

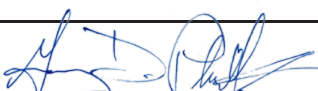


*Merlo Institute of
Environmental Technology*

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RETURN TO SCHOOL – REOPENING SITE PLAN

Name of Site: Merlo Institute of Environmental Technology	Enrollment: 232
Total Number of Staff: 40	
Address: 1670 E. 6th Street, Stockton, CA 95206	
Grade Level: PK, 9 – 12	
Date of Reopening: February 16, 2021	
Name of Person Completing Application: Gary D. Phillips	
Phone Number: (209) 933-7190; Ext: 4702	Email: gphillips@stocktonusd.net
Signature: 	Date: 01/28/2021

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/)

Assessment Room - H Wing Office Space

- An office within the H wing has been designated as the primary space for individual student assessment
- Appropriate PPE, including face shields, masks, and Plexiglas dividers have been provided to the special education staff.
- Staff have also been provided with cleaning supplies in order to clean between assessments
- The Merlo custodial staff will also assist in cleaning as requested

Cohort Schedule: Start Date to Be Determined

Merlo families were surveyed via an online survey created by SUSD regarding whether or not their child would return to school. Merlo staff also surveyed families by phone regarding return to school plans. Merlo students were surveyed regarding their areas of difficulty and where they felt they needed support. All cohorts will run 2:30 p.m. to 4:30 p.m. Students may not enter campus any earlier than 2:15 p.m. Days have been determined by teacher availability. This schedule is subject to change.

Ms. Carlos – Room 2

Cohort	Concentration Area	Number of Students	Days
9 th – 12 th	Biology	15	Monday - Thursday

Ms. Alvarado – Room 5

Cohort	Concentration Area	Number of Students	Days
10 th – 12 th	Social Science	15	Monday - Thursday

Mr. Hurst – Room 6

Cohort	Concentration Area	Number of Students	Days
9 th – 12 th	English and ELD	15	Wednesday, Thursday

Ms. McGlothlin – Room 19

Cohort	Concentration Area	Number of Students	Days
9 th – 12 th	Study Skills	15	Tuesday, Wednesday, Thursday

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.

Schedules are subject to change:

Live Instruction:

- It is currently estimated that approximately 50% of students would return to campus.
- Merlo would follow its current AB77 schedule with an 8:00 a.m. start time. The campus would be open to students no earlier than 7:45 a.m.
- A grab and go meal station will be set up on the south side of the cafeteria, near the exit. Students will take their meals for the day and the breakfast for the next day. The cafeteria will not be utilized to serve lunches.
- Merlo would be on an A/B Hybrid schedule if more than 50% of the students chose to return to the school site.

AB77 Schedule (Start Date TBD)

Hybrid Schedules

Schedule with 50% of students onsite and 50% Distance Learning

Time	Course Meeting Day and Periods	Course Meeting Day and Periods
	Monday/Wednesday	Tuesday/Friday
8:00- 9:00	Period 1	Period 5
9:15-10:15	Period 2	Period 6
10:30-11:30	Period 3	Period 7
11:45-12:45	Period 4	Period 8
1:15-2:30	Teacher Office Hours	Teacher Office Hours

A/B Schedule: If more than 50% of students choose to return to school.

Time	Course Meeting Day and Periods	Course Meeting Day and Periods
	Monday(Group A)/Wednesday (Group B)	Tuesday (Group A)/Friday (Group B)
8:00- 9:00	Period 1	Period 5
9:15-10:15	Period 2	Period 6
10:30-11:30	Period 3	Period 7
11:45-12:45	Period 4	Period 8
1:15-2:30	Teacher Office Hours	Teacher Office Hours

Thursdays will be a Distance Learning Day Following the Purple and Silver Schedule (Deep Cleaning Day Onsite)		
Time	Thursdays	
7:20-8:00	Teacher Office Hours	
	Purple Days	Silver Days
8:00-9:00	Period 1	Period 5
9:15-10:15	Period 2	Period 6
10:30-11:30	Period 3	Period 7
11:45-12:45	Period 4	Period 8
1:15-2:30	Teacher Office Hours	

Entrance, Egress, and Movement Within the School:

Before School:

Students are not permitted to enter campus before supervision begins at 2:15 p.m. for cohorts and 7:45 a.m. for hybrid instruction.

All students will enter campus through the gate behind the main office.

All students will complete a Qualtrics Symptom Checker survey and Procure sign-in prior to entering or upon entering campus. This survey is available at https://stocktonusdbts.sjc1.qualtrics.com/jfe/form/SV_4UU2tiCLUhLTAQR . There will be a QR code to use in order to take the survey on cell phones or a computer

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. Visitors will also be asked to take the Qualtrics survey symptoms tracker survey. This can be done on their cell phone or a computer station in the in the entryway to the front office.

Procure:

Students will be enrolled through an electronic system called Procure. This is the afterschool data-bases used to track students in the program. Students will sign in and out at school site using Procure QR code. Procure also contains a GeoFencing feature, which works with the App and allows the program to recognize when a student arrives on campus. The teachers will begin the class with a daily health self-check reminder. Asking students if they feel ill. If they feel ill, they will be sent to the designated isolation room. They will also remind students and ensure they have completed both the Procure check-in process and Qualtrics Symptom Checker.

Walkers/bike riders enter through the main entrance gate at the back of the main office. The gate to enter the Merlo parking lot from William Brotherhood Park will also be open to foot traffic and bike riders.

Preschool students will enter through the preschool gate on Sixth Street. Staff will be near the gate to accept students.

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. Each Merlo classroom has a sink.

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.

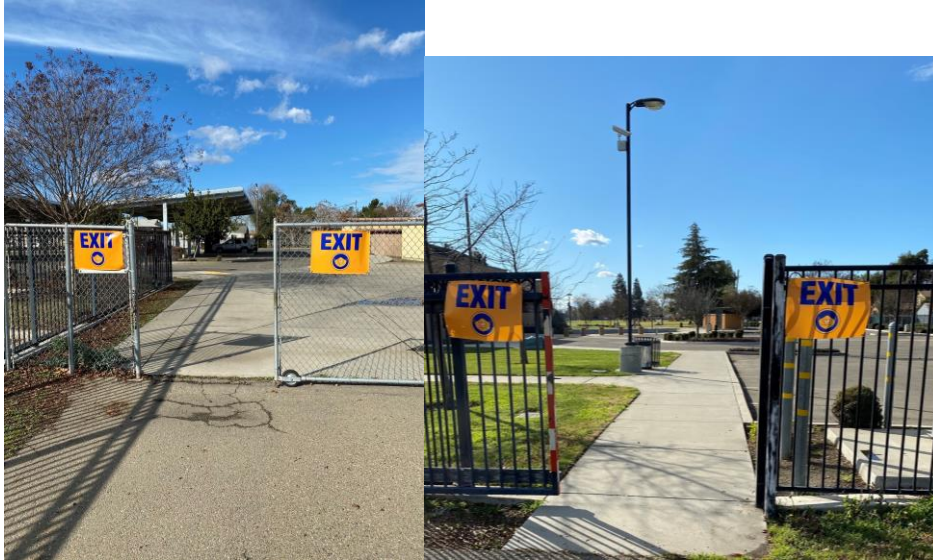
All classroom set up and partitions should promote distance required within the classroom setting. Ingress, egress, and movement protocols established with classrooms. Desks will be arranged with 6ft distancing according to the layout of the classrooms used. Plastic shields and signs will be placed to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



After School:

All students will be dismissed from the classroom and encouraged to leave campus right away.

Students will exit campus behind the cafeteria. One gate will be open to the parking lot and one gate will be open to William Brotherhood Park.



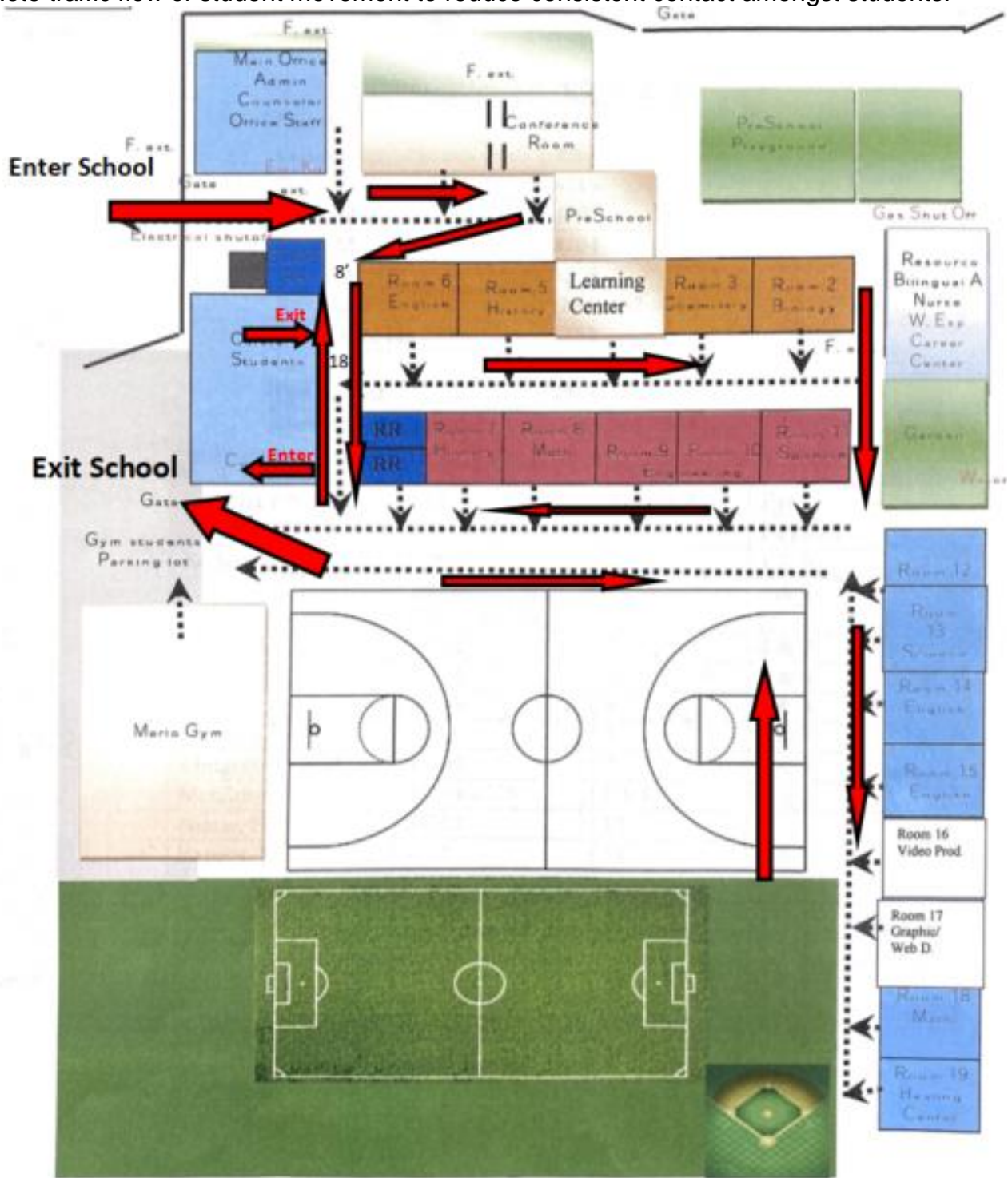
Students not picked up will be housed in the cafeteria.

Any student involved in Cohorts, will report directly their cohort classroom.

Students must exit campus immediately after school or after their supervised extracurricular activity ends.

Merlo Campus 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.

In the event that cleaning between periods is needed, a site cleaning schedule has been developed based on rooms that would need to be cleaned first (rooms used the prior period), rooms to be cleaned next (room where the teacher has a prep and students will not be entering the room during the period), and rooms that would not need to be cleaned during the period (rooms where a teacher had a prep and did not have students). All classrooms would be cleaned after school on the regular custodial schedule. All Merlo teachers will be provided disinfectant spray bottles.

			8:00-9:00	9:15-10:15	10:30-11:30	11:45-12:45			8:00-9:00	9:15-10:15	10:30-11:30	11:45-12:45	
Teacher	Room	Subject	Per 1	Per 2	Per 3	Per 4	End of Day		Per 5	Per 6	Per 7	Per 8	End of Day
Christopher Anderson	17	Multimedia (CTE)	Prep	Intro to Design	Leadership (10-12)	Intro to Design			GD I 10-11	Prep	Intro to Design	GDII 11-12	
Anthony J. Camacho	GYM	P.E.	P.E. 9th	P.E. 9th	PREP	P.E. 9th			Prep	P.E. 10-12	P.E. 10-12	PE 10-12	
Karely Carlos	2	Science	Bio	Bio	Bio	PREP			Environmental	Intro to Green	PREP	Bio Rec (10-12)	
Xuchu Fu	18	Math	Geo	Geo	PREP	Alg Support			Alg Rec (10-12)	Prep	Geo Rec 11-12	Geo	
Harjinder Hundal	8	Math	Alg II (11-12)	Pre Cal	PREP	Alg II			Alg I	Alg I	Alg I	PREP	
Steven Hurst	6	English	ELA 9th	Prep	ELA 9th	ELA 9th			ELD 1/2	MOC II 10-12	PREP	MOC 9/10	
Daniel J. KlingelSmith	7	Social Studies	PREP	Gov/ Eco	Gov/ Eco	APEX			PREP	Ethnic	Ethnic	Ethnic	
Stanilas Ethenos	13	Science	Chem	Chem	Prep	Chem			Teacher Support	ELD 1/2	PLUS 10-12	PREP	
Jorge Franco	11	Spanish	Span 5/6 (11-12)	PREP	Span 1-2	Span 3-4			Span 1/2 (9-12)	Spanish 5/6 (11-12)	Spanish 3-4	PREP	
Eric Saragoza	9/10	Engineering (CTE)	VEX (10-12)	PREP	VEX 9	EDD			Intro to Engineering	Prep	VEX (9-10)	Digital Electronics (11-12)	
Diana Alvarado	5	Social Studies	WH	WHH	WH	Prep			PREP	USH	US	Teacher Support	
William Xenos Jr	14	English	PREP	ELA III	ELA III	Journalism (10-12)			ELP Site Coordinator	ELD 3/4	Avid 11/12 (DE)	Prep	
Sarah Wilson	15	English	ELA IV	Prep	ELA IV	Drama (10-12)			Applied Writing 9	Applied Writing 9	PREP	Applied Writing 9	
Lisa Bonillas	12	ELA	Prep	ELA II	ELA II	ELA II			Applied Writing 10	Applied Writing	PREP	Applied Writing 10	
Cheryl McGlothlin	19	Resource							STUDY Skills	STUDY Skills			
Pauline Tze	4	Physics	Physics 10	Physics 12	Physics 11-12	Prep			Physics 11/12	Physics 10	Physics 10	Prep	

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.
 - All teachers/staff have received a PPE “kit” that includes; masks, face shields, and disinfectant supplies. A kit was supplied for all common areas as well.

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:

- All Merlo classrooms have sinks with soap so students and staff can perform safe handwashing.
- 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
- All classrooms have a sink and soap to available for students and staff to perform safe handwashing.
- Sanitizer stations will be location at each entrance to the campus and throughout campus.
- Merlo IET will utilize its school website, Blackboard voice/email system, PeachJar, and its social media accounts to push out PSAs about the importance of Healthy

Hygiene. Information and reminders about the availability of hand sanitizers and washing stations will be pushed out to teachers and students through email and through Synergy Announcements.

COVID-19 Protect yourself and loved ones

Help prevent the spread of respiratory diseases like COVID-19

- + WASH YOUR HANDS**
Wash your hands with soap and warm water regularly.
- + COVER A COUGH OR SNEEZE**
Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.
- + DON'T TOUCH**
Avoid touching eyes, nose or mouth, especially with unwashed hands.
- + KEEP YOUR DISTANCE**
Avoid close contact with people who are sick.
- + STAY HOME**
If you experience respiratory symptoms like a cough or fever, stay home.
- + GET HELP**
If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.

MORE INFORMATION
Follow the California Department of Public Health: @capublichealth and www.cdph.ca.gov/covid19



HANDWASH



STATION

Save lives. STOP COVID-19.
Salve vidas. Detenga COVID-19.

			
Wash Hands Lave Manos	Keep Distance Mantenga Distancia	Wear a Mask Use una Mascarilla	Stay Home Quédese en casa

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)
- All Merlo staff are required to utilize Qualtrics COVID-19 Self Check System each morning.
- All Merlo students, who will be on campus, will utilize Qualtrics COVID-19 System each morning
 - Training will be provided to students on how to use this system
- A paper version of the self-screening tool is available in the main office. This paper version will be used in the event of an internet outage or if an individual is not able to log onto Qualtrics
- A binder containing paper documentation can be found in the Principal's Office
- The site administrator will check <https://www.qualtrics.com/> daily and receives email updates
- Merlo staff, who feel they may have been exposed or in close contact with COVID-19 should consult the [COVID -19 NOW WHAT FLOW CHART](#) and the [COVID-19 POSSIBLE EXPOSURE SCREENING FLOW CHART](#)
- Merlo staff, who have screened and determined that they need to not come to work or need to go home, should contact Myrna Leon at extension 4700 and Gary Phillips at (209) 933-7190; Ext: 4702 or by cell phone. The employee will need to enter their

absence in the Absence Management System. The site secretary or administrator can enter the absence if it is after 5:00 a.m. on the day of the illness or if the employee is in need of support in order for the absence to be logged. The site administrator will contact Risk Management.

- Merlo students, who are feeling any symptoms of COVID-19 should stay home, inform their family, and their doctor.
- Merlo students reporting the onset of symptoms of COVID-19 while at school will be monitored in one of three places while they are waiting to be picked up and their family is contacted
 - Primary Location: Office area between main office and staff lounge (lounge not being used for lunches)
 - Secondary Location: Student Incentive Room (Location not being utilized for student incentives during COVID)
 - Tertiary Location: Staff Lounge
- [COVID-19 SYMPTOMS CHECKLIST](#)

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.

Student Waiting Area

Primary Waiting Room – Student Incentive Room

Secondary Waiting Room – Small office between main office and copy room

Tertiary Waiting Room – Staff lounge area (Currently not being used)

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.
- All classrooms desks will be facing forward. Students will sit staggered in every other desk and will not sit directly next to each other.
- Tables and desks will be pushed apart to allow for the maximum distance possible between students.
- Desks will have safety shields separating students from each other
- Classrooms with tables will have one student per table.
- Students in classrooms with computer stations will sit at every other computer and will not be facing each other.
- Upon returning to live instruction on January 4, 2020, the master schedule will reduce passing periods from 15 minutes to 5 minutes.
- The Merlo cafeteria will not be utilized for lunches
- Grab and go meals will be provided at the end of the school day. These meals will include lunch for the day and breakfast for the next morning.

- Meals will be handed out on the south side of the cafeteria near the school exit.
- Restroom usage will be monitored by school staff to ensure students do not congregate in the restroom
- Merlo teachers will ensure that no more than one student from their classroom uses the restroom at a time

Merlo staff will remind students about social distancing guidelines and enforce guidelines as needed

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:

1. Staff member reports to Risk Management and observe 10–14-day quarantine pending COVID-19 testing.
2. 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

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

Staff will complete an online symptom tracker, through Qualtrics, each morning, prior to the start of school. Students, once trained, will also complete an online symptom tracker.

- Qualtrics maintains a database of staff and student COVID-19 screenings and symptom monitoring
- Staff exposed to COVID-19 should follow the [COVID-19 POSSIBLE EXPOSURE SCREENING FLOW CHART](#)
- Students reporting COVID-19 symptoms while at school will be isolated and monitored by school staff while their family is contacted and they await pick up. Families should inform their medical provider of their child's symptoms and seek a COVID-19 test.
- Students shall remain at home and follow CDC and local health department guidance before returning to school

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.

Students, families, and staff will be contacted in the event of a closure. Merlo will utilize voice calls and email to inform students, families, and staff of the closure. Timelines for return dates will be provided as they become available.

Families, who do not have their email currently in Synergy may utilize this link to add their email.

Link to add email to Synergy: <https://forms.gle/dDYEALmBZ4eCm1RSA>

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](#)

[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

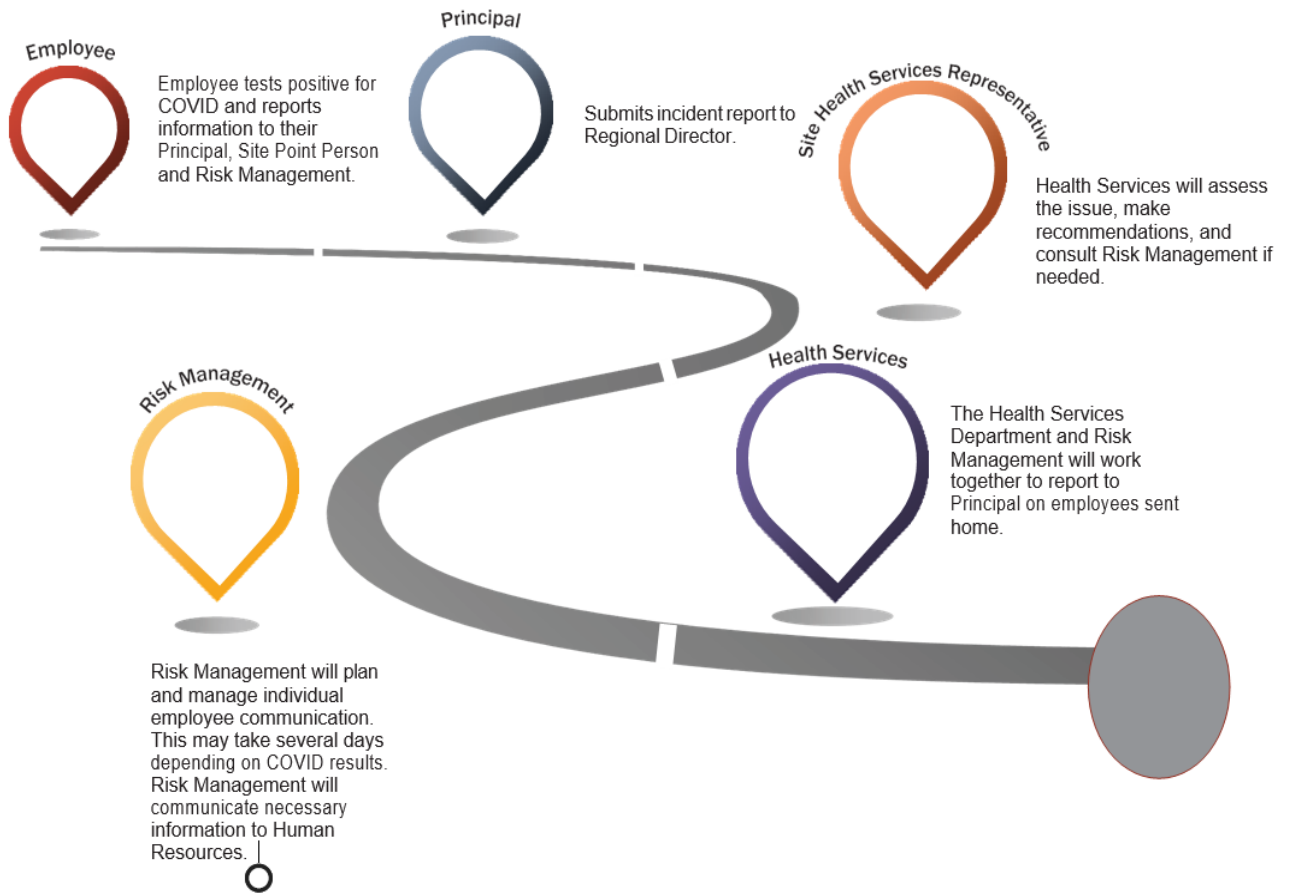
- I have read and reviewed the information above, **the SUSD Health & Safety and Hybrid & Distance Learning** guides with my child(ren).
- If my child has any of the following symptoms, he or she, will not attend school, and I will call my child 's school office to inform the school of the symptoms:

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.

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.

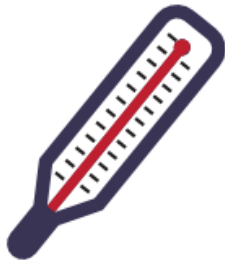
DISTRICT / SCHOOL RESPONSES TARGETED CLOSURE

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)

Name:	Position:	Extension:	Email:
Gary Phillips	Principal	4702	gphillips@stocktonusd.net
Evangelina Ramos	Assistance Principal	4708	evangelinaramos@stocktonusd.net
Alejandro Duran	Counselor	4714	aduran@stocktonusd.net
Margaret Guel	Attendance Clerk	4704	mguel@stocktonusd.net
Alexis Suarez	Registrar	4706	asuarez@stocktonusd.net
Liz Anaya	Guidance Tech	4717	eanaya@stocktonusd.net
Alexis Suarez	Acting HS Secretary	4700	mleon@stocktonusd.net

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

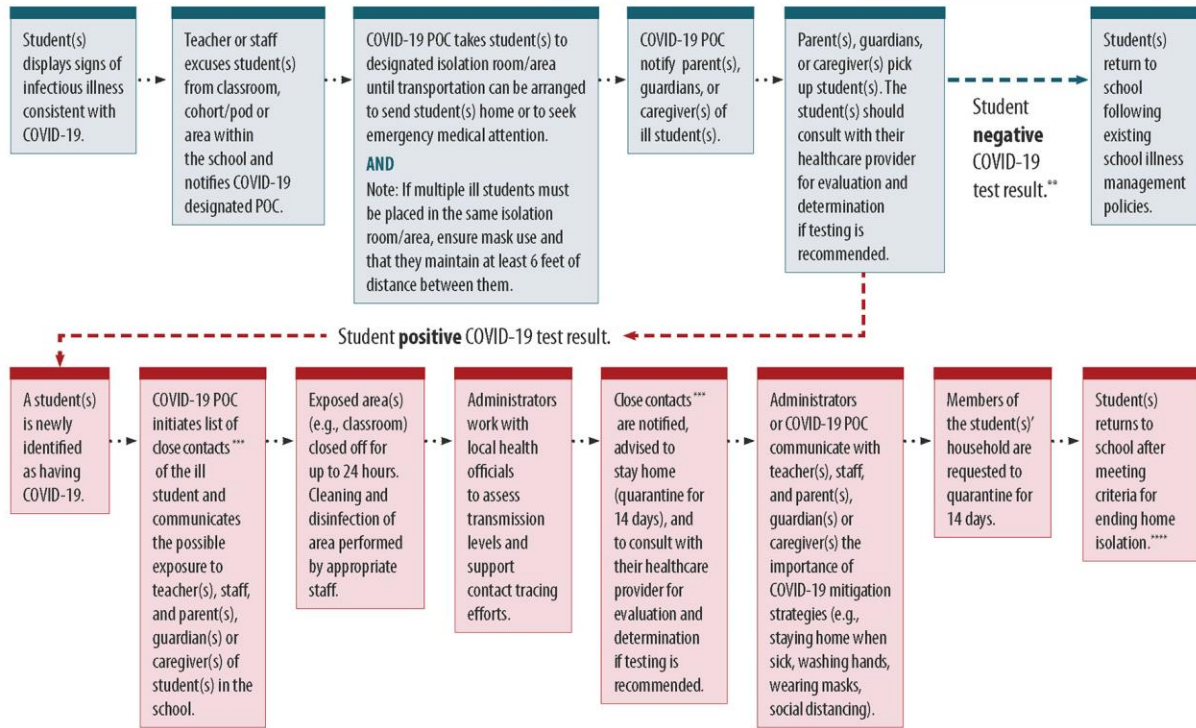
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



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 1916601A 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

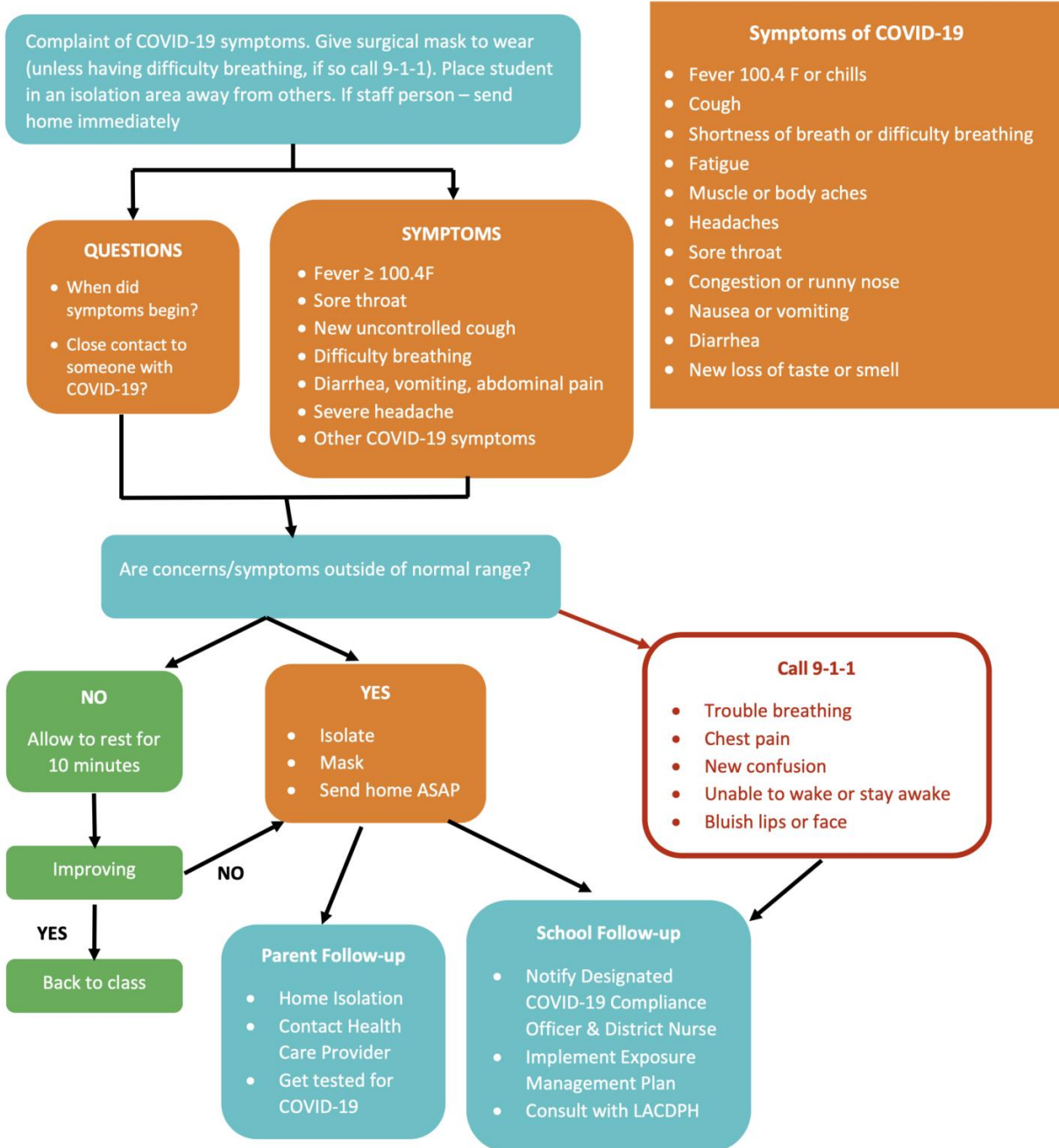
*** Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**** 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](https://www.cdc.gov/coronavirus)



COVID-19 Screening Flow Chart



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