouraged to use their own cloth face covering), Disposable masks for Care Room, Hand sanitizer or use of available sinks and soap for handwashing, spray bottles and disinfectant and paper towels, every room to clean surfaces. Gloves and other PPE gear such as student and teacher desks shields will be present as well.



Disinfection protocols include school action if an employee/student is suspected or confirmed to have COVID-19 infection:

In most cases, there is not a need to shut down the facility. If it has been less than 7 days since the sick individual has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off:

- 24 hours is a standard waiting period prior to cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. However, if a 24 hour waiting period is not feasible, disinfection will be delayed for as long as possible to be considered safe.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- All protective gear is provided to each custodian and other site personnel as necessary.
- Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers. Custodial staff will disinfect using proper cleaning products (ADQ, Avistat-D) with microfiber cloths to spray and wipe down objects.

- **Scheduling and Routine:** Throughout the workday, the custodial staff will implement a routine of surface cleaning in the major touch point areas discussed such as restrooms. The staff will, in some cases, report at staggered times depending upon hours of operation to ensure consistent disinfection practices while primary building employees are present. Latter custodial shifts will apply the full standard cleaning of all areas to be ready for the next day. Additional disinfecting will be performed prior to the arrival of district staff in high-traffic areas such as the front office. Custodial staff will wear face masks and gloves.
- **Deep cleaning:** If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes. The Vital Oxide sanitizer for spray or foam application is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.

Face Coverings and Other Essential Protective Gear:

SUSD requires employees, students, and visitors in school facilities to wear masks or cloth face coverings. Masks and other face coverings are a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when we talk, cough, or sneeze.

General Information and Guidance

- All masks or face coverings should fully cover the nose and mouth, secure under the chin, and fit securely against both sides of the face. The CDC does not recommend using masks if they have an exhalation valve or vent.
- All school staff and students in 3rd grade and above must wear masks. Students in 2nd grade and below are encouraged to wear masks or face shields.
- Face shields may be worn in addition to a mask, but not in place of a mask or face covering.
- The use of a mask or face covering is not a substitute for physical distancing.
- Desks will have safety shields separating students from each other.
- As students and staff arrive on campus, they must wear a face covering. If they do not have a face covering, they will be provided one by the school. If they refuse to comply, they will be excluded from the campus.
- For specific special populations, per CDPH, for students who have trouble breathing or unable to remove the face covering without assistance are exempt from wearing a face covering. They will be required to wear a face shield or face covering with a clear panel (for lip reading or visual stimulation and facial expressions). Medical notes will be required for those students indicated.
- Surgical and other medical-grade masks may be recommended for specific situations.



Physical Distancing: Everyone must practice physical distancing. This means keeping at least 6 feet as practicable from other people. Maintaining adequate space is one of the best prevention tools available to avoid exposure to COVID19.

Staff who work in a space together, such as an office or in a classroom, must ensure they maintain a physical distance of 6 feet at all times and must wear a face covering when in a space with other individuals.



Face covering Requirements: Students, staff, vendors and visitors will be required to wear face coverings on campus at all times. Students will also be required to wear face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home must be school appropriate and shall not interfere with the district's dress code policy.

Face coverings should be worn at all times including:

- While entering or exiting school grounds or district offices
- While on a school bus
- Engaged in work and interacting in person with another person
- Working in any space visited by multiple people such as the front office, staff room or hallways

Differentiating between face coverings and face shields: Face shields are not a sufficient stand-alone measure of protection. They cover the eyes but not the respiratory system. If someone is wearing a face shield, they should also be wearing a surgical mask or face covering. Face shields with cloth drapes can be used.



Enforcement: School administration or staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering campus. In instances where reusable masks are left at home, a disposable mask will be provided for the day. Students who repeatedly do not wear a mask on school grounds will be educated on their importance while faculty will work to use restorative practices to encourage students to utilize a mask. Each school will have a COVID Point Person to work on compliance issues at the school level.

Common areas and classrooms: Students must wear face coverings in all common or shared areas, including but limited to the following areas: (A) Classrooms (B) Hallways, (C) Restrooms, (D) While in line waiting for Grab and Go Lunch. Teachers can work with students to provide designated “mask breaks” during which time students will be socially distanced.

- **Exemptions:** Students or staff must have a medical issue for which a face covering would cause an impairment. There is also an applicable exemption for students or staff who need to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate.

Healthy Hygiene Practices:

Hand sanitizer stations and hand washing sinks will be promoted and incorporated into routines.

Availability of hand washing stations and hand sanitizer:

- In classrooms with sinks soaps will be provided so students and staff can perform safe handwashing.
- Classrooms without sinks will be provided hand sanitizing dispensers.
- Hand sanitizer dispensers will be utilized in place of classrooms without sinks. Hand sanitizer stations will be strategically located throughout the campus. Posters of hand washing and healthy hygiene practices will be posted in hallways, restrooms and classrooms.
- Upon entering the classroom daily students will be reminded of healthy hygiene practices by their teachers.
- Students will be engaged in routines through use of Chromebooks. Students will review three short student-friendly videos on healthy hygiene including hand washing, mask wearing, and physical distancing.
- Families and students can utilize the SUSD Health and Safety guide and Hybrid and Distance Learning Guide to review the need for healthy hygiene for hand washing, mask wearing, and physical distancing.
- Videos will be available and encouraged to view through Family Engagement and the COVID Information link on the Stockton Unified School District website. The student-friendly videos on healthy hygiene on student Chromebooks, will be routinely visited by each 1st period teacher on a regular basis to be established by the school as a school wide campaign.
- Teachers are also encouraged to start the instructional day with short reminders regarding hand washing, mask wearing, and physical distancing.
- Each period teachers will develop a routine for students to use the hand sanitizer at staggered intervals.
- Staff meeting – share PowerPoint presentation and check for understanding of the plan.
- Staff starts sharing videos with students and families (COVID-19 Back-to-School Interactive Classroom Slide)

- What is COVID-19?
- How to wear your mask?
- How germs spread?
- Getting temperature taken at school
- Hand-Washing
- Social Distancing
- Educational Videos
- Family Education – letters sent out, Parent Link phone calls to remind them about the procedures, district will be pushing out “healthy hygiene practices” to students’ Chromebook
- Each classroom will be outfitted with additional sanitation stations with a variety of supplies to encourage proper cleaning practices. Students and staff will work together to ensure everyone is contributing to a healthy environment by wiping surfaces after classroom instruction is complete.
- **Hand and Respiratory Hygiene:** Everyone must wash their hands frequently. If soap and water are not available, use of hand sanitizer is recommended. Training on effective hand-washing and use of hand sanitizer will be provided to all students and staff.
- At a minimum, students and staff must wash their hands or use hand sanitizer:
 - When they arrive to school/work
 - Before lunch
 - Before leaving the site for the day
 - When using the restroom
 - When hands are visibly dirty
 - After using a tissue or coughing into their hands



Health Screenings for Students and Staff:

Students and staff will be screened for symptoms of COVID-19 by completing the Daily Symptom self-check. Any ill students or staff will be separated from others and sent home immediately.

Health Self Checks: Staff and students are required to self-monitor for symptoms such as fever, cough, and shortness of breath. It is recommended that an individual not attend work or school if feeling any of the symptoms of COVID-19. Students or staff members who have screened and determined they need to go home will be handled in two ways:

- Adults: school officials will direct the adult to return home and make contact with Risk Management. The site administrator or department lead will also inform Risk Management.
- Students: the site will make immediate contact with the family. While waiting for the family to pick up the student, the student will be isolated into a care room until parents arrive.
- Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.
- Qualtrics COVID-19 Self Check System
- Self-check will be performed with Qualtrics online reporting system and Paper check, when not technology is not available, will be utilized for all on campus Adults. Students will utilize the Daily Symptom Check virtual reporting system (Qualtrics). All staff will engage students upon arrival and remind students of health self-checks.
- Parents and students will be informed that if a student comes to school ill or later develops symptoms, they will be required to pick up their child immediately (within 15-20 minutes, if possible)
- Students and staff will be asked to self-monitor symptoms prior to arrival at school site.
- If a student becomes ill while on campus they will be quickly separated from other students/staff until picked up by a parent/guardian
- Two rooms will be designated for quarantine. This will allow for easy access for pick-up by parent/guardian. One room will be located in either A1 or A3.
- A distance of 6 feet will be maintained from others, preferable in a separate room that is well ventilated.
- A disposable mask will be worn by the individual being quarantined
- Attending staff will use standard precautions when assisting a sick individual. For suspected Covid-19 this includes: disposable face mask, eye covering/face shields and gloves.
- Parents/guardians will be called for immediate pick-up. If a parent/guardian cannot pick up the student, alternative transportation to home will be arranged.
- Surfaces will be immediately disinfected after the student leaves and before use by others.

Site COVID Health Screening Room:

Rooms/space have been designated in which students can wait for parent pick up once the site has determined students may have COVID-19 related symptoms. These spaces cannot be utilized for any other purpose. In addition, these spaces should be used on a rotating basis to reduce the possibility of exposure.

- Room 38 will be designated for students who exhibit COVID-19 symptoms

Physical Distancing

Routines will be arranged to allow for physical distancing of students and staff. Please review the guidelines for physical distancing in the classroom and frequently used areas of the school site.

- Social Distancing Requirements (signage and schedules)
 - Teachers and support staff will place signage in classrooms to meet social distancing guidelines
 - A schedule for staff work rooms will be created to allow for social distancing through a staggered schedule of availability
 - Hygiene and health practices for cleaning and disinfecting food storage, food prep and surface areas (staff lounge and kitchen) and surface areas in work rooms will be reviewed and appropriate signage posted
- Library Use
 - Teachers may send book lists to Program Specialist or other support staff to deliver books to students
- Staff Lounge Staggered Schedule (Teacher Lunch schedule)
 - Signage in staff lounge will include designation of available seating
 - Hygiene and health practices for cleaning and disinfecting food storage, food prep, and surface areas



Identification and Contact Tracing

The school will take the following actions in the event of a positive case of COVID-19. The school has 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. The Qualtrics Daily Symptom check provides initial information for contact tracing.

For staff, Qualtrics and Risk Management will follow contact tracing protocols established by the district. The principal will be the main contact on site to provide lists of those exposed to the staff member.

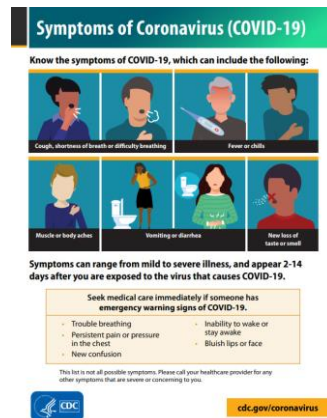
For students, our school nurse will provide lists of those exposed to the student.

Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19.

Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community. The following process has been established:

SYMPTOMS OF COVID-19.

1. Students or staff will return home immediately.
2. Staff members will contact the supervisor and Risk Management.
3. Students and staff members will contact the primary care provider. It is generally recommended to get tested for COVID-19.
4. Contact tracing will determine potential exposure by following the SJDPH guidelines of close contact of exposure which is 15 minutes of duration within 6 feet of a positive individual.



COVID-19 Negative

- In the event a staff member has been possibly exposed to COVID-19 and has been quarantined at home and does not have COVID testing the following process will be followed:
- If the staff member tests negative for COVID-19, all personnel connected to this situation can return to work at the direction of Risk Management.

COVID-19 Positive

In the case a staff member or SUSD stakeholder has a positive COVID-19 test result, the following will occur:

1. Risk Management will contact the employee
2. Self-isolate at home for the prescribed days before return to work. Avoid infecting others-Stay Home
3. You may return to work/school when: You have been fever free for 24 hours, without fever reducing medication. Your COVID-19 symptoms have improved and at least 10 days have passed since your symptoms first appeared.

If Covid-19 is suspected, the school nurse and Health Services will be contacted. Communicable Disease Response Protocols will be followed. Staff will be encouraged to stay home if they have any symptoms of Covid-19 or a fever. Staff will complete the district self-monitoring survey on a daily basis. If a staff member is symptomatic, they are to stay home and notify their administrator for further directions.

If a staff member becomes ill during working hours, they will follow district protocol which includes (1)notifying the administrator and school secretary, Silvia Montanez (2) Leaving

campus immediately (3) Contact personal physician (4) Notify Health Services and Risk Management

Deep cleaning: If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes. The Vital Oxide sanitizer for spray or foam application is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.

School closures: School closures due to cleaning or positive cases will be determined on a school by school basis and appropriate protocols will be followed.

Staff Training and Family Education

Staff will be trained and families will be educated on the application and enforcement of the plan.

Professional Development, Staff, and Leadership Meetings to allow input from ALL staff members in the development of this return to school plan.

Employees are also required to complete Keenan Safe Schools Online Trainings:

- Use the sanitizer and disinfectant
- Coronavirus: Cleaning and disinfecting your workplace
- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- Teachers may choose to use the disinfectant to clean desks and other surfaces during the day.
- Suggested times and surfaces for cleaning include student desks after eating, high-touch areas within the classroom, and supplies used by students. Sanitizer and disinfectant is stored out of reach of students.



Videos are provided to ELAC/Parent Meetings, Back to School/Open House virtual trainings:

Site personnel are trained at faculty meetings. Staff are provided with specific details regarding the application and enforcement of the site plan. Families are educated through multiple communication sources including, but not limited to: the school website, emails, phone messages, and social media. Presentations will be shared at parent meetings such as Parent Coffee Hour and ELAC.

- Staff meeting – share PowerPoint presentation and check for understanding of the plan
- Staff starts sharing videos with students and families (COVID-19 Back-to-School Interactive Classroom Slide)
 - What is COVID-19?
 - How to wear your mask?
 - How germs spread?
 - Getting temperature taken at school
 - Hand-Washing
 - Social Distancing
 - Educational Videos

- All staff will complete designated safety and informational training.
- Staff members will be reminded of this training on a regular basis by site administrators until all staff members have successfully completed this training.
- Staff members will also be provided with resources and tips on how to manage stress anxiety from SUSD’s Mental Health and Behavior Support Services Department: Mental Health and Behavior Support Services Department Page: <https://www.stocktonusd.net/Domain/4516>
- Mindful Mondays: <https://www.stocktonusd.net/Page/13599>
- Virtual Calming Room: <https://www.stocktonusd.net/Page/13618>
- Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers. Custodial staff will disinfect using proper cleaning products (Suprox-32) with microfiber cloths to spray and wipe down objects.

- **Scheduling and Routine:** Throughout the workday, the custodial staff will implement a routine of surface cleaning in the major touch point areas discussed such as restrooms. Later custodial shifts will apply the full standard cleaning of all areas to be ready for the next day. Additional disinfecting will be performed prior to the arrival of district staff in high-traffic areas such as the front office. Custodial staff will wear face masks and gloves.

- **Deep cleaning:** If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes.

- **Shared Responsibilities:** Teachers and students will work together with custodial staff to promote a clean and healthy environment for everyone within each building. Teachers will be encouraged to wipe down any community or high-touch areas after each class to reduce exposure for the next classroom.

- **COVID-19 Education:** To provide education related to COVID-19 to our staff, students, parents and community the following will be used:
 - Signage within schools to promote proper hygiene and social distancing.
 - A dedicated page on the website to provide updated information for students and staff regarding COVID-19 developments
- Instructional videos for students and staff detailing changes in school operations and instructional models that will be shared via web page, Parent Link, and all district social media platforms
- Provide flyers for students and families on COVID-19 protocols and instructional models including virtual options
- Regular digital newsletter updating families on the latest information for school reopening sent through school messaging system.



Testing of Students and Staff

Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 have the availability to be rapidly tested. The SUSD Health Services department will provide instructions while waiting for test results.

- People who test positive are diagnosed with or suspected to have COVID-19 will not return to the building until they have met the criteria to discontinue home isolation according to CDC and local health guidelines. Those who have had close contact with a positive case (lab-confirmed, diagnosed, or suspected) will stay home and follow CDC and local health department guidance.
- Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.
- If any staff or students have symptoms of COVID-19, our school nurse will refer them to their primary care physician and wait for further instructions.
- Site staff will be referred to the COVID reporting flow chart
- Parents and students will be advised based on recommendations from the CDE and district
- Communication: Upon notification of a positive result, a parent or employee will notify their principal or supervisor, respectively. The principal or supervisor will notify the regional superintendent or assistant superintendent/chief, who will

notify the COVID-19 commander. Risk Management and Health Services will also be notified.

- An individual tests positive for COVID-19: Individual should follow the recommendations of their healthcare provider for isolation protocol.
- Returning to campus: At least 14 days have passed since symptoms appeared; at least 72 hours fever-free without using fever-reducing medication, and all other symptoms have subsided.
- Contact tracing: SUSD is collaborating with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the district's Department of School Health Services will also communicate with administration to track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified and directed to be tested by their healthcare provider or quarantine as directed.



Triggers for Switching to Distance Learning

The superintendent will use specific criteria to determine when to physically close the school and prohibit in-person instruction.

The following criteria will be used by Stockton Unified School District to determine when in-person instruction will need to close:

- The district will consult with the San Joaquin County Public Health Department first.
- A classroom cohort goes home when there is a confirmed case.
- A school goes home when multiple cohorts have cases or more than 5% of school is positive.
- SUSD goes home if 25% of their schools are closed within a 14-day period.
- The site will consult with the Health Services and Risk Management Department.
- A classroom cohort goes home when there is a confirmed case with all families contacted via email, school messenger and direct phone calls as needed.
- A school goes home when multiple cohorts have cases or more than 5% of school is positive with all staff and families contacted via email, school messenger and direct phone calls as needed.
- SUSD goes home if 25% of their schools are closed within a 14-day period with all staff and families contacted via email, school messenger and direct phone calls as needed.

If the school site is closed due to multiple cohorts testing positive or the district closes due to multiple school closures, the site will immediately implement the Distance Learning Model utilized in the fall.

Teachers and instructional support staff will lead and support instruction in their virtual classrooms utilizing Zoom, Google Meet and other district provided digital resources.

Teachers will develop and implement daily lesson plans for grade-level, standards-based instruction for students

Teachers and instructional support staff will differentiate and adjust instruction to meet the

individual needs for student learning

Teachers will provide student make-up work, flexibility and support if they are out of school for any reason.

Site administration will make themselves available via phone or Zoom to support teachers and instructional staff.

Site Counselors will also make themselves available via phone or Zoom to support teachers, students and families.

Information related to the site Distance Learning Model will be shared with students, families and the community through:

- a. School Site Website
- b. Phone or Messages sent home
- c. Social Media
- d. Coffee Hour or other community meetings



Communication Plans

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.

Health Services and Risk Management will inform necessary personnel should it learn of a confirmed or likely coronavirus infection of District employees or students and identify the campus or worksite said infection was found understanding that this information be provided following HIPPA and FERPA rules. The District will ensure the administrators assigned to the campus or worksite at issue are fully informed of all interventions and changes to be implemented by the District in order to continue operations.

Protocols established by district and Risk Management.

Site will inform necessary personnel and families should it learn of a confirmed or likely coronavirus infection of District employees or students and identify the classroom where said infection was found, understanding that this information will be provided following HIPPA and FERPA rules. The site admin will ensure the personnel and families assigned to the campus or worksite at issue are fully informed of all interventions and changes to be implemented by the site in order to continue operations.

In the event of either school site closure or district closure, parents, students and staff will be notified and informed of any changes via:

- a. School website
- b. Weekly phone messages
- c. Social Media
- d. Coffee Hour and other community meetings



Contact Tracing: When necessary, SUSD will collaborate with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the district’s Department of School Health Services will also communicate with administration to track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified.

How to Safely Wear and Take Off a Mask
Available: <https://www.cdc.gov/coronavirus/2019-ncov/need-getting-into-how-to-wear-take-off-removing.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N95 respirators, both of which should be used by health care workers and other health first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Wash YOUR HANDS!

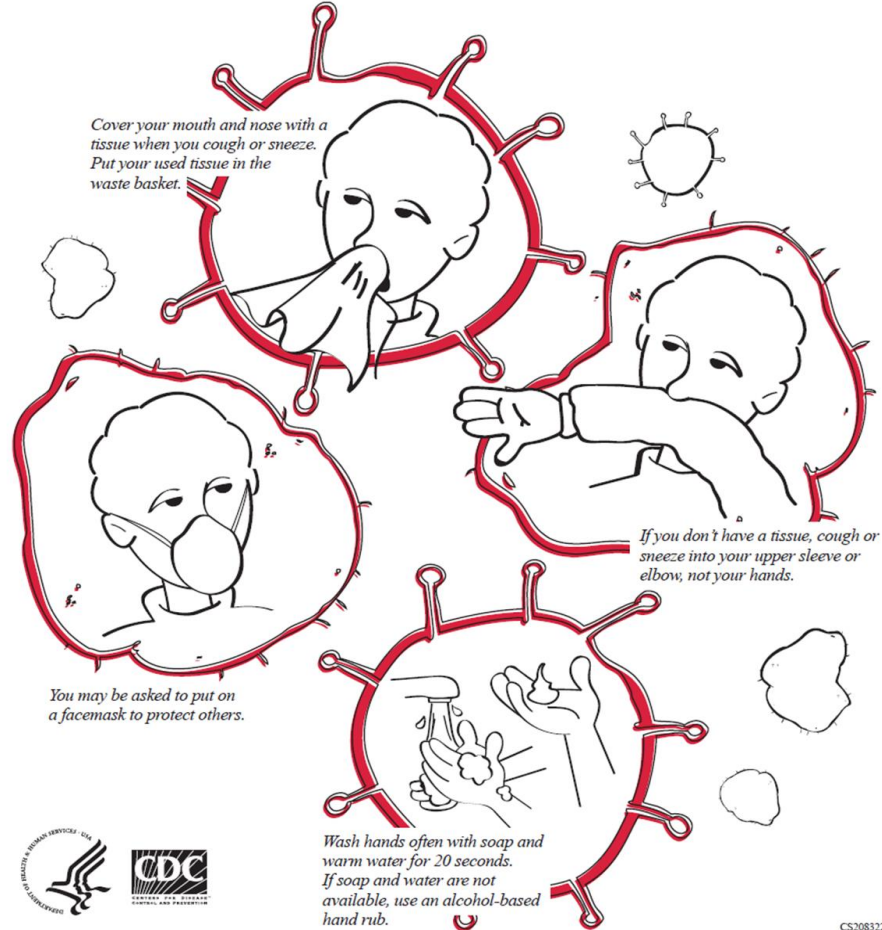
Hands that look clean can still have icky germs!

- 1 Wet
- 2 Get Soap
- 3 Scrub
- 4 Rinse
- 5 Dry

This material was developed by CDC. The Let's Go with Clean Hands campaign is made possible by a partnership between the CDC Foundation, CDC, and Unilever. © 2020 CDC. All rights reserved. Unilever, its subsidiaries, and its affiliates.

Cover Cough

— Stop the spread of germs that can make you and others sick! —



CS208322

EXPECTATIONS FOR FAMILIES LETTER

Dear Parents/Families,

We look forward to your child's return to our school! Our teachers and staff are ready to welcome your students as we transition to in-person instruction. In preparation, we want to share general information about your expectations for students, staff, and families and how we can work together to keep schools safe. Please review this information with your child(ren) so that we can work together for a safe and smooth transition back to school for all of our students. SUSD is committed to maintaining a safe and healthy environment for our students and staff. These are four things that we expect our students to do to help:

Wear Masks- Masks or cloth face coverings are required for students and staff, both in school and on the bus. They should be worn properly, covering both the nose and mouth.

Wash Your Hands- Practice Hand Hygiene - Students should wash their hands when given opportunities to do so during the school day or sanitize their hands with hand sanitizer.

Watch Your Distance- Maintain Physical Distancing - Each school has a plan for the flow of traffic that includes directional signs and traffic patterns. While at school, students should follow these signs, and avoid stopping in hallways or congregating or meeting in groups

Daily Symptom Self Check- All students must complete the virtual daily symptom self-check before entering campus.

Stay Home When Sick - It is important that students stay home from school if they have COVID-19 symptoms, have been exposed to someone with COVID-19, are awaiting results, or have tested positive. If a student becomes ill during the day, he or she will be cared for and isolated from other students. Parents will be contacted and will be need to come to the school to check out their student.

Please indicate below your understanding of these expectations. We appreciate your support and your family's willingness to work with us to help control the spread of COVID-19 so that we can keep schools open for in-person instruction

I have read and reviewed the information above, **the SUSD Health & Safety and Hybrid & Distance Learning** guides with my child(ren).

If my child has any of the following symptoms, he or she, will not attend school, and I will call my child 's school office to inform the school of the symptoms:

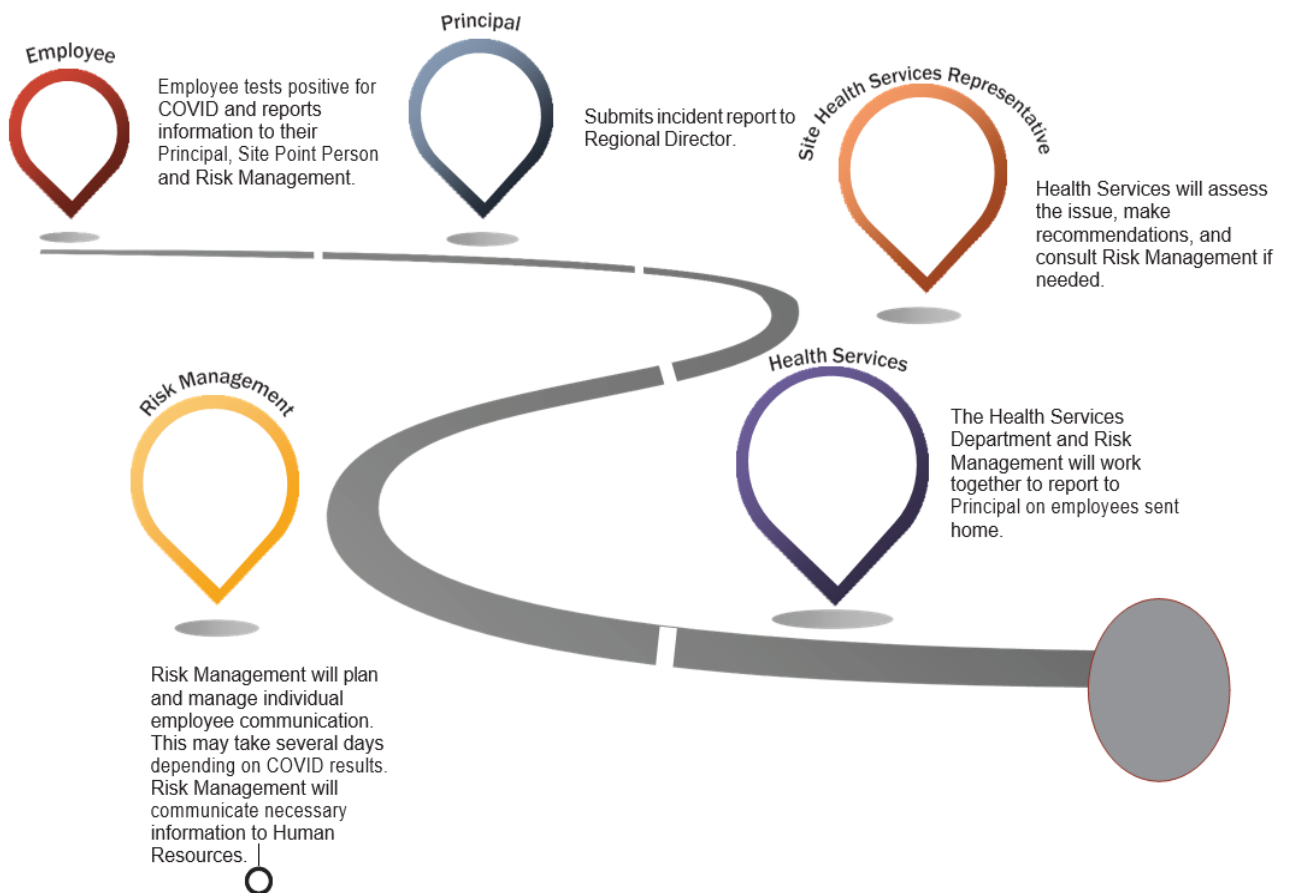
Fever	Headache
Chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
Fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea

- If my child tests positive for COVID-19, is diagnosed with COVID-19, or has been advised by a physician or the health department to stay home due to symptoms of COVID-19, he or she will not attend school. I will call my child's school office to inform them of the test result.

- If my child has been in close contact within the first 14 days with someone who has tested positive or been diagnosed with COVID-19, he or she will not attend school and I will contact my child's school to share this information.

Again, thank you for your support of your child and our school during this time. Information about Stockton Unified School Districts' transition to in-person instruction and the steps schools are taking to address health concerns is available on the district website. In addition, please contact our child's teacher or school office if you have other questions.

COVID-19 COMMUNICATION FLOWCHART



COVID-19 SCREENING AND RESPONSE GUIDE FOR SUSD SCHOOLS, STUDENTS AND STAFF

CONTACT

Was in close contact with a person with a confirmed case of COVID-19. Close contact is defined as closer than 6 feet for 15 minutes with or without a face covering.

POSITIVE CASE

Laboratory-confirmed, diagnosed, or suspected case of Covid-19. This timeline is based on the date symptoms started or, if no symptoms, the date the test was administered, not the date the result was received.

RETURN TO SCHOOL / WORK TIMELINE

<u>No Symptoms</u>	<u>At Least One Symptom</u>
<p>Individual has stayed home and self-isolated for 14 days from the last day that he or she was exposed to the confirmed case of COVID-19.</p> <p><i>*Note: If this person is tested for COVID-19, a negative test would not change or decrease the 14 day quarantine period, but a positive test would move him or her into one of the Positive Case categories based on whether the individual continues to have no symptoms or has developed symptoms.</i></p>	<ul style="list-style-type: none"> • At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications. <p>AND</p> <ul style="list-style-type: none"> • Improvement in other symptoms (for example: cough, shortness of breath) <p>AND</p> <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared.

<u>No Symptoms</u>	<u>At Least One Symptom</u>
<ul style="list-style-type: none"> • At least 10 days have passed since the positive laboratory test and the person remains asymptomatic. • Asymptomatic individuals who test positive and after developed symptoms should follow the guidance for symptomatic persons to the right. 	<ul style="list-style-type: none"> • At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications. <p>AND</p> <ul style="list-style-type: none"> • Improvement in other symptoms (for example, cough, shortness of breath) <p>AND</p> <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared.

DISTRICT / SCHOOL RESPONSE ENHANCED MITIGATION MEASURES

Isolate and deep clean affected classrooms and spaces in addition to current mitigation measures.

TARGETED CLOSURE

Close off affected areas (classrooms, office, etc.) and, if possible, wait 24 hours before deep cleaning and disinfecting.

DISTRICT / SCHOOL RESPONSE TARGETED CLOSURE

Close off affected areas (classrooms, offices, etc.) and, if possible, wait 24 hours before deep cleaning and disinfecting. (Consider temporary closure if evidence of transmission in consultation with DPH)

RETURN TO IN-PERSON LEARNING IN SUSD

IDENTIFICATION, CONTACT INVESTIGATION, AND NOTIFICATION PROCEDURES



HEALTH SELF CHECKS

Staff and students are required to self-monitor for symptoms such as fever, cough, and shortness of breath. Anyone not feeling well should not come to school or work.



IF STUDENTS OR STAFF ARE SICK:

STUDENTS: Parents should keep their children home and notify their child's teacher and school.

STAFF: Staff members who are sick should notify their immediate supervisor and stay home.

If a staff member or student tests positive for COVID-19, or is diagnosed with COVID-19, or has been advised by a physician or the health department to stay home due to symptoms of COVID-19, they should not report to school or work. In addition, they should inform their school of their situation

SHOULD THERE BE A REPORT OF COVID-19 SYMPTOMS AND / OR A POSITIVE TEST?



Each location will identify an health screening area room and a person experiencing symptoms at school or work will be sent to that area prior to being sent home.



The school's trained Health Response Team will gather and log information, which will be used to help monitor data and conduct contact investigations.



That information will be reported to the Health Department as required. Notifications will be made to families and staff while maintaining confidentiality consistent with applicable federal state privacy laws.



Areas in which the ill person had spent time in the school will be closed off immediately and for 24 hours. Areas will not be used until cleaning and disinfecting measures are performed, using CDC recommendations.



People who test positive are diagnosed with or suspected to have COVID-19 will not return to the building until they have met the criteria to discontinue home isolation according to CDC and local health guidelines. Those who have had close contact with positive case (lab-confirmed, diagnosed, or suspected) will stay home and follow CDC and local health department guidance.

STAYING SAFE IN OUR SCHOOLS



Personal Protective Equipment

SUSD requires employees, students, and visitors at school facilities to wear masks or cloth face coverings



Sanitizing High-Touch Surfaces

Custodians will clean and disinfect frequently touched surfaces and objects, including tables, doorknobs, light switches, counter tops, handles, desks, phones, toilets, sinks, and handrails.



Safe Distancing

Students and adults will maintain physical distance of 6 feet from other, as feasible. Each school has a plan to help address this in hallways and during class changes, including directional signs and traffic patterns. While at school, students should follow these signs, and avoid stopping in hallways or congregating or meeting in groups.



Health Self Checks

Staff and students are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath.



Enhanced Personal Hygiene

Hand-washing will continue to be encouraged and hand sanitizer dispensers will be available in all classrooms.



School Meals

Meals will be served using a grab-and-go system that allows students to take their meal to the classroom or other assigned eating area.



Transportation

All students, drivers, and monitors will wear a mask or cloth face covering while riding the bus to and from school. All riders will be assigned seats on the bus. In addition, buses will be disinfected after morning and afternoon routes, and the windows will be open for ventilation.



Intensified Cleaning Techniques

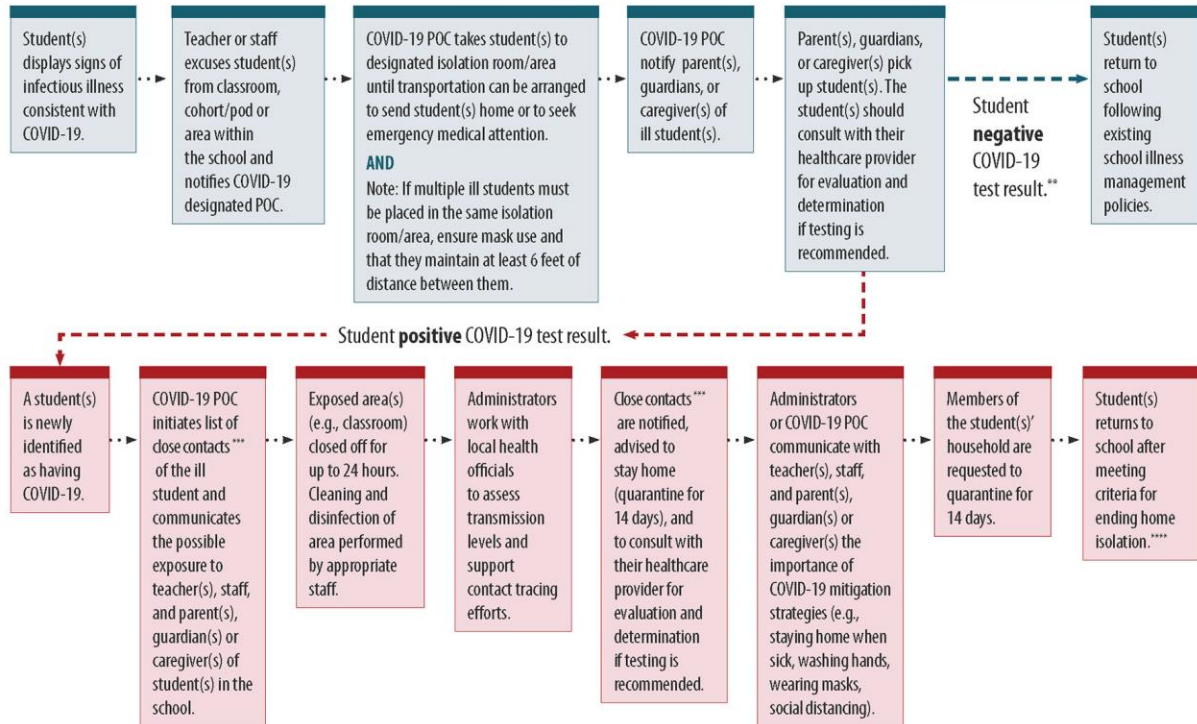
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



New Building Signage

Our schools will communicate reminders about hygiene, safe distancing, masks, and other healthy behaviors.

WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS*



CS 319661A August 31, 2020 1:11 PM

Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

* Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

** With no known close contact

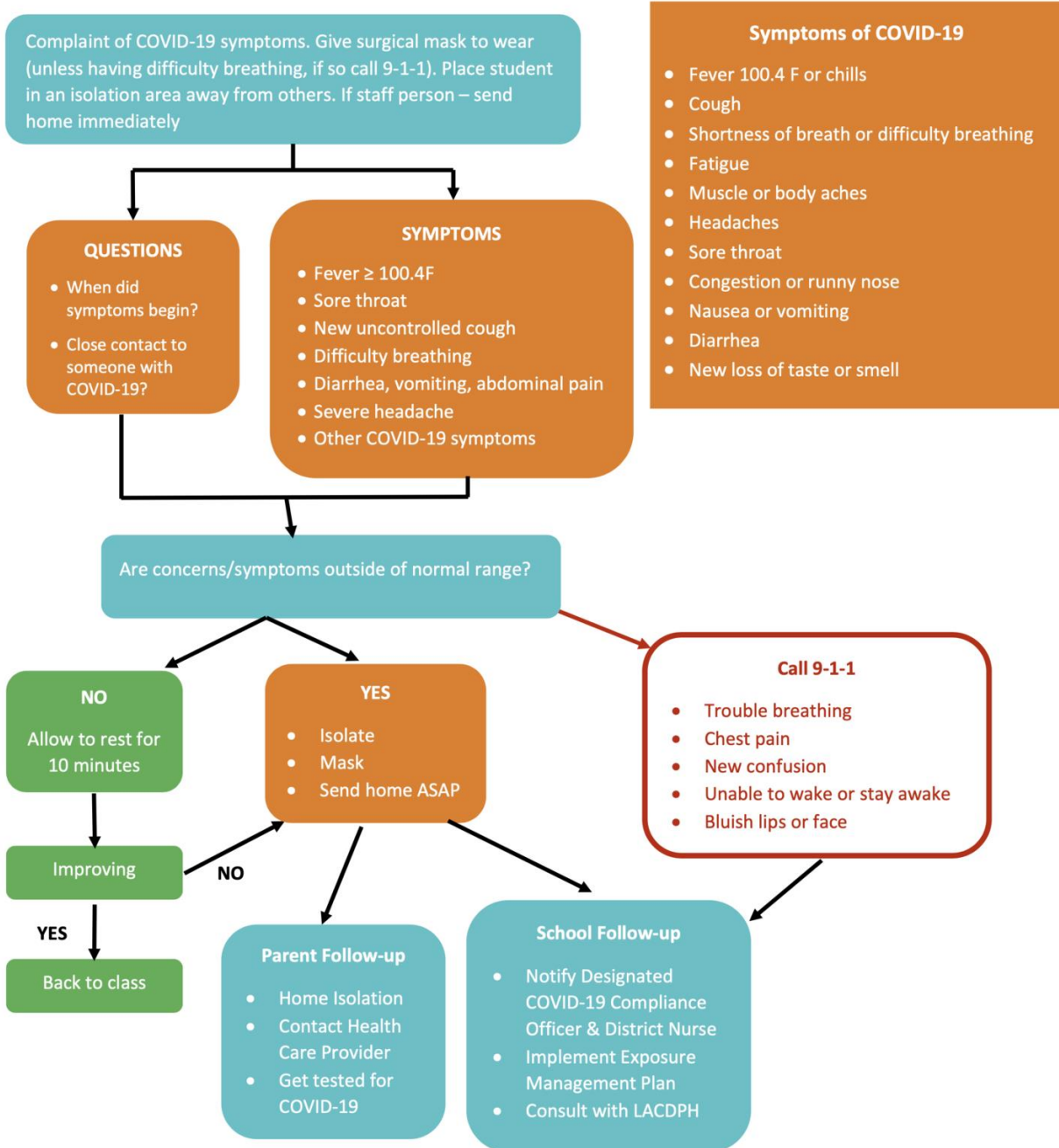
*** Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**** Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

cdc.gov/coronavirus



COVID-19 Screening Flow Chart



Adapted from California School Nurses Organization: COVID-19 Screening Flow Chart