Information Sheet – 07/16/2020 - Board of Trustees Meeting

TO: Board of Trustees Item: 3.2

FR: Jim Bridges

DATE: July 15, 2020

RE: Draft Guide for the Safe Reopening of Schools

The safety and well-being of our students, staff and the public are of the utmost importance. The Draft Guide for the Safe Reopening of Schools outlines the measures JSD will put into place concerning the safety of students, staff and visitors.

This is an informational item.

JEFFERSON SCHOOL DISTRICT

Guide for the Safe Reopening of Schools

IN RESPONSE TO COVID-19

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INTRODUCTION

In a coordinated effort with school districts within San Joaquin County, the San Joaquin County Office of Education and the San Joaquin County Public Health Services, Jefferson School District will open all schools August 11, 2020 in Distance Learning. The district will be following the California Department of Public Health/San Joaquin County Public Health Services guidance regarding the safe opening of schools when SJCPHS provides guidance that it is safe to return to in-person instruction in a Hybrid Learning Model. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our students and employees, the following guiding principles have been put in place:

- STUDENT AND EMPLOYEE SAFETY MEASURES
- HEALTH GUIDELINES
- SUPPORT FOR FAMILIES

JSD is committed to working collaboratively with families and staff to develop a re-entry plan.

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all students, employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Phase 1	June	• Supplies, equipment • Prepare schools for reopening with thorough cleaning • Implement social distancing protocols and open facilities with limited access and use by district office, custodial and maintenance staff.
Phase 2	July	• Expand the use of schools, based on recommendations and data from CDPH, SJCOE, and SJCPHS.
Phase 3	August 11, 2020	• Open schools in Distance Learning
Phase 4	TBD	• Implement the hybrid learning model based on recommendations and data from CDPH and SJCPHS. • Determine what restrictions/guidelines stay in place.

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STUDENT AND EMPLOYEE SAFETY

VISITOR RESTRICTIONS

Nonessential visitors, volunteers and activities involving outside individuals will not be allowed until the County Health Officer deems it safe. All visitors including vendors will be limited to only visiting the office, based on need. Only JSD staff and students are allowed on campus.

FIELD TRIP/TRAVEL RESTRICTIONS

JSD will discontinue student/staff travel to field trips, science camp, conferences and workshops until further notice, unless pre-approved by the Human Resource department and the office of the Superintendent.

SCREENING, TESTING, SYMPTOM CHECKING

ATTENDANCE FOR STUDENTS AND STAFF MEMBERS

Schools and school facilities shall collect attendance of everyone present and participating in Distance Learning, every day. This is critical if the need for contact tracing arises.

THE TESTING PROCESS

SJCPHS recommends a COVID-19 test for anyone who believes they may need one, whether or not they have symptoms. People who have symptoms of illness are encouraged to get tested. The process for testing children is the same as it is for adults. Visit http://www.sjcphs.org/documents/20200518_COVID%20Testing%20Flyer%20eng.pdf to learn more about testing in San Joaquin County. Community testing is available for both children and adults.

EMPLOYEE SCREENING AND PROTOCOLS

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been in close contact with someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

Close contacts to persons with COVID-19 ("cases") are individuals who:

- Live in or have stayed at the case's residence, OR
- Are intimate sexual partners of the case, OR
- Provide or provided care to the case without wearing a mask, gown, and gloves, OR
- Are within 6 feet of a case for a prolonged period of time (> 15 minutes).

AND

This contact occurred while the case was determined to be infectious. A case is infectious from 48 hours before their symptoms began (or the date of the positive test if no symptoms) and until they are released from isolation.

When a member of the school district community is identified by primary screening they will undergo secondary screening in an open air location adjacent to the school office.

Secondary screening will consist of a temperature check, additional questions and fact finding to better understand the circumstance. The outcome of secondary screening may include return to normal activities/responsibilities without restriction, the requirement for medical evaluation prior to re-entry, 48-hour grace period for ill contacts to be cleared, or consultation with SJCPHS.

PROCEDURE IF A STAFF MEMBER OR STUDENT BECOMES ILL

Students who develop symptoms of illness while at school shall wear a face covering and be separated from others immediately, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, physical distancing will be ensured. Students shall wait in an isolation area until they can be transported home or to a healthcare facility. Isolated students should receive continued supervision and care until picked up by an authorized adult.

If an employee becomes ill at work or is exhibiting symptoms of COVID-19, they will be asked to leave and go home or to the nearest health center. The COVID-19 Designated Office Staff will call SJCPHS and seek advice regarding the situation. *Because the symptoms of COVID-19 are similar to many other respiratory illnesses, it is unlikely that the SJCPHS will take any action before there is a confirmed case or suspected outbreak (multiple who have been in close contact are ill.)*

The nurse or other staff members attending the suspected infected person will wear face coverings, gowns and eye protection. The nurse or other staff will identify persons who may have come in contact with the suspected infected person and alert Human Resources. Unless required by the local health authority, the name of the suspected infected person should not be provided. There is no need for others who had contact with the sick person to quarantine themselves while waiting for results of the test.

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

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PROCEDURE IF A STAFF MEMBER OR STUDENT TESTS POSITIVE

SJCPHS conducts contact tracing to determine who, if anyone, may have had close contact with the person who tested positive (that is, they were within six feet of someone who tested positive for COVID-19 for at least 15 minutes) and will provide guidance to the school, including whether a school or class closure is recommended.

If a positive case is confirmed on campus, the school shall perform a thorough cleaning of areas where the person spent time, especially high-contact surfaces.

Employees returning to work from an approved medical leave should contact HR. Staff members and students may be asked to submit a healthcare provider's note before returning to work.

If a staff member or student has been diagnosed with COVID-19, he or she may return to school when all 3 criteria are met:

- At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- Improved in respiratory symptoms (cough, shortness of breath, etc.); and
- At least 10 days have passed since symptoms first occurred.

If a student or staff member has symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that he or she has COVID-19 and may not return to campus until the three criteria listed above have been met.

For further information related to COVID-19 at a school or at home, please visit http://www.sjcphs.org/coronavirus.aspx for more local health information and guidance.

This will need to be a work in progress, and may require frequent modification.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. JSD students, employees, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet.
- Designate routes for entry and exit, using as many entrances as feasible.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided.
- Breaks/Lunch Times – Students and staff will be reminded to continue all social distancing efforts during recess, breaks, and lunch times. Outdoor common areas and/or staff break rooms will be adjusted as needed.

HEALTH AND SAFETY INVENTORY

In order to minimize exposure to COVID-19, the following equipment will be utilized / available:

Face coverings: Face coverings, or shields, are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. *Please note that social distancing should still be practiced even with the use of masks.*

Sinks or Hand Sanitizer: Sinks, with an adequate supply of soap, or hand sanitizer will be available in all classrooms for student and staff use. Hands should be washed often with soap and water for at least 20 seconds.

Touchless Thermometers: Touchless thermometers will be available in the school offices if needed.

In addition to using face coverings, students and staff will be reminded to:

- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of elbow.

PERSONAL WORKSPACE/CLASSROOM

JSD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All students and teachers are asked not to visit another classroom outside of their Cohort or grade level when possible.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. JSD has alcohol-based hand sanitizers throughout the workplace and in common areas. The JSD Custodial Team will clean all workspaces at the designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– JSD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. It is recommended that all meetings occur virtually, using the Zoom platform.

Staff Room–These spaces will be closed for eating/congregation. After washing their hands, staff may use shared appliances such as coffee machines, refrigerators, and microwaves. Staff will be expected to wipe down shared appliances after each use.

Copy Room – There will be limited access to the copy room.

FACILITIES CLEANING

The safety of our students and employees is our first priority. Upon reopening, our schools will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before students and employees return, the cleaning steps outlined below are to be implemented to disinfect workplace surfaces, chairs, tables, etc. to protect students and employees and reduce the risk of spread of infection.

GENERAL DISINFECTION MEASURES

GENERAL DISINFECTION MEASURES PROTOCOL

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day or as needed
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily, if approved for use
Electronic Equipment	Copy machines, computers monitors, TV's, phones,	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Multiple times a day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups, if approved for use

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent, site administration, CBO, and Director of MOT.

If it is found that a student becomes ill while on campus (indoors), develops a fever and/or an unidentified cough the room should be vacated (everyone including staff) for a minimum of 2 hours and should return to normal use after the room is been appropriately disinfected.

COVID-19 surface disinfection is not required after 48 hours from exposure. In other words, if the room is exposed on Friday there will be minimal risk on Monday. In this case no deep cleaning is required.

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SCHOOL FACILITY AND GENERAL INFORMATION

SCHOOL LUNCHES AND FOOD GUIDELINES

Lunch schedules will be staggered to reduce the number of students being served at one time. Students will be allowed, weather permitting, to eat their lunch either inside the cafeteria or outside in designated areas. Students will be required to sit with their class and maintain social distancing while eating their lunch. Parents are encouraged to send students to school with a bag lunch. Students should be discouraged from sharing any of their lunch items with others. For those students who wish to get a cafeteria lunch, individually packaged meals will be available. Students are encouraged to bring their own water. During food service distribution individual sealed water will be available for students upon request.

Bringing or sharing refreshments during staff meetings or in classrooms is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice.

MODIFIED CLASSROOMS

Student desks will be spaced 6 feet apart, when feasible. Desks will face the same direction, and students seated at tables will be spaced appropriately.

Physical guides, such as tape on floors or sidewalks and signs on walls, will ensure that students and staff remain at least 6 feet apart in lines and at other times.

LIMIT SHARING

Jefferson School District will:

- Keep each child's belongings separated and in individually labeled cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

RECESS PROTOCOLS

- Students will be reminded of social distancing practices
- Recess times may be staggered to reduce the number of students at recess at any one time.
- Use of play structures, balls and other playground equipment will be evaluated for use prior to the start of school.
- Students will be required to sanitize their hands upon re-entry to the classroom.

RESTROOM PROTOCOLS

- All restrooms will be routinely checked by staff for cleanliness, sanitation, and availability of appropriate sanitizing/cleaning supplies.
- Students will be frequently reminded to wash their hands.
- Students will be required to sanitize their hands upon re-entry to the classroom.

PHYSICAL EDUCATION

- Students will have daily roll taken outside their PE classrooms before class.
- Students will only participate in spaces that allow for at least 6 feet of social distancing
- Physical activity should be limited to conditioning and activities that don't require shared equipment.

MUSIC INSTRUCTION

- All elementary music instruction should take place in homeroom classrooms or outside.
- Middle school band should take place outdoors, until it is determined by the County Health Officer that it is safe to resume classroom based instruction.
- Social distancing will be maintained during instruction.
- Performances and competitions are suspended until the County Health Officer determines that participation is safe.

COMMUNICATION METHODS

To stay updated on the most up-to-date health related information

- Teachers, students, and parents need to check their email often and
- Visit the district COVID-19 webpage

STAFF TRAINING PLAN

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. Therefore, JSD has developed the following training plan for staff.

Pre-return to school training- Presented remotely to ensure understanding and preparedness to align with this manual.

First Day Training/Orientation- Aligned with local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or will be presented via a digital platform, such as Zoom.

Cleaning Crew Protocols- Focused on disinfection methods and comprehensive cleaning training.

We will structure the training plan to effectively disseminate information to all teams and audiences.

SECTION II. ACADEMICS AND REOPENING MODELS

SOCIAL AND EMOTIONAL HEALTH OF STUDENTS AND STAFF

District counselors, psychologists and school administration will serve to reinforce and implement stronger systems to address the social-emotional well-being of our students.

REOPENING MODELS FOR CONSIDERATION

The Board approved re-opening model will be included once a final decision is made. The following are the two models being considered for Board approval.

Full Distance Learning	Hybrid Learning Model
Curriculum Aligned Focus on Essential Standards	Curriculum Aligned Focus on Essential Standards
All Curricular Areas Covered	In School: K-5: Math, Reading, Writing 6-8: Math, ELA, History, Science, PE All Additional Content, Including Electives, Taught Via Distance Learning
Essential Standards Plans Used to Drive Instruction	Essential Standards Plans Used to Drive Instruction
Instruction Delivered Remotely 5 Days per week on a set schedule	A/B Model-Instruction Delivered 2 Days in school, 3 Days out-of-school Distance Learning
Instructional Schedule (Tentative, exact schedule TBD) K-5: 8:15-12:45 6-8: 8:30-1:00	A/B Model-In school (Tentative, exact schedule TBD) K-5: 8:15-12:45 6-8: 8:30-1:00

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Full Distance Learning	Hybrid Learning Model
Teacher Office Hours (For example, exact schedule TBD) K-5: 1:15-2:00 6-8: 1:45-2:30	Teacher Office Hours (For example, exact schedule TBD) K-5: 1:15-2:00 6-8: 1:45-2:30
Zoom/Google Meet Required for Instruction and Office Hours	Zoom/Google Meet Required for Instruction and Office Hours
Interventions – Provided Via Zoom	Provided In-Person / Via Zoom
Students requiring support for general education classes to utilize breakout rooms with Instructional Aide	Students requiring support for general education classes to receive in-person support and utilize breakout rooms with Instructional Aide as needed
Grading Policy – traditional grading	Grading Policy – traditional grading
Attendance – required daily	Attendance – required daily

CURRICULUM AND INSTRUCTION

LEARNING GAPS

Data from adopted curriculum and Illuminate will be used to determine where the learning gaps are for each student. Due to school closures at the end of the 2019-2020 school year, it is expected that there will be large gaps in learning. The most significant impact is expected at grades K-2, the foundational grade levels. Instructional aides will assist at elementary school sites to support struggling students. All schools anticipate gaps in student achievement and increased intervention through Tier 1 and 2 models will be provided to address those gaps.

SCOPE AND SEQUENCE

The scope and sequence will focus on essential standards in all curricular areas and will be aligned for all school sites in the district. Previous grade level instruction will be integrated into core content curriculum as needed to support students' learning gaps. Core content curriculum maps will be created by teachers before the beginning of the 2020-2021 school year.

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SPECIAL EDUCATION AND 504 PLANS

STUDENTS WITH MILD TO MODERATE DISABILITIES

When the District returns to in-person instruction in a Hybrid Learning Model, students participating in the SDC classes will be provided intensified supports. Small class sizes allow for optimal social distancing while allowing our students with the greatest needs to receive academic and related services at school.

TRIENNIAL, ANNUAL, AND INITIAL IEPS

Testing for initial and triennial IEPs will commence upon school reopening. All IEPs will continue to be held via Zoom.

ACCOMMODATIONS AND MODIFICATIONS

General education teachers, in collaboration with Special Education teachers, will continue to modify assignments, tests, and quizzes to promote access for all students during Distance Learning. Special Education teachers will continue to provide instruction based on IEPs. Special Education teachers will have regular office hours where students can check in.

RELATED SERVICES

Related services, Counseling, Speech and Language, and Occupational Therapy, will be provided to students either at school or remotely using Zoom. Google Classroom will continue to be a platform where students and parents can access tools and resources to support ongoing growth and development in these areas.

INCLUSIVE CLASSROOMS

Both on-campus and through remote instruction, students with special needs will continue to participate in inclusive opportunities, allowing them to interact with general education peers. Additional safety protocols will be followed when students and staff transition from one classroom to another to ensure the safety and health of fellow students and staff.

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TECHNOLOGY AND RESOURCES

The district will confirm or provide access for all student to devices and connectivity adequate to participate in the education program and complete assigned work.

TRANSPORTATION

Bus routes will continuously be monitored and evaluated for maximum efficiency and student numbers.

- Students will be required to sanitize their hands upon entering the bus.
- Social distancing will be maintained when possible.
- Bus windows will be lowered when possible to increase air circulation
- Seating charts will be required to have siblings sit next to one another, seat students by grade/class, and to ensure social distancing when loading and unloading.
- Busses will be sanitized after morning and afternoon runs.

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