



*Hoover Elementary School*

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**RETURN TO SCHOOL – REOPENING SITE PLAN**

<b>Name of Site: Hoover</b>	<b>Enrollment: 690</b>
<b>Total Number of Staff: 103</b>	
<b>Address: 2900 Kirk Street Stockton CA. 95204</b>	
<b>Grade Level Pre-k, TK, K-8</b>	
<b>Date of Reopening: 11/16/2020</b>	
<b>Name of Person Completing Application: Charlene Mah &amp; Aaron Estrada</b>	
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<b>Signature:</b>	<b>Date: 1-24-2021</b>

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](#)



<b><u>Table of Contents</u></b>	<b>2</b>
<b>Cohorts</b>	<b>3</b>
<b>Return to Live Instruction On Campus</b>	<b>4</b>
<b>Entrance &amp; Egress</b>	<b>6</b>
<b>School Map: Traffic Flow</b>	<b>7</b>
<b>Cleaning &amp; Disinfection</b>	<b>7</b>
<b>Face Coverings &amp; Protective Equipment</b>	<b>9</b>
<b>Healthy Hygiene Practices</b>	<b>10</b>
<b>Health Screenings</b>	<b>11</b>
<b>Identification &amp; Contact Tracing</b>	<b>13</b>
<b>Staff Training &amp; Family Education</b>	<b>14</b>
<b>Testing of Students &amp; Staff</b>	<b>16</b>
<b>Triggers for Switching Back to Distance Learning</b>	<b>16</b>
<b>Communication Plans</b>	<b>17</b>
<b>Expectations for Families Letter</b>	<b>19</b>

## **Cohorts**

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

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

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

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

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

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

Also see considerations:

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

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

### **Site Assessment Space:**

Current Guidelines from the CDPH-

Per current, August 27, 2020, California Department of Public Health (CDPH) guidelines, all districts are permitted to bring students into a school or district facility for

the purpose of assessments. For more details, visit CDPH’s web page at Guidance for Small Cohorts/Groups of Children and Youth. CDPH’s COVID-19 page for complete documentation: [https:// ca-toms-help.ets.org/fall-admins/](https://ca-toms-help.ets.org/fall-admins/)

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

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

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

**Schedules are subject to change:**

- 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.
- 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.
- Classrooms will be provided with water to eliminate the use of water faucets throughout campuses.
- RECESS – Administrators please put a plan together to allow for recess in which physical distancing can occur and minimizing contact with other cohorts.

**All classes begin promptly at 8:55 a.m. and adhere to AB77 Instructional Minutes**

***Projected Plan for Instruction Grades Pre-K, TK, K-3 and Grades 4-6***

<b><i>Mustang Student Session</i></b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b><i>Mustang 1</i></b>	<b>On Campus Instruction</b>	<b>On Campus Instruction</b>	<b>Small Group &amp; Strategic Support, Pathways Deep Cleaning &amp; Sanitizing</b>	<b>On Campus Instruction</b>	<b>On Campus Instruction</b>
<b><i>Mustang 2</i></b>	<b>Virtual at Home Instruction</b>	<b>Virtual at Home Instruction</b>	<b>All Virtual Learning Day Small Group &amp; Strategic Support Pathways Deep Cleaning &amp; Sanitizing</b>	<b>Virtual at Home Instruction</b>	<b>Virtual at Home Instruction</b>

**Special Services:** Specialty teachers may rotate into classrooms for specialized instruction (e.g., targeted support, RSP, OH personnel) but must maintain at least six feet of distance from everyone in the cohort (when practical). If the support is one to one, then the student may be picked up by the special service provider. Students must be kept in cohorts. For example: 3 third grade students from Teacher A’s class cannot share a session with students from Teacher B’s class.

Hoover takes pride with our students who are able to mainstream into general education classes based upon their IEP goals. Students with disabilities and staff providing special education and related services can rotate into general education classrooms for a portion of the day. To the greatest extent possible, Hoover will strive to keep students with disabilities in the same classroom cohorts.

Substitute Teachers: Hoover will secure a substitute teacher who is committed to our site so as to limit the number of outside adult contact with students. If a teacher becomes ill and a substitute teacher is not available, the program special, assistant principal, or principal will teach the class.

Air Movement/Circulation: This summer, Hoover received a new HVAC system with high efficiency ventilation and air filters. We will continue to increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals (for example: poor air quality for sensitive individuals).

Projected Break Schedule All Grades Pre-K, Tk, K-3 & 4-6  
All Breaks are 15 minutes long

Students will receive a 15-minute Recess or Stretch Break

Time	Grade Level	NO# of Students	Designated Areas 1, 2, or 3 if Weather Permits
10:30-10:45 AM	TK, Kindergarten	40	Lawn in front of P-1, P-2, & P-3 Blacktop, Pre-K Blacktop
10:30-10:45 AM	Special Day Boucher/Corgiat/Griffith/Avila/Kelch	50	Section 1, 2, 3 or Classroom Black top and Field (Relay races, hop scotch, music/dance)
10:50 – 11:05 AM	Grades 1st & 2nd	70	Section 1, 2, 3 or Classroom Black top and Field (Relay races, hop scotch, music/dance)
11:10	Grade 3rd	45	Section 1, 2, or 3 Black top and Field (Relay

- 11:25 AM			races, hop scotch, music/dance)
11:30 – 11:45 AM	Grade 4th and 5th	60	Section 1, 2, 3, or Classroom Black top and Field (Relay races, hop scotch, music/dance)
12:10 - 12:25 PM	Grade 6th	30	Section 1, 2, or 3 Black top and Field (Relay races, hop scotch, music/dance, painting)
	Magdael, Rusk may choose to use their new black top on the OH area	10	

- Student cohorts will remain intact
- Pre-School both AM & PM will determine their recess time on the new black top in front of their classroom (N9)
- Para’s will supervise students while teacher is on 15 minutes break
- Yard Duty will supervise students as they use the restroom
- Administration and Campus Security will supervise students as they are on the blacktop and field
- Playground/Blacktop Sections will be color coded with social distancing reminders. Students cohorts will rotate Section use on a weekly basis (weather permitting).
- Poor Weather: Students will follow staggered bathroom use. Teachers will receive a 15-minute break in one of two methods: (Students are escorted class by class to the restroom). Permanent designated staff member relieves classroom teacher(s) on a staggered basis).
- Take and Go Meals Note: The cafeteria will prepare Take & Meals that will be distributed in the following manner:
- Pre-K, TK, and Kindergartner will be delivered at the end of their instructional minutes to avoid congestion of students.
- Bus Riders will pick up their meals on tables under the breezeway of the Cafeteria as they exit for their busses via GATE 2.
- Walkers and Students with Parent Pick-up will obtain their lunches from tables under the breezeway of the East end of the Cafeteria as they prepare to exit from GATE 4.

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

### **Before School:**

Students are not permitted to enter campus before supervision begins at 8:40 AM. All gates will be open in the morning in order to minimize the number of people entering each gate at a time.

- Instruct parent/guardian/caregiver drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. For exceptions (e.g., special needs students), when in-person drop-off or pick-up is needed, only one

parent or caregiver should enter the facility to pick up or drop off a student. Non-Ambulatory OH program students who must be picked up or dropped off by a parent will utilize the OH parking lot entrance gate.

- The majority of OH, AUT, and ID students are bus riders. These busses arrive through their designated drop off and pick up area located in front of the OH building in the Fire Lane.
- Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
- Provide supervision to disperse student gatherings during school arrival and departure. Supervisory staff include yard duty, campus security, and administration.
- Utilize marked entrances and exits supervised appropriately to decrease crowding at entry and exit points.
  
- Departure times will be staggered with the exception of bus riders:
  - TK-Kindergarten will depart at 11:55AM
  - Grades 1st - 3rd will depart at 12:50PM
  - Grades 4th - 6th will depart at 12:55PM
  - Grades 7th - 8th will depart at 1:00PM
  
- OH/AUT/ID Students will board busses in the OH Bus Loading Zone/Fire Lane
  - TK & Kindergarten enter and depart at GATE 1 (Rm.1)
  - Bus Riders enter and depart at GATE 2 (Outside of Cafeteria)
  - All other students enter at GATE 3 (Near Restrooms, South)
  - All other students exit at double GATE 4 (Near Bike Rack, South)
  
- All Teachers will escort their students in lines with students six feet apart near the double gate. Students who walk home will be released first; class by class while maintaining social distancing as they exit the gate. Students with parent pickup will remain with their teacher until a parent arrives.

### **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.

### **Hoover Map: See Attachment A**

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.
- Hoover is very limited on the number of restrooms available for students, thus EVERY hour, restrooms will be sanitized. Should a student become ill in the restroom or classroom, custodians will disinfect immediately.
- In OH changing rooms, para-assists will sanitize changing tables and portable potty chair seats if one hour is not efficient wait time between student use.
- Teachers will have available spray disinfectant should surfaces become unsanitary (ex: student sneezes on desktop).
- Students will be taught general handwashing and hygiene practices upon return to school with weekly reminders (or as often as needed).
- All custodial staff will utilize N95 masks on a daily basis.



## **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.
- Hand sanitizer will be placed on the counters in the office along with designated sanitizing stations (installed by the district).
- Classrooms with sinks and soap dispensers will be maintained along with paper towels. Classrooms that do not have sinks will be provided a wall mounted hand sanitizer dispenser that will be topped off each evening.
- The district provides face shields for assessment (both RSP/Psychologist, Speech, etc. and the student to be assessed). These are located in Room 36. The student shield is cleaned and disinfected before and after each use.
- Medical grade masks have been delivered to the school and are maintained in the main office.

- The district is providing safety shield partitions for all student desks, and offices. In addition, safety shield partitions will be placed in room(s) were students or staff will be sent for isolation until departure and/or student pick-up.
- Regardless of grade level, Hoover will *highly suggest* that all students wear face masks unless a medical condition prevents them from doing so. A doctor's note will be required stating the student cannot wear a face mask for students in grades K-8.

## **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
- Students will be taught general handwashing and hygiene practices upon return to school with daily reminders the first two weeks of school followed by weekly reminders (more often as needed).
- Teachers will daily supervise students to ensure handwashing practices are followed.
- Teachers will daily supervise students to ensure that all PPE practices are followed.
- Teachers will pre-view hygiene videos during the week of November 9, 2020 and post video links on their teacher webpage.
- The head custodian will ensure on his morning inspection that all sanitizing solutions were topped off and, disinfecting duties were completed by the evening custodial crew.
- Administration will inform parents via its live parent forum, website, monthly newsletter, and robo call of PPE requirements and updates.

### **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:

### **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.

All Hoover staff will utilize Qualtrics self-system check to determine whether they will be allowed on the school site/report to work. This system is available by 5:00 a.m. each morning. Staff are encouraged to enter their data as early as possible to allow time for a substitute to be obtained (when a substitute is required).

- Room P-5 can isolate 1 student as it is an unoccupied classroom.
- Room P-27 can isolate 1 student (CSM Room)
- Room P-29 can isolate 1 student (Coaches Room)
- Office staff, medical staff, yard duty, and campus security will alternate supervision duty days.
- Hoover office staff maintain all written sign-in records, which can help in contact tracing.

### **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.**

- Hoover staff and students will strive to maintain at least six feet of distance from each other as much as possible during ingress, egress, and while using walkways.
- While in class, students must maintain a minimum of three feet of distance between desks. Whenever possible students will be seated between 3 and 6 feet apart. Barriers will be placed between student desks and students will face in one direction (toward their teacher at the front of the class).
- All morning announcements including the flag salute will be made during the first five minutes of school via the intercom system.
- Student celebrations will be limited to their cohort classroom. No food products of any kind or party favors can be brought onto campus.
- Social distance markings and arrows will establish designated one-way walking/passage areas.
- Staff Break Rooms: Staff are not permitted to eat or loiter in breakrooms. If break rooms remain open to staff for a purpose other than eating (e.g., making copies, using an appliance, etc.) Hoover will limit the number of staff who can be in the break room at a given time (particularly rooms that are small e.g., Rm 8, Kitchen in OH) to allow for physical distancing.

- Staff will eat lunch following student departure (during AB77 implementation/requirements)
- Office staff will remain at least six feet apart, where practical and will have plexiglass partitions.
- Office Staff placement has been reorganized to allow for physical distancing and in relationship to job performance duties (e.g., Coaches have been moved to a larger room).
- One-way arrows and reminders of PPE are highly visible before and upon entering the office and entry/exit gates.
- Due to installation of a new HVAC system (July 2020), Hoover has the highest technology available to provide optimum ventilation. Doors and windows in select office areas will be opened to increase outdoor air circulation (depending upon outside air quality).
- All adults must adhere to District guidelines for wearing proper face coverings:
  - when teaching, even if separated by a physical barrier as this is not a substitute for a face covering;
  - when interacting with any member of the public in any indoor location;
  - when working in a publicly accessible indoor location, such as an indoor lobby, whether a member of the public is present or not. For open office spaces that include a lobby, the publically accessible indoor location will be considered the area accessible by the public and extend 8 feet back from the front of the counter;
  - when working in any space where food is prepared, packaged, or distributed to others (Take & Go Meals);
  - when traveling to or from your desk or office, or when working or walking in common areas, such as hallways, restrooms, copy rooms, etc.
- Students who have band/music classes will participate in non-aerosol generating activities, such as rhythm study, music theory, music history, composition, and analysis. Weather permitting, students may practice their instruments outdoors.
- Students will attend the library in staggered groups of no more than 10 per visit to allow for social distancing.

### **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. Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
2. Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
3. Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation. If COVID-like symptoms develop during the 14-day quarantine period, please contact your healthcare provider.
4. Documentation of negative test results may be required to return to school.

### **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
- Hoover administration will train staff on our COVID-19 procedures and all related provisions during the all staff meeting to be held on November 3, 2020.
- All staff meetings, and professional development, and other activities involving staff will be held virtually. If in-person attendance is necessary (one on one conference/meeting) 6 feet social distancing will be maintained.

Families will receive training/information through a variety of Virtual and literature formats:

- In person orientation before students (select student groups) return on Friday, November 13, 2020 and again on January 3<sup>rd</sup>, 2021
- Monthly parent forums on November 3, 2020, and on December 16, 2020 and other dates continuous throughout the year (TBD)
- Parent Newsletter from the district (Attachments C, D,E, & F)
- School monthly newsletter
- PAC
- SSC
- ELAC

### **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

### **Triggers for Switching to Distance Learning:**

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

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

- The district will consult with the San Joaquin County Public Health Department first.
- A classroom cohort goes home when there is a confirmed case.
- A school goes home when multiple cohorts have cases or more than 5% of school is positive.



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

### **Communication Plans:**

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

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

#### ***Protocols established by district and Risk Management.***

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

## How to Safely Wear and Take Off a Mask

Available: <https://www.cdc.gov/media/releases/2020/s0317-how-properly-getting-it-done-to-wear-face-face-earrings-0317>

### WEAR YOUR FACE MASK CORRECTLY

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



### USE THE MASK TO HELP PROTECT OTHERS

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



### FOLLOW EVERYDAY HEALTH HABITS

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



### TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

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



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

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



# Wash YOUR HANDS!



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

Hands that look clean can still have icky germs!

U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

## How to Safely Wear and Take off a Mask

# Cover your Cough

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

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



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



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



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



CS208322

## 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

- 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.

# CARTA DE EXPECTATIVAS PARA LA FAMILIA COHORTES ESTUDIANTILES 'DESPUÉS-DE-CLASES'

Estimados Padres / Familias:

El SUSD se halla implementando grupos de estudiantes relacionados entre sí por familia o situación —denominados cohortes— para que se les brinde extra asistencia en-persona, en la escuela y después-de-clase, a aquellos que lo requieran. Según la normativa vigente en California, el número combinado de estudiantes y personal en una cohorte de instrucción nunca debe sobrepasar a dieciséis (16) en el transcurso de un período de una semana, independientemente de si todos los miembros de la cohorte están presentes al mismo tiempo. Por lo tanto ningún estudiante o miembro del personal puede formar parte de más de una cohorte a la vez (ej.: por cada día). Como referencia a las pautas sobre cohortes en California visite:

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

¡Estamos ansiosos de ver a su hijo de vuelta en nuestra escuela! Nuestros maestros y personal están listos para recibir a sus estudiantes en esta transición a instrucción en-persona (cohortes después-de-clases). En preparación a esto, queremos compartir información general sobre lo que se espera de su estudiante, su familia y el personal escolar, y cómo podemos trabajar juntos para mantener seguras las escuelas. Sírvase repasar esta información con su(s) estudiante(s) para que todos estemos en la misma página y así garantizar una transición segura y sin problemas para estas cohortes extracurriculares.

El SUSD se ha hecho el propósito de mantener un entorno seguro y sano para nuestros estudiantes y personal. Estas son cuatro cosas que esperamos que nuestros estudiantes hagan para ayudarnos:

- ❖ **Uso de Mascarillas-** se requieren mascarillas o cubiertas faciales de tela para estudiantes y personal, tanto en la escuela como en el autobús. Deben usarse correctamente, cubriendo tanto la nariz como la boca.
- ❖ **Lavarse las Manos- Practicar Higiene de Manos** - durante la jornada escolar los estudiantes deben lavarse las manos cuando se les brinde la oportunidad o desinfectarse las manos con desinfectante para manos.
- ❖ **Cuidar su Distancia: Mantener Distanciamiento Físico** - cada escuela tiene un plan para el flujo del tráfico que incluye señales direccionales y patrones de circulación. Mientras estén en la escuela, los estudiantes deben cumplir con estas normas y evitar detenerse en los pasillos o congregarse o reunirse en grupos.
- ❖ **Auto-Verificación Diaria de Síntomas** - todos los estudiantes deben completar una auto-verificación diaria y virtual de síntomas antes de ingresar al recinto escolar.  
**Manténgalo en casa si está enfermo:** es importante que los estudiantes se queden en casa y no vayan a la escuela si tienen síntomas de COVID-19, han estado expuestos a alguien con COVID-19, están esperando resultados, o su prueba sale positiva respecto del virus. Si un estudiante se enferma en la escuela, se le cuidará y aislará del resto del estudiantado. Se contactará a los padres y éstos deberán venir a la escuela para atender a su estudiante.

A continuación indique que comprende estas expectativas. Agradecemos su respaldo y disposición de su familia a trabajar con nosotros con el propósito de controlar la propagación de COVID-19 y así podamos mantener las escuelas abiertas para la instrucción física (en cohortes estudiantiles).

- He leído y comprendido la información anterior, las normas de salud y protección en el SUSD y las guías de aprendizaje híbrido (combinado en persona y a distancia) con mis hijos.
- Si mi hijo tiene alguno de los siguientes síntomas, no asistirá a la escuela y llamaré a la oficina de la escuela de mi hijo para informarles de los síntomas:

Fiebre	Dolor de cabeza
Escalofríos	Pérdida del sentido de gusto u olfato
Tos	Garganta irritada
Falta de aire o dificultad para respirar	Moqueo o congestión nasal
Fatiga	Náuseas o vómitos
Dolores musculares o corporales	Diarrea

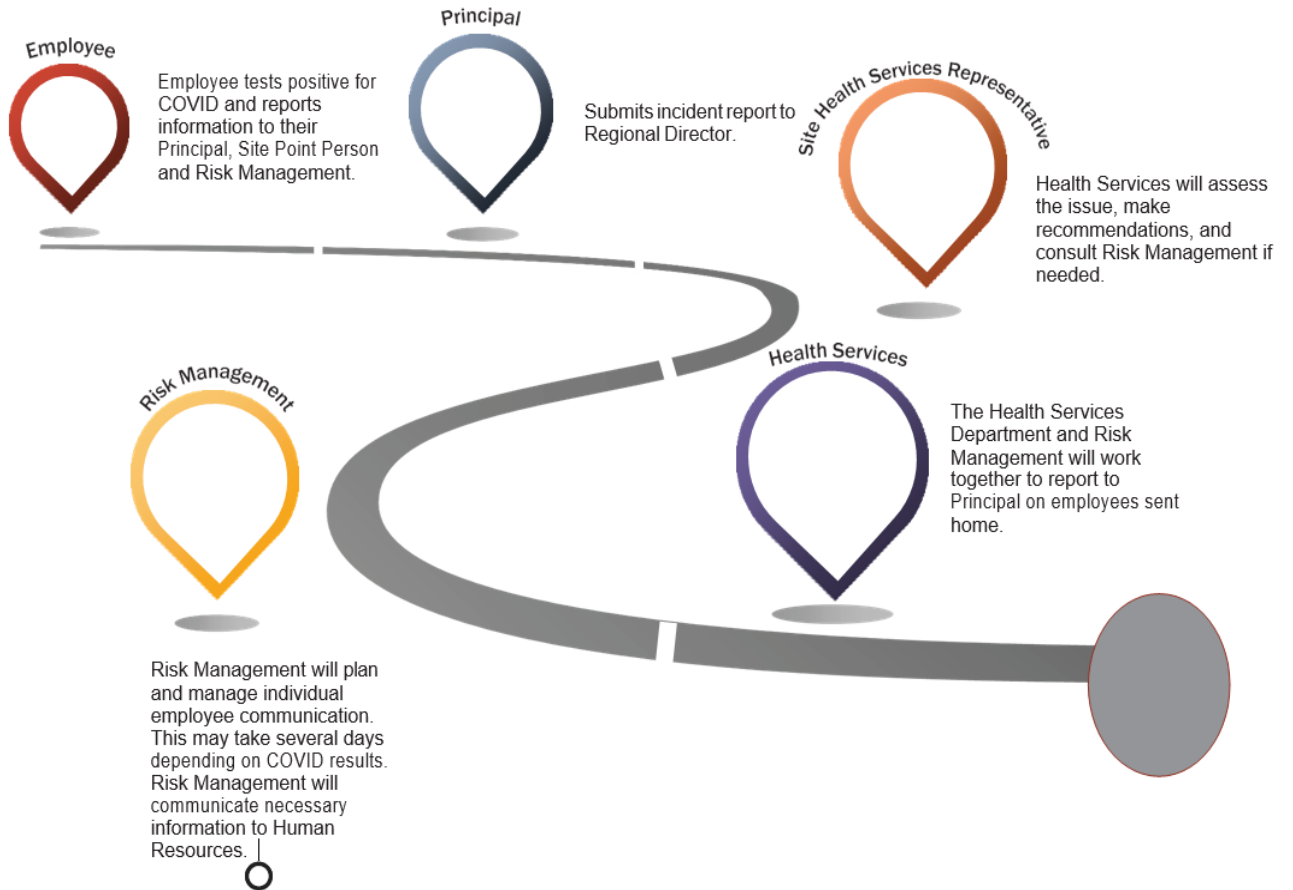
- Si mi hijo da positivo en la prueba de COVID-19, o se le diagnostica con COVID-19 o un médico o el Departamento de Salud le han recomendado que se quede en casa debido a síntomas de posible COVID-19, no asistiré a la escuela. Llamaré a la oficina de la escuela de mi hijo para informarles del resultado de la prueba.
- Si mi hijo(a) ha estado en contacto cercano con alguien que salió positivo en la prueba o fue diagnosticado con COVID-19, y ese contacto fue dentro de los primeros 14 días de dicho diagnóstico, mi estudiante no irá a la escuela y me pondré en contacto con su escuela para hacerles saber.

Una vez más, le agradecemos el apoyo que entrega a su hijo y a nuestra escuela durante esta situación. La información sobre la transición del Distrito Escolar Unificado de Stockton a la instrucción en-persona y los pasos que están tomando las escuelas para enfrentar los desafíos a la salud de estudiantes, familias y personal está disponible en el sitio virtual del distrito. Si tiene dudas o inquietudes, comuníquese con el maestro de su hijo(a) o con la oficina de su escuela.

Firma del Padre / Tutor: \_\_\_\_\_

Firma del Estudiante: \_\_\_\_\_

# COVID-19 COMMUNICATION FLOWCHART



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

## CONTACT

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

## POSITIVE CASE

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

## RETURN TO SCHOOL / WORK TIMELINE

### No Symptoms

Individual has stayed home and self-isolated for 14 days from the last day that he or she was exposed to the confirmed case of COVID-19.

*\*Note: If this person is tested for COVID-19, a negative test would not change or decrease the 14 day quarantine period, but a positive test would move him or her into one of the Positive Case categories based on whether the individual continues to have no symptoms or has developed symptoms.*

### At Least One Symptom

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

#### AND

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

#### AND

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

## RETURN TO SCHOOL / WORK TIMELINE

### No Symptoms

- At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
- Asymptomatic individuals who test positive and after developed symptoms should follow the guidance for symptomatic persons to the right.

### At Least One Symptom

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

#### AND

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

#### AND

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

## DISTRICT / SCHOOL RESPONSE ENHANCED MITIGATION MEASURES

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

### TARGETED CLOSURE

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

## DISTRICT / SCHOOL RESPONSE TARGETED CLOSURE

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



# RETURN TO IN-PERSON LEARNING IN 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 a health screening area room and a person experiencing symptoms at school or work will be sent to that area prior to being sent home.



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



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



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



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

# STAYING SAFE IN OUR SCHOOLS



## Personal Protective Equipment

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



## Sanitizing High-Touch Surfaces

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



## Safe Distancing

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



## Health Self Checks

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



## Enhanced Personal Hygiene

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



## School Meals

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



## Transportation

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



## Intensified Cleaning Techniques

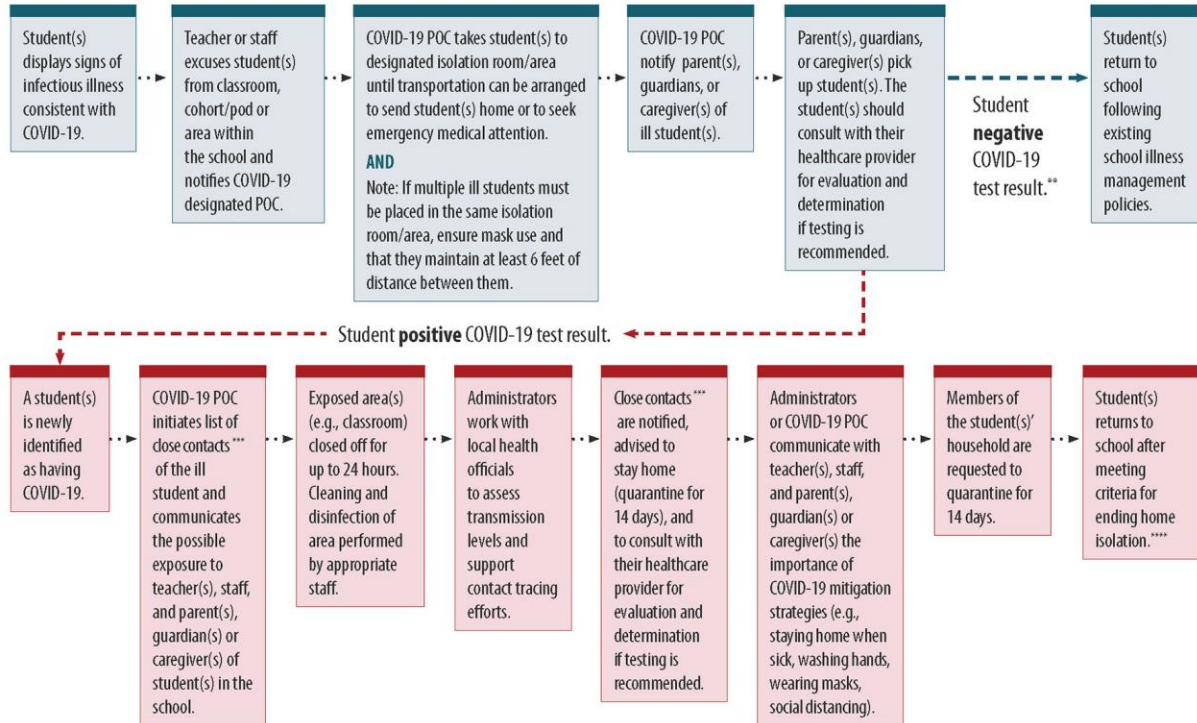
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



## New Building Signage

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

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



CS 319661A August 31, 2020 1:11 PM

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

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

\*\* With no known close contact

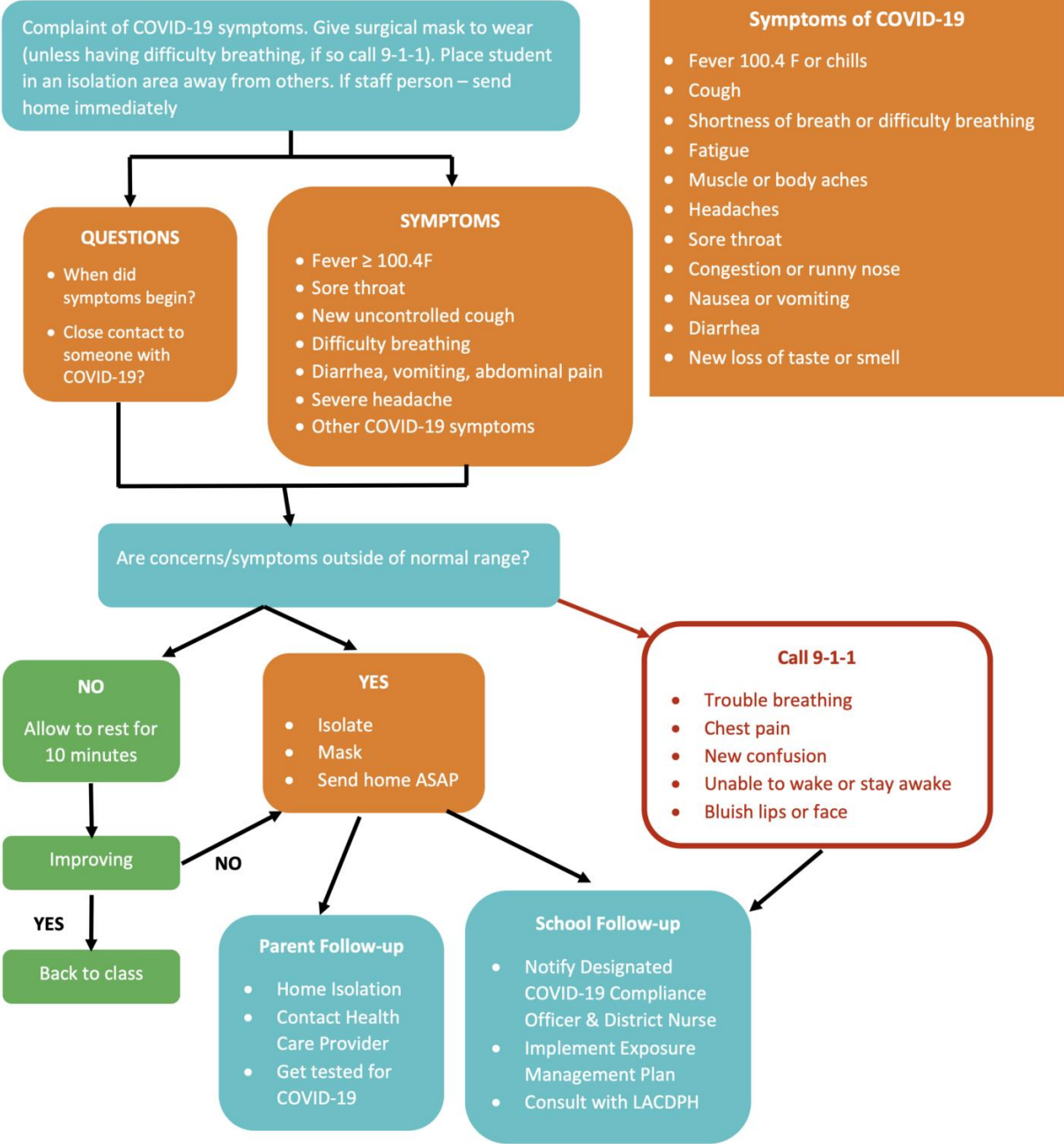
\*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

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

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



# COVID-19 Screening Flow Chart



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