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*Peyton Elementary School*

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## **RETURN TO SCHOOL – REOPENING SITE PLAN**

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|--|--|-----------------|
| Name of Person Completing Application: Naheem Akhtar |  |                 |
| Name of Site: Peyton Elementary                      |  |                 |
| Enrollment: 898 Students                             |  |                 |
| Total Number of Staff: 87 Staff                      |  |                 |
| Address: 2525 Gold Brook Way                         |  |                 |
| Grade Level- TK-8                                    |  |                 |
| Date of Reopening: TBD                               |  | Date: 1-26-2021 |

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

[SUSD Health & Safety Guide](#)

[SUSD Hybrid & Distance Learning Guide](#)



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## Cohorts

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

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

### **Which students can be served in cohorts during school closures?**

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

### **What qualifies as a specialized and targeted support service?**

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

Also see considerations:

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

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

### **Site Assessment Space:**

Current Guidelines from the CDPH-

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

Students that need to be assessed as part of their initial, annual, or triennial IEP

Students that need to take the initial or summative ELPAC and have not been successful taking it online

Students that are not attending regularly that need to take any state or district assessment and have not been successful taking the test online

Students that need their vision and hearing tested as part of their initial, annual, or triennial IEP

Assessment rooms identified are the classrooms of the students in that classroom, the STEP-UP room, the library, and room 40.

Students will wear masks.

Teachers will wear masks and a face shield.

Physical student dividers will be used.

Students will wash their hands before and after the assessment.

The room and any materials used that can be sanitized will be sanitized.

## **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:**

#### **SDC Breakfast**

- Grab & Go Breakfasts will be distributed at the end of the day for the next day. See Breakfast & Lunch Schedule for SDC Classes.
- Students in grades K-8 will line up in the same direction, 3 feet apart or more.
- Breakfasts will be picked up by an adult from each SDC class.
- Students will take their breakfast as they dismiss.
- There will be 1 serving station by the cafeteria.
- Students will stand in their designated line by their designated gate until dismissal.
- Students will remain with their teacher and/or an assistant behind the gate until a family member retrieves the student or the student is allowed to board his/her bus.

#### **Lunches**

- Grab & Go Lunches will be distributed at the end of the day for the next day. See Breakfast & Lunch schedule for SDC Classes.
- Students in grades K-8 will line up in the same direction, 3 feet apart or more.
- Lunches will be picked up by an adult from each SDC class.
- Students will take their lunch as they dismiss.
- There will be 1 serving station by the cafeteria.
- Students will stand in their designated line by their designated gate until dismissal.

- Students will remain with their teacher and/or an assistant behind the gate until a family member retrieves the student or the student is allowed to board his/her bus.

### **Brain Breaks**

- Brain Breaks will be 15 minutes long, supervised by support staff (CSAs, noon-duty supervisors, counselors, admin and assistants)
- Students will wash/sanitize their hands before leaving and when returning to the classroom.
- Teachers will walk students to the courtyard.
- There will be 1 class at a time in the designated areas on the yard/field.
- See attached schedule and map.
- There will be no communal playground equipment at this time.
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### **Breakfast**

- Grab & Go Breakfasts will be distributed at the end of the day for the next day. See Breakfast & Lunch schedule.
- Students in grades 1-8 will line up in the same direction, 3 feet apart or more.
- Breakfasts for grades TK-K & the SDC classes will be delivered to the kinder cottage and the SDC classes.
- Students will pick up a bag breakfast as they dismiss from the C building.
- There will be 4 serving stations by the cafeteria and the office.
- Students will stand in their designated line until the gate is opened at dismissal.
- Students in grades TK-2 & SDC will remain with their teacher behind the gate until a family member retrieves the student.

### **Lunches**

- Grab & Go lunches will be distributed at the end of the day.
- Students in grades 1-8 will line up in the same direction, 3 feet apart.
- Lunches for grades TK-K and SDC will be delivered to the kinder cottage and the SDC Classes.
- Students will pick up a bag lunch as they dismiss from the C building.
- There will be 4 serving stations by the cafeteria and the office.
- Students will stand in their designated line until the gate is opened at dismissal.
- Students in grades TK-2 & SDC will remain with their teacher behind the gate until a family member retrieves the student.
- See attached Breakfast & Lunch Schedule.

### **Brain Breaks**

- Brain Breaks will be 15 minutes long, supervised by support staff (CSAs, noon-duty supervisors, counselors, admin, assistants)
- Students will wash/sanitize their hands before leaving and when returning to the classroom.
- Teachers will walk students to the courtyard.
- There will be 1-4 classes per grade level in designated areas on the yard/field.
- The yard and field will have a designated area for each class.
- See attached schedule and map. Classes will rotate areas on a weekly basis.
- There will be no communal playground equipment at this time.

## **Entrance, Egress, and Movement Within the School:**

### **Before School:**

Students are not permitted to enter campus before supervision begins at **8:00am**. 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.

### **Entrance**

- Students in the same family will enter through the main gate on Gold Brook or through the Tiamo gate starting at 8:00 a.m. 1 student or family at a time, following social distancing protocols.
- The Kinder start time may be staggered if approved – 8:45 a.m.
- Students will wear masks, students not wearing a mask will be provided a mask.
- Students will walk to their designated line and stand 3 feet apart or more.
- From the yard, all students will walk east to their designated entrance.
- Students will walk one way to their classrooms.
- Only one class at a time will go up the stairs.
- Students will remain 3 feet apart or more with their mask on while entering the classroom.
- Upon entering their classroom, students will wash their hands or use hand sanitizer.
- See attached map.

### **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.

### **Egress**

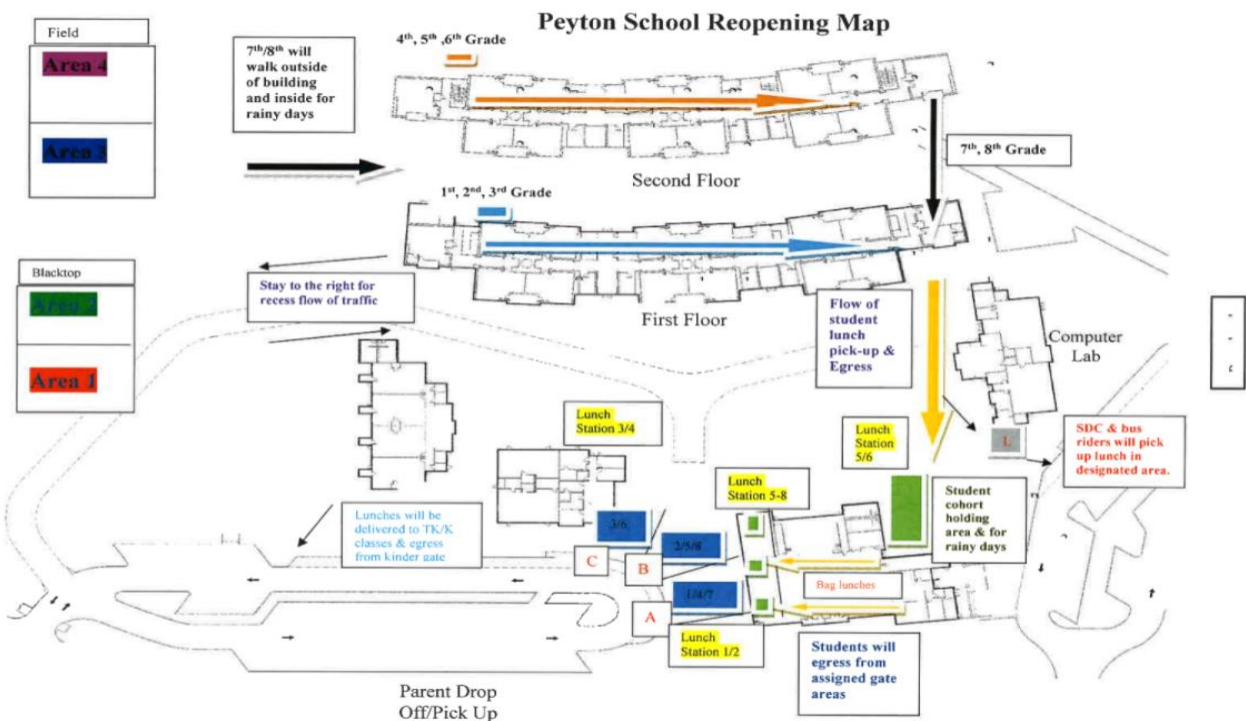
- Before exiting their classroom, students will wash or sanitize their hands.
- Students will wear their masks.
- Students in the same class will exit their class and walk in one direction towards the staircase/exit.
- Only one class at a time will go down the stairs.
- Students in the same class will walk to their designated line in the courtyard.
- Students will grab a bag lunch/breakfast.
- Students will use the main gate on Gold Brook or the Tiamo gate to exit the campus.
- Students will exit the gate 1 student at a time or one family at a time.
- Student dismissal times will be staggered if approved.
- Students riding the bus will exit through the staff gate.
- See attached map.

### Hallways

- Students will walk in one direction to and from their classroom.
- Students will remain at least 3 feet or more apart while walking and standing in line.
- See attached map.
- Each grade level is making a schedule so that only one class at a time is in the hallway.
- Teachers will ensure the schedule is followed by setting alarms on their phone and noting the times in their sub plans.

### Peyton 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.
- Peyton custodial staff will follow all of the directions above.
- Peyton custodial staff will sanitize all unlocked restrooms every hour on the hour.
- Peyton custodial staff will provide disinfectant for staff to use in the copy room.
- Peyton custodial staff disinfect all rooms at the end of the day in addition to their regular cleaning.
- Staff will be encouraged to wash their hands before and after using all machines.
- Staff will be encouraged to disinfect the machine before touching a machine and after they have used the machine, prior to leaving the room.
- Staff will be encouraged to social distance 3 or more feet
- There will be no congregating in the common areas (lunch, work space, etc...)
- The door will be open for air flow.



## **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.
  - Upon entering students in grades TK-8 not wearing a mask will be provided with a disposable mask at the gate.
  - Staff will be provided a mask if they do not have one on upon entering.
  - Students will be reminded to wear masks using signage, morning announcements, and videos that are pushed out on the Chromebooks.
  - Teachers may give Peyton Pride tickets or Class Dojo points for students that wear their mask properly while on campus.
  - Visitors that enter the office must wear a mask.

## **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
- 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.
- Upon entering the campus, there will be signs reminding students to wash their hands, stay 6 feet apart, and to wear a mask.

- The morning announcements on the intercom will include reminders about washing their hands, wearing masks, and social distancing.

## **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)
- Site COVID Isolation Areas:

### **Students:**

- Students will remain in the nurse's office, the back of the stage, room 40, or the library depending on the number of students until their parent arrives on campus to pick them up.
- Office staff will contact the parent and inform them that they need to pick the student and any siblings up immediately.
- Principal and/or the nurse will review the Qualtrics Survey and attendance records to see who may have been exposed to the individual and inform Health Services of the names of those individuals
- Student will quarantine for 10 days or more depending on their symptoms

- Student will return to the site after being symptom free for at least 24 hours.

**Staff:**

- Admin secures coverage for students.
- Employee goes home and makes an appointment for testing.
- Principal will contact the Regional Director, Health Services, and Risk Management.
- Principal and/or the nurse will review the Qualtrics Survey and attendance records
- to see who may have been exposed to the individual and inform Health Services of the names of those individuals.
- Employee will quarantine for 10 days or more depending on their symptoms.
- Employee must be symptom free for at least 24 hours prior to returning to the site.
- Employee will submit clearance to Risk Management prior to returning to the site.

**Visitor:**

- All visitors must take the survey on Qualtrics or using the paper survey.
- Visitors not certified will be asked to leave and call/email the office for assistance.
- The area will be disinfected.

**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.

Designated screening rooms are the nurse's office if it is empty, room 40, library, and behind the stage.

Rooms will be disinfected once all individuals leave the area according to district guidelines.

Room 40, the library, and behind the stage have enough room to ensure social distancing.

All individuals must wear face masks while in the screening room.

The supervising adult will wear a gown, mask, gloves, and a face shield while supervising individuals with possible COVID-19 symptoms.

**Physical Distancing:**

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

- Social Distancing Requirements (signage and schedules)
- Teachers and support staff will place signage in classrooms to meet social

distancing guidelines.

- A schedule for staff work rooms will be created to allow for social distancing through a staggered scheduled of availability.
- Classroom desks will be arranged to be 6 feet apart.
- Outside hallways and walk areas will be marked 6 feet apart for classrooms to line up.
- Students will be seated in rows facing the same direction.
- Students will have dividers on their desks.
- Students' seats will be at least 3 feet apart or more.
- While standing in line, students will remain 3 feet a part or more.
- Signage reminding students to social distance will be placed in all classrooms, hallways, common areas, including the playground.
- No more than 2 students at any student restroom sink at a time.
- Restrooms will be monitored during brain breaks to ensure safe social distancing.
- Restroom floors will be marked by colored tape.
- See Restroom Schedule for Grades Kinder (Mr. Toon only) to Grade 6.
- Students in SDC, TK, and Kinder will use the restroom 1 at a time in their own classroom prior to their brain break and prior to dismissal.

### **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:

### **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
- Teachers were given time on 10/20/20 during the staff meeting to complete the required Keenan Safe Schools Online Training.
- Other staff will be contacted by their direct supervisor to take the trainings while at home or they could come to the site to use a laptop during their contractual hours prior to their return date according to their MOU.
- Teachers will be trained through the PLC process and staff meetings
- Classified staff will be trained at a meeting prior to the start of student return.
- Disinfectant and PPE will be provided for all staff to use
- Administrators will monitor and provide feedback or corrective action if needed

### **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.
- 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:
- Staff member reports to Risk Management and observe 10–14-day quarantine pending COVID-19 testing.
- 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.

### **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.

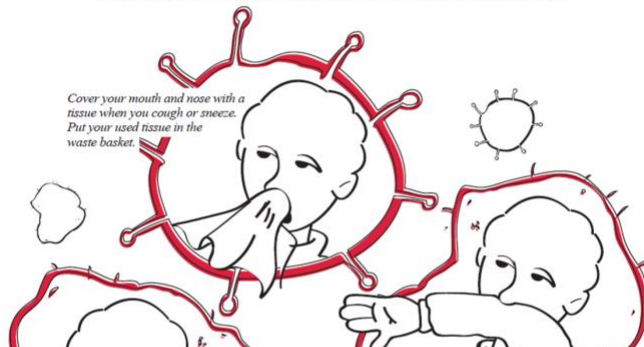


### [How to Safely Wear and Take off a Mask](#)

# 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.



[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

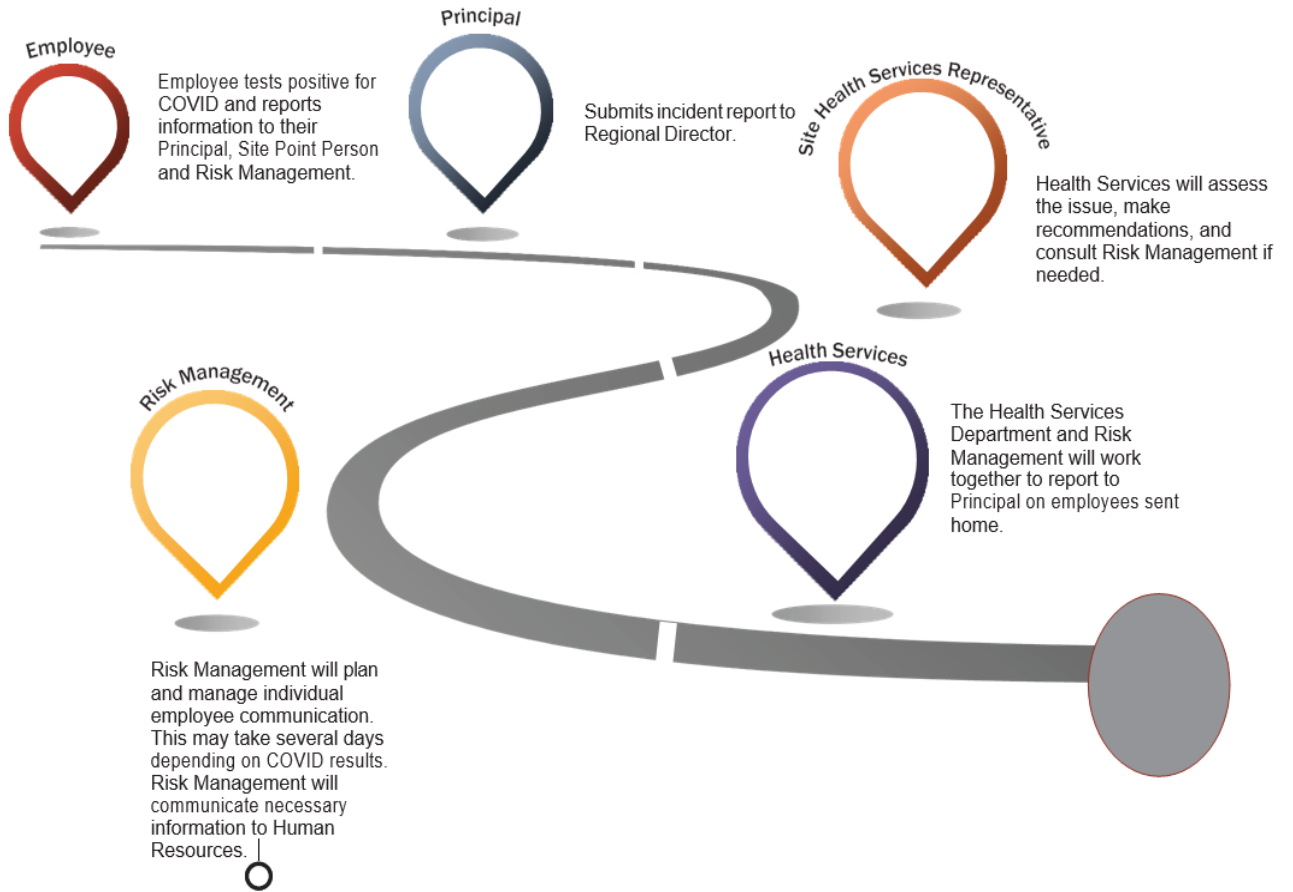
Muscle or body aches

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

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

### RETURN TO SCHOOL / WORK TIMELINE

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

### DISTRICT / SCHOOL RESPONSE ENHANCED MITIGATION MEASURES

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

#### TARGETED CLOSURE

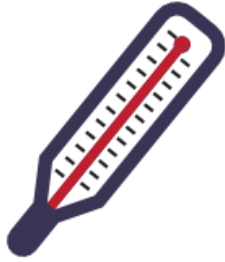
Close off affected areas (classrooms, office, etc.) and, if possible, wait 24 hours before deep cleaning and disinfecting.

### 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)

# 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

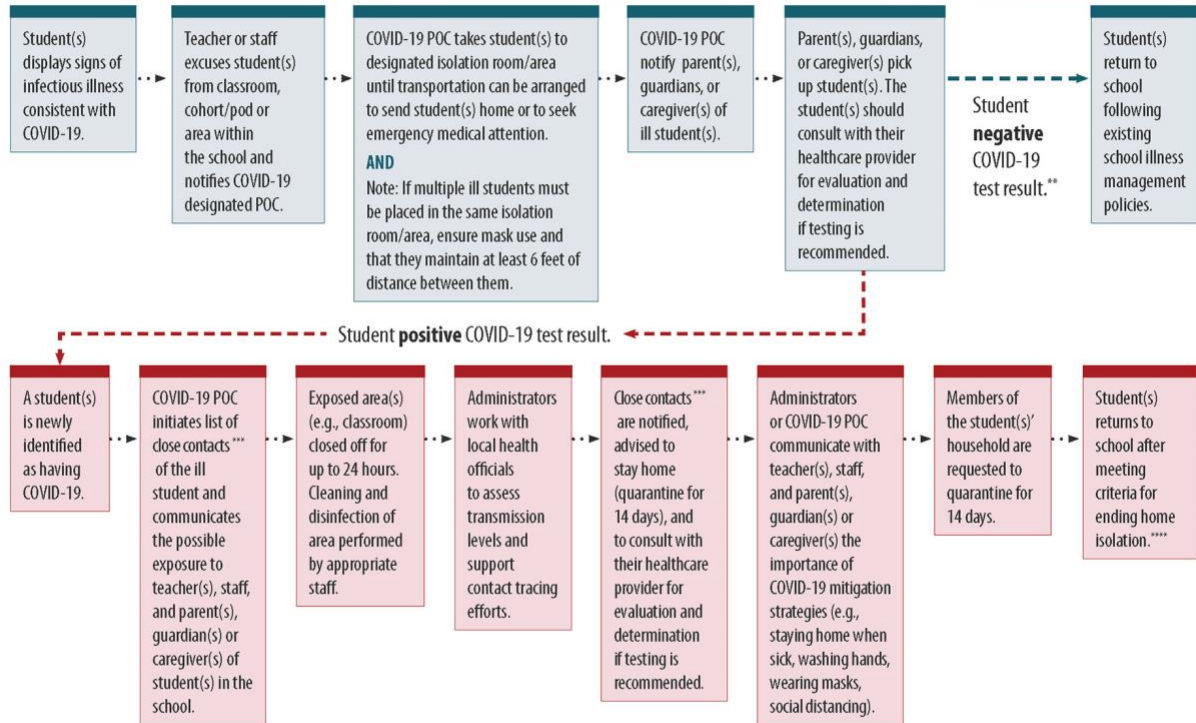
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



## 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 1119661A 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

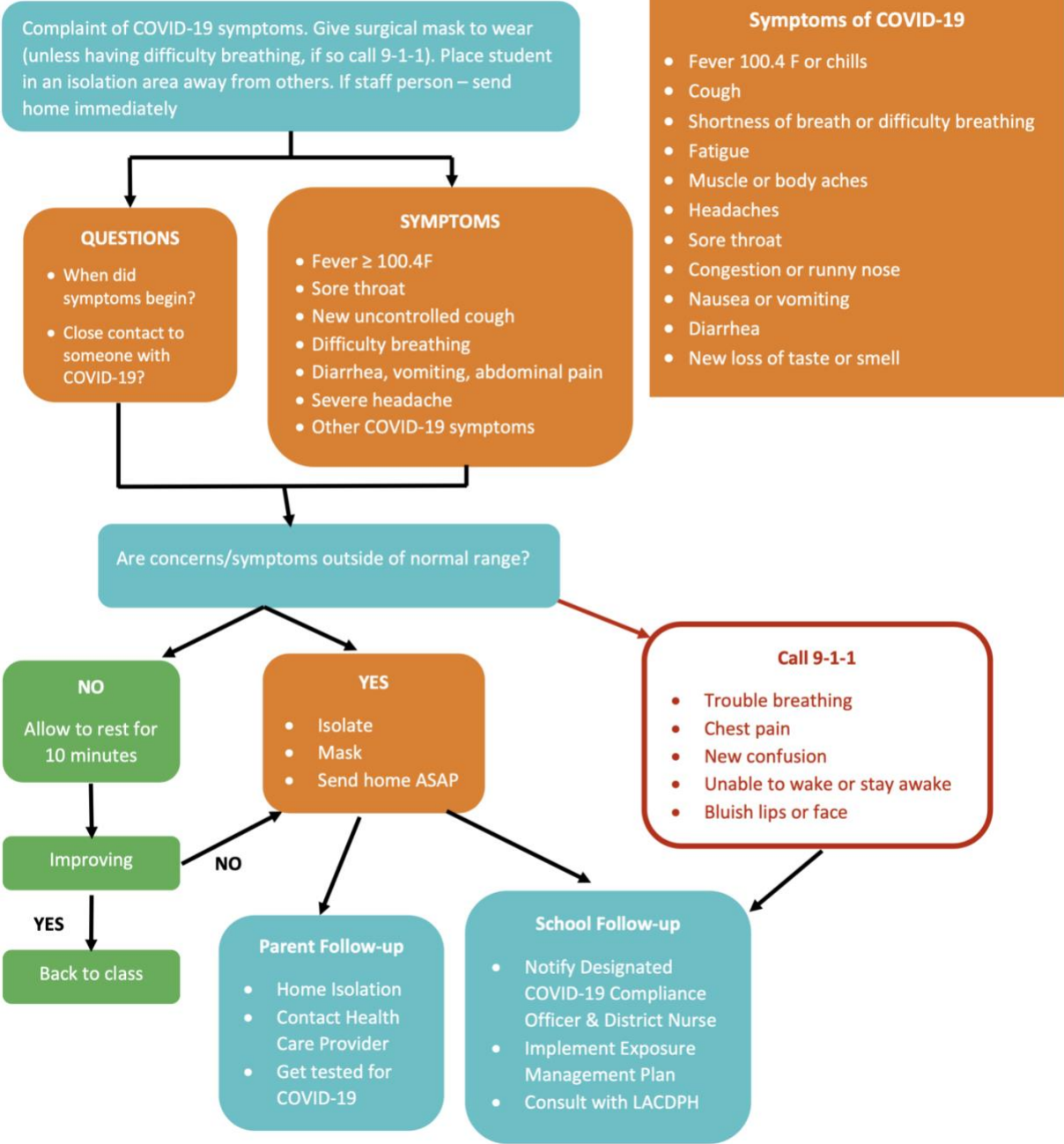
\*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

\*\*\*\* 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://cdc.gov/coronavirus)



# COVID-19 Screening Flow Chart



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