



Harrison Elementary School

BOARD OF EDUCATION
 Cecilia Mendez, President
 Maria Mendez, Vice President
 Ray C. Zulueta, Jr., Clerk
 AngelAnn Flores, Trustee
 Scot McBrian, Trustee
 Alicia Rico, Trustee
 Candelaria Vargas, Trustee
 INTERIM SUPERINTENDENT
 Brian Biedermann



RETURN TO SCHOOL – REOPENING SITE PLAN

Name of Site: Harrison Elementary School	Enrollment: 648
Total Number of Staff: 74	
Address: 3203 Sanguinetti Lane	
Stockton, Ca 95205	
Grade Level Pk-8	
Date of Reopening: TBD	
Name of Person Completing Application: Christina Katen	
Phone Number: 209-933-7205	Email: ckatens@stocktonusd.net

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](#)



Table of Contents

Cohorts.....3

Students Return to On Campus Live Instruction: Date to Be Determined4

Entrance, Egress, and Movement Within the School:9

Harrison Elementary Map:.....10

Cleaning and Disinfection:.....11

Face Coverings and Other Essential Protective Gear:12

Healthy Hygiene Practices:13

Health Screenings for Students and Staff:.....14

Physical Distancing:15

Identification and Contact Tracing:16

Staff Training and Family Education:.....17

Testing of Students and Staff:18

Triggers for Switching to Distance Learning:19

Communication Plans:19

EXPECTATIONS FOR FAMILIES LETTER21

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.
- During Small Cohort Instruction Based AB77 instructional minutes; K-6 Teachers and SDC Classrooms teachers, provide synchronous and in-person instruction from 9:00 a.m. -11:00 a.m. not requiring recess.
- SDC 6-8 Grade Self-contained until Jan 4 return

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 that require assessment as part of their initial, annual, or triennial IEP for Special Education, initial or summative ELPAC and have not been successful taking it online for English Learnings, any state or district assessment and have not been successful taking the test online, and students who need their vision and hearing tested as part of their initial, annual, or triennial IEP.
- Students that need to be assessed will be required to wear masks, wash their hands and sanitize when entering the school, and complete the Covid-19 daily check.
- Assessment rooms will be used and will be sanitized after each student. All testing materials will also be sanitized after each student. The teacher will wear a mask and plastic dividers will be used.

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.
- Students will be assigned entrance and exit gates/areas on campus. The gates will only be opened 5 minutes prior to school starting and students will be directed by staff to immediately go to their assigned line and stand on the correct spacing for social distancing with face masks. Students will be dismissed from their classrooms after they have received their lunch and are to exit from their assigned gates.
- Classes will follow the walking directions on the sidewalks, and hallways.
- Recess/Bathroom time will consist of students having a color coded location. Students will be supervised by staff and will complete an activity lead by the staff. Students and teachers will use this time to use the restroom No playground equipment will be given out at this time. The restrooms will be supervised outside to ensure social distancing when entering the restroom. Students will follow the process for washing hands and sanitization. During class time the students will be allowed to use the restroom and follow the same cleanliness routines.
- Teachers will submit the amount of students daily to food services and lunches will be delivered to classes prior to dismissal and will be handed out in the classrooms and students will leave directly through their assigned gate.

Schedules are subject to change:

Kindergarten GROUP A & B Gates open at 7:35, enter in Kinder Gate, stand on X 6 ft apart with mask	
7:40 Harrison Bears Google Classroom Morning Announcement - School starts	
7:40-8:50 (70 min.)	"Live" Whole Class English Language Arts
8:50 - 9:00	Group A: Recess/10 Minute Break/Bathroom - Kinder Zone 1
8:50 - 9:00	Group B: Recess/10 Minute Break/Bathroom - Kinder Zone 2
9:00-9:40 (40 min.)	Group A and B: "Live" Whole Class Mathematics
9:40-10:00 (20 min.)	Group A and B: Complete PE Assignment Group A - Kinder Zone 1 Group B - Kinder Zone 2
10:00- 10:20 (20 min.)	Monday - Science Tuesday - Social Studies Wednesday - Science Thursday - Social Studies Friday - PLTW
10:20-10:50 Small Group "Live" (30 min)	ELD Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
10:50-11:35	Lunch/Dismissal
11:35-12:00	Independent work time: I-ready, packets, spelling, online assignments, etc...
12:00- 1:55	"Live" Teacher Office Hour

1 st grade GROUP A & B & C Gates open at 7:35, enter in Gate A, stand on X 6 ft apart with mask	
7:40 Harrison Bears Google Classroom Morning Announcement - School starts	
7:40-8:50 (70 min.)	"Live" Whole Class English Language Arts
8:50 - 9:00	Group A: Recess/10 Minute Break/Bathroom -Zone A
8:50 - 9:00	Group B: Recess/10 Minute Break/Bathroom - Zone B
8:50 - 9:00	Group C: Recess/10 Minute Break/Bathroom - Zone C
9:00-10:00 (60 min.)	"Live" Whole Class Mathematics
10:00 - 10:20 (20 min.)	Monday - Science Tuesday - Social Studies Wednesday - Science Thursday - Social Studies Friday - PLTW
10:20-10:50 Small Group (30 min)	ELD Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
10:50-11:35	Lunch/Dismissal
11:35- 11:55 (20 min.)	Complete PE Assignment
11:55-12:25 Small Group (30 min.)	Small Group "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
12:25- 1:55	"Live" Teacher Office Hour

2 nd grade GROUP A & B & C Gates open at 7:35, enter in Gate A, stand on X 6 ft apart with mask	
7:40 Harrison Bears Google Classroom Morning Announcement - School starts	
7:40-8:50 (70 min.)	"Live" Whole Class English Language Arts
8:50 - 9:20 Small Group (30 min)	ELD Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
9:20 - 9:30	Group A: Recess/10 Minute Break/Bathroom - Zone A
9:20 - 9:30	Group B: Recess/10 Minute Break/Bathroom - Zone B
9:20 - 9:30	Group C: Recess/10 Minute Break/Bathroom - Zone C
9:30-10:30 (60 min.)	"Live" Whole Class Mathematics
10:30 - 10:50 (20 min.)	Monday - Science Tuesday - Social Studies Wednesday - Science Thursday - Social Studies Friday - PLTW
10:50-11:35	Lunch/Dismissal
11:35- 11:55 (20 min.)	Complete PE Assignment
11:55-12:25 Small Group (30 min.)	Small Group "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
12:25- 1:55	"Live" Teacher Office Hour

3rd grade GROUP A & B & C Gates open at 7:35, enter in Gate B, stand on X 6 ft apart with mask	
7:40 Harrison Bears Google Classroom Morning Announcement - School starts	
7:40-8:50 (70 min.)	"Live" Whole Class English Language Arts
8:50-9:20 Small Group (30 min)	ELD Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
9:20 - 9:30	Group A: Recess/10 Minute Break/Bathroom -Zone A
9:20 - 9:30	Group B: Recess/10 Minute Break/Bathroom - Zone B
9:20 - 9:30	Group C: Recess/10 Minute Break/Bathroom - Zone C
9:30-10:30 (60 min.)	"Live" Whole Class Mathematics
10:30- 10:50 (20 min.)	Monday - Science Tuesday - Social Studies Wednesday - Science Thursday - Social Studies Friday - PLTW
10:50-11:35	Lunch/Dismissal
11:35- 11:55 (20 min.)	Complete PE Assignment
11:55-12:25 Small Group (30 min.)	Small Group "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
12:25- 1:55	"Live" Teacher Office Hour

4th and 5 th grade GROUP A & B & C Gates open at 7:35, enter in Gate B, stand on X 6 ft apart with mask	
7:40 Harrison Bears Google Classroom Morning Announcement School starts	
7:40-8:50 (70 min.)	"Live" Whole Class English Language Arts
8:50-9:50 (60 min.)	"Live" Whole Class Mathematics
9:50 -10:10 (20 min.)	Monday - Science Tuesday - Social Studies Wednesday - Science Thursday - Social Studies Friday - PLTW
10:10 - 10:20	Group A: Recess/10 Minute Break/Bathroom -Zone A
10:10 - 10:20	Group B: Recess/10 Minute Break/Bathroom - Zone B
10:10 - 10:20	Group C: Recess/10 Minute Break/Bathroom - Zone C
10:10 - 10:20	Group D: Recess/10 Minute Break/Bathroom - Zone D
10:20 -10:50 Small Group (30 min)	ELD Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
10:50-11:35	Lunch/Dismissal
11:35- 11:55 (20 min.)	Complete PE Assignment
11:55-12:35 Small Group (40 min.)	Small Group "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...
12:25- 1:55	"Live" Teacher Office Hour

6 th Gates open at 7:35, enter in Gate D, stand on X 6 ft apart with mask		
Time	Group A	Group B
All Classes remain in their homeroom 1 st period. Teachers stream to class.		
7:40 Harrison Bears Google Classroom Morning Announcement School starts		
Period 1: 7:40-8:20 (40 min.)	Monday/Wednesday PE Tuesday/Thursday College Workshop	Monday/Wednesday College Workshop Tuesday/Thursday PE
Period 2: 8:20-8:50 (30 min.)		
Period 3: 8:50 - 9:20 (30 min.)	ELD College Workshop	
Period 4: 9:20 - 9:50 (30 min.)		
Period 5: 9:50 - 10:20 (30 min.)		
Period 6: 10:20 - 10:50 (30 min.)		
10:50-11:35	Lunch/Dismissal	
11:35 - 12:35 (60 min.)	Small Group "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...	
12:35- 1:55	"Live" Teacher Office Hour	

7th and 8th Grade Gates open at 7:35, enter in Gate D, stand on X 6 ft apart with mask	
All Classes remain in their homeroom 1 st period. Teachers stream to class.	
7:40 Harrison Bears Google Classroom Morning Announcement	
Period 1: 7:40-8:20 (40 min.)	
Period 2: 8:20-8:50 (30 min.)	
Period 3: 8:50 - 9:20 (30 min.)	
Period 4: 9:20 - 9:50 (30 min.)	
Period 5: 9:50 - 10:20 (30 min.)	
Period 6: 10:20 - 10:50 (30 min.)	
10:50-11:35 Lunch/Dismissal	
11:35 - 12:35 (60 min.) Small Groups "Live with Teacher" Other Students Independent work time: I-ready, packets, spelling, online assignments, etc...	
12:35- 1:55	"Live" Teacher Office Hour

Entrance and Exit Locations Gates open at 7:35, stand on X 6 feet apart with mask, rainy days enter directly into classroom.	
Grade	Gate
SDC	C
Pre-School	C
Transitional Kindergarten	Kinder – Andrea & Liz
Kindergarten	Kinder – Andrea & Liz
1 st grade	A – Des
2 nd grade	A – Des
3 rd grade	B – Monica
4 th grade	B – Monica
5 th grade	B – Monica
6 th grade	D – Yadira
7 th grade	D – Yadira
8 th grade	D – Yadira

Recess Time - Supervisor	Kinder Zone 1 - Andrea	Kinder Zone 2 - Andrea	Zone A - Des	Zone B - Monica	Zone C - Yadira	Zone D Andrea
8:50-9:00	Rm 6	Rm 12	Rm 5- 1 st	Rm 9- 1 st	Rm 7- 1 st	Rm 16- SDC
9:10-9:20	Rm 8	Rm 10				Rm 17- SDC
9:20-9:30			Rm 3 -2 nd	Rm 11-2 nd	Rm 4-2 nd	Rm 18- SDC
9:40-9:50			Rm 20- 3 rd	Rm 22 - 3 rd	Rm 13 - 3 rd	Rm14- SDC
10:10 -10:20			Rm 19 - 4 th	Rm 21 - 4 th	Rm 23 - 5 th	Rm 26 - 5 th

Entrance, Egress, and Movement Within the School:

Before School:

Students are not permitted to enter campus before supervision begins at 7:35am
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.

Students will be assigned entrance and exit gates/areas on campus. The gates will only be opened 5 minutes prior to school starting and students will be directed by staff to immediately go to their assigned line and stand on the correct spacing for social distancing with face masks. Students will be dismissed from their classrooms after they have received their lunch and are to exit from their assigned gates.

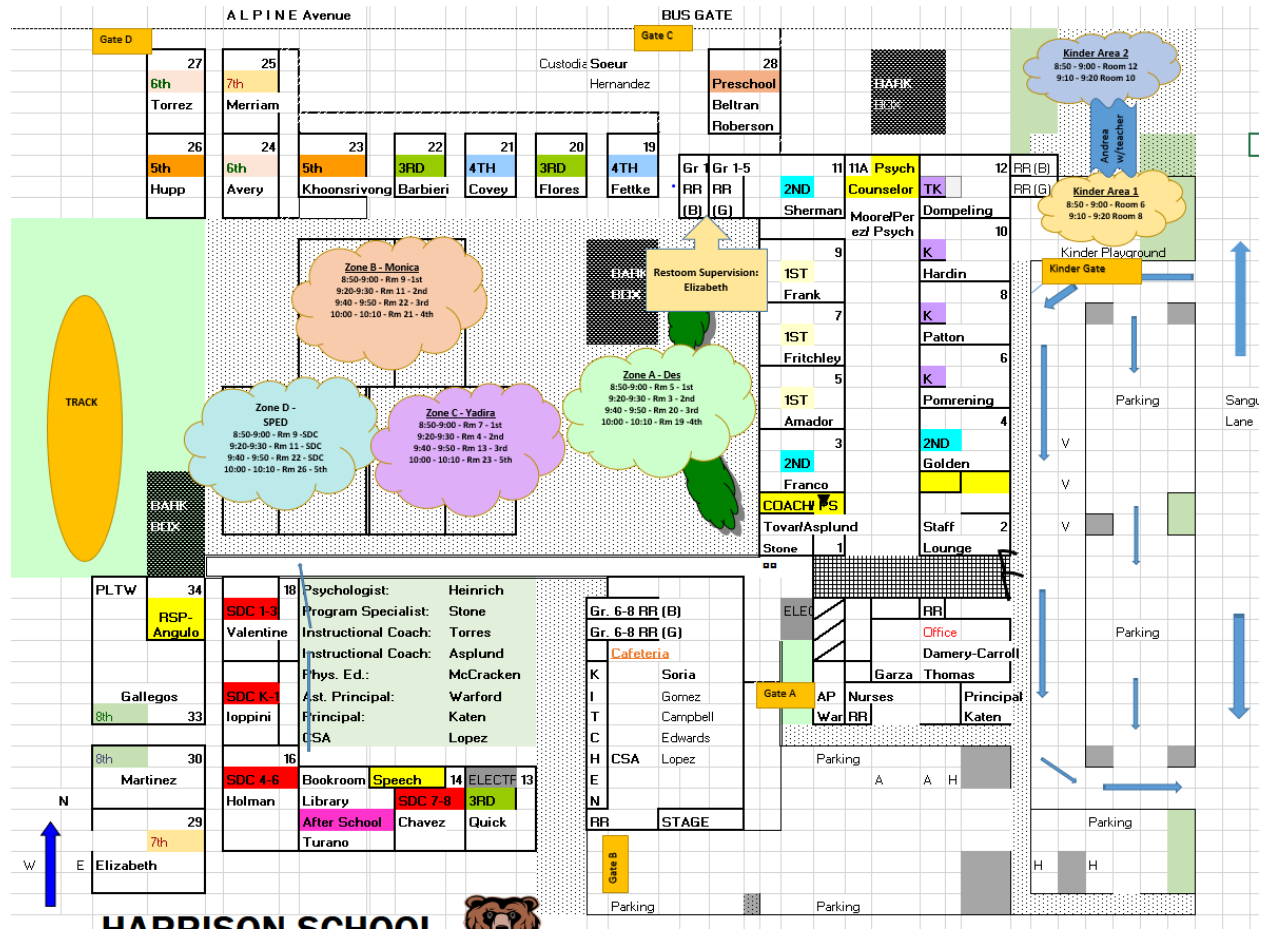
Classes will follow the walking directions on the sidewalks, and hallways.

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.

Harrison Elementary Map:

Note traffic flow of student movement to reduce consistent contact amongst students.



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.
- Custodial staff will be checking all restrooms every hour on the hour.
- Our custodial staff will provide disinfectant for staff to use in the staff room, classrooms, and other public areas. Staff will be encouraged to disinfect when they entering any public location.
- Our custodial staff will sanitize each classroom daily and will sanitize each additional public location.
- If an employee is suspected or confirmed to have Covid-19 administration will work with Health Services and Risk Management and will follow their guidance. Harrison will follow the district's plan for Covid-19 daily reporting and Covid-19 procedures.

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 such as:
 - Students/staff who become ill at school.
 - Staff who are screening or caring for a student/staff who is ill.
 - Staff working with students/staff who require health care supports.
 - Signs displayed, stating face covering requirements (masks required even when wearing shields).
 - Staff will monitor proper use of face coverings in classrooms and on campus.
 - Masks will be available in all classrooms and in the main office.
 - Signage will remind all students and staff to wear masks.
 - The office will be limited to one family at a time. All public will be required to wear masks appropriately at all times, if they are wearing a shield they are to also required to wear a mask. A drop box will be located in the office for forms, library books, and other documents to be turned into the school. The public will be encouraged to sanitize as they enter the campus.
 - Staff, students or families that do not have a mask will be provided a disposable mask at the gate, or office entrance.
 - Harrison will follow Risk Management and Health Services directions for health screenings.

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
- See section above (Hamilton will have a 10-minute homeroom to review health and safety protocols).
- Harrison will continue with the District Plan using the for healthy hygiene. Harrison will post the videos on Google Classroom and will send out reminders. Posters have been ordered to post around the campus to remind of these practices. Announcements will be made daily reminding students of healthy hygiene.

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.
- Harrison will continue with the District Plan using the Qualtrics system and it will be monitored by staff and administration.

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.

- Harrison will provide two possible locations on site for rooms for students and staff identified as ill. One area will be the cafeteria stage and the second area will be in room 1. These two areas will be monitored by staff and will ensure social distancing for the ill students and staff while the students are awaiting to be picked up by their parents. All areas will be disinfected.

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.

- Harrison's Administration will work with teachers and custodial staff to set up social distancing within the classroom that allows for the protection of all students (3 foot radius) and all staff (6 foot between teacher and students) and mark these areas with colored tape. This will serve as a visual reminder for all staff and students to socially distance.
- Students will be told how and where to line up by teacher for restroom breaks, to get water, to line up to go home and to walk behind students in line.
- For Group work: Students may work with the nearest students to them but should remain in the center of their box/circle/area marked with tape.
- Manipulatives: Students will be provided with pencil boxes (pending orders and budget). They will include a basic set of supplies for students to keep and maintain at their desk to minimize movement, increase distance, and ensure students still have necessary materials to work.
- Teachers may use spray sanitizer to spray materials once weekly OR Students will be given tissues and wipes at least once weekly to clean down materials.
- Set of gloves in classroom per teacher.

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.

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
- 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
- Harrison’s Administrators will ensure that all staff have completed the training videos by working with Risk Management on list of completion.
- Harrison’s teachers and administration will post videos and training on the google classrooms to provide support and explanations to families.
- Disinfectant will be provided to all teacher’s materials to be used to sanitize during the instructional day in their classroom and the custodial staff will focus on cleaning and disinfecting all surface areas and public areas.

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.
- Students who may be testing positive will continue to receive distance learning opportunities as appropriate (if they are physically able to log on).
- Staff who test positive (such as teachers) will stay home and request substitutes. To promote health and recuperation, staff who test positive must request subs.
- Hamilton will use the district supplied online tracking system for students. Parents will need to ensure these are filled out before dropping off students and/or before they are allowed to enter the building. Staff will have paper copies of the symptom checker to verbally give to students before entering the school building daily for those students whose parents have not completed the online/electronic form.
- Hamilton Teachers will be given the option of taking temperatures before students enter their classrooms. Teachers will politely request to take student temperatures. Any student over 100.4 degree F will wait outside door as teacher phones for office to support. Office will find appropriate room and a noon duty or CSA will go to support student while they are in the waiting rooms for parents to pick them up.

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.

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.

How to Safely Wear and Take Off a Mask

Available: <https://www.cdc.gov/coronavirus/2019-ncov/guide/getting-into-how-to-wear-face-coverings.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.
- Hold outside corners together.
- Place covering in the washing machine.
- Wash your hands with soap and water.



Personal masks are not surgical masks or N-95 respirators, both of which should be used by health care workers and other medical first responders.

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



Wash YOUR HANDS!



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

Hands that look clean can still have tiny germs!

This material was developed by CDC. The Libs & Berke with Clean Hands campaign is made possible by a partnership between the CDC, Foundation, V&A, and Empire. 18052020 does not endorse commercial products, services, or companies.




How to Safely Wear and Take off a Mask

Cover your Cough

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

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

You may be asked to put on a facemask to protect others.

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



CS208322

Cover Your Cough

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 have 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

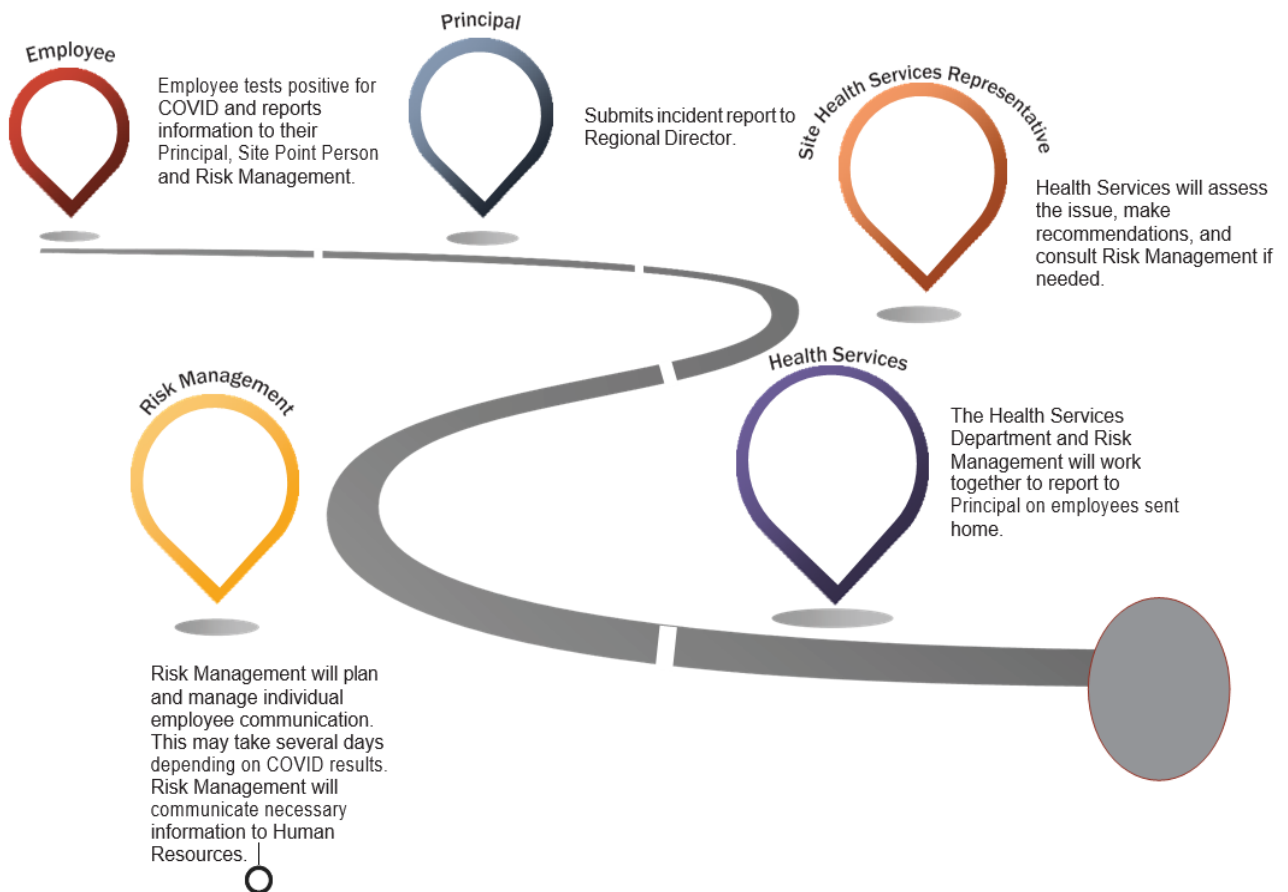
Diarrhea

- ❑ 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.

Thank you,
 Christina Katen
 Principal Harrison School
 209-933-7205

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

No Symptoms

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.

**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.*

At Least One Symptom

- At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.

AND

- Improvement in other symptoms (for example: cough, shortness of breath)

AND

- At least 10 days have passed since symptoms first appeared.

RETURN TO SCHOOL / WORK TIMELINE

No Symptoms

- 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.

At Least One Symptom

- At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.

AND

- Improvement in other symptoms (for example, cough, shortness of breath)

AND

- 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 SUS

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 a 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

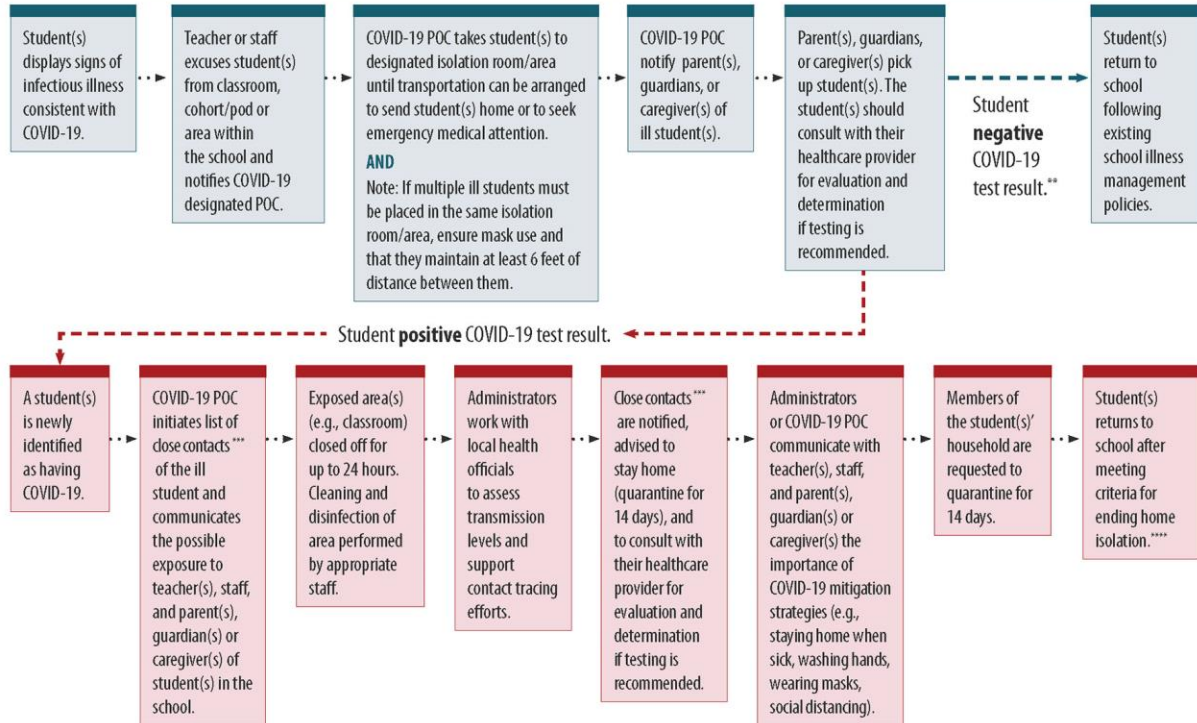
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



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

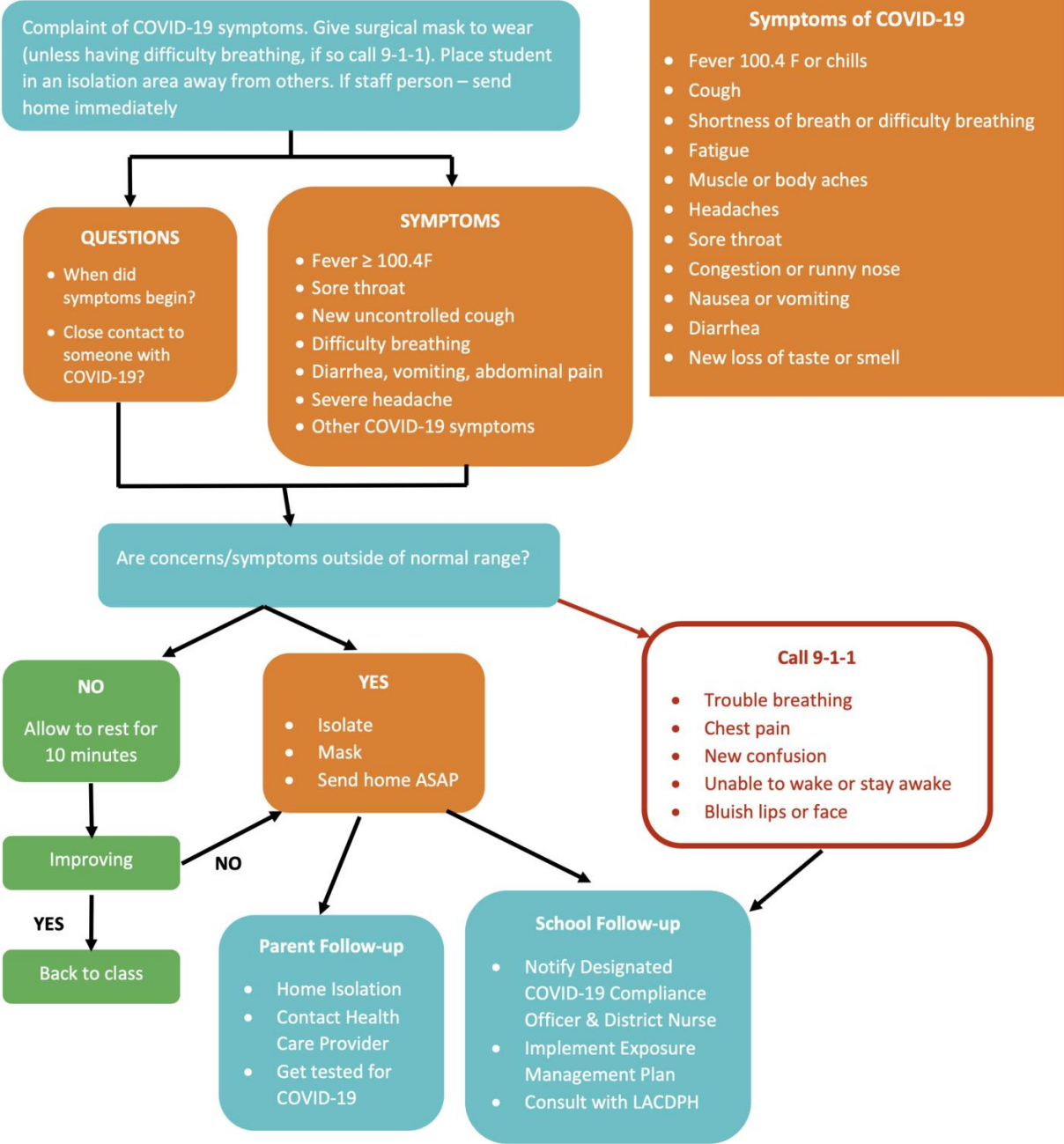
*** Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**** 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