

Anthony C. Traina School

Guide for the Safe Reopening of Schools

In Response to COVID-19



Introduction

Welcome back Traina Family,

We have missed you tremendously and can't wait to have you back. We have been preparing for your return for a long time, coming up with and revising plans that would make it as safe as possible for you and the staff upon your arrival. That time is now here, and we put together a reopening plan with a list of resources to explain what things will be like and what protections will be in place to ensure everyone's safety.

Introduction	1
Promoting Healthy Hygiene Practices	3
Face Coverings	3
Cleaning, Disinfection, and Ventilation	4
Implementing Distancing Inside and Outside the Classroom	5
Limit Sharing	7
Training of Staff and Education for Families	7
Check for Signs and Symptoms	8
Maintaining Healthy Operations	10
Appendix	11

Promoting Healthy Hygiene Practices



- Students and staff will wash their hands upon arrival, before and after eating, upon return from break, after using the restroom, and throughout the day.
- Touchless hand washing stations are available throughout campus and most classrooms are equipped with a sink and soap dispenser.
- Hand sanitizer is available in all rooms to be used as needed, but is not intended to be the sole way to wash hands.
- It is strongly recommended by CDPH that all students and staff be immunized each autumn against influenza unless contraindicated by a personal medical condition.

Face Coverings



- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidance **and** has approval from the administration.
- Should a student arrive on campus without a face mask, loses their face mask, or comes with one that does not meet CDC guidelines, a mask will be provided.
- Traina School will teach and reinforce use of face coverings. Face shields and gaiters are not allowed (except in limited and approved instances).
- Students and staff should not touch the face covering and will be reminded to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- When a cloth face covering is removed for any reason, it must be placed in a safe place.
- Students who refuse to wear a proper face covering and are not exempt under CDPH guidelines will be excluded from campus.

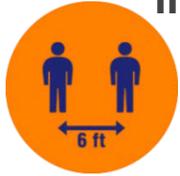
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- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. Face shields and gaiters are not allowed (except in limited and approved instances).

Cleaning, Disinfection, and Ventilation



- Shared drinking fountains are not available for students and staff. Students may bring personal water bottles instead of using shared drinking fountains or filling stations.
- Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.
- Sharing of objects and equipment, such as toys, games, art supplies, and playground equipment will be limited. When shared use is allowed, clean and disinfect between uses.
- Students **can not** bring personal recess equipment to campus.
- Proper PPE is provided to custodial staff and other employees who clean and disinfect.
- A cleaning and disinfecting schedule has been established to avoid both under and over-use of cleaning products.
- Staff is trained on safe and correct application of disinfectant. Products are kept away from students. Only staff can use disinfectant products.
- Ensure proper ventilation during cleaning and disinfection. Introduce fresh outdoor air as much as possible. Thorough cleaning takes place when children are not present. When cleaning, air out the space before children arrive.
- If using air conditioning, the setting that brings in outside air will be used. Air filters and filtration systems will be checked and replaced to ensure optimal air quality.
- Air filters will be changed on a regular basis.
- Air purifiers will be in every classroom.

Implementing Distancing Inside and Outside the Classroom



ARRIVAL AND DEPARTURE

- Contact between students, staff, families, and the community will be minimized at the beginning and end of the school day. Minimize contact between adults at all times.
- Only staff and students are permitted on campus.
- Upon arrival to campus, students will immediately report to their first period class. Students should arrive between 8 am and 8:15 am. All classroom doors will be open to receive students at 8 am.
- TK-3 dismissal will take place at 10:45 a.m. With all grades being dismissed from in front of the school (Windsong Drive). Teachers will escort students to dismissal to assist with social distancing.
- 4-8th dismissal will take place at 12:28 pm. Teachers will escort students to dismissal at the front of the school, to assist with social distancing. Fifth grade will be to the south of the crosswalk (Near the office) and fourth grade will be to the north of the crosswalk. Sixth grade will be near the kinder gate on the south side of the lot.
- Routes for entry and exit will be designated and multiple entrances will be utilized.
- Implementation of healthy screening of staff and students will be required prior to arrival on campus.

CLASSROOM SPACE

- Students must remain in the same space and in cohorts as small and consistent as practicable, including for breaks. We will keep the same students and teacher or staff with each group to the greatest extent practicable. Students will socially distance.
- Prioritization and maximization of outdoor space for activities will be used.

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- Minimize movement of students and teachers or staff as much as practicable. In middle school where students have individualized schedules, we scheduled for ways to reduce mixing among cohorts and minimize contact.
 - Maximize space between seating and desks, arrange seating so that no students are facing each other. Distance staff desks at least six feet away from student desks.
 - Instructions have been developed and will be taught to staff and students for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - Activities where there is an increased likelihood for transmission from contaminated exhaled droplets, such as band, choir practice, and performances are not permitted.
 - Classrooms will have procedures in place for turning in assignments to minimize contact.

NON-CLASSROOM SPACES

- Nonessential visitors and activities involving other groups at the same time are limited.
- Limit communal activities where practicable. Alternatively, stagger use, proper space occupancy, and disinfection complete in between uses.
- Non-classroom space for instruction, including outdoor space if weather permits, is available.
- Congregate movement through hallways is minimized as much as possible.
- Holding recess or break activities will be done individually by classroom and supervised by the classroom teacher TK-3. Play structures and swings are closed.



Limit Sharing

- Student belongings will be separated and kept in individually labeled containers, cubbies, or areas. Classroom supplies (pencils, pens, etc.) will be supplied for the classroom. Those items will stay. Personal belongings must be taken home each day to be cleaned.
- Adequate supplies to minimize sharing of high-tough materials (art supplies, equipment, etc) will be available, to the extent practicable or limited use of supplies and equipment to one group of children at a time will take place. Items will be cleaned and disinfected between uses.
- Sharing electronic devices, clothing, toys, books, and other games or learning aides is avoided as practicable. If sharing occurs, clean and disinfect between uses.
- Students will bring their Traina School issued Chromebook to and from school on a daily basis to avoid sharing. The device should be charged at home to prepare for class.

Training of Staff and Education for Families

- All staff will be trained and provided educational materials to families in enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal, and washing of cloth face coverings, screening practices, COVID-19 symptoms and transmission, how to prevent COVID-19 spread, when to seek medical attention, the plan and procedures to follow when someone becomes sick at school, and the plan and procedures to protect workers from COVID-19 illness.
- Training and education will be conducted virtually when possible, or, if in-person, social distancing will be maintained.



Check for Signs and Symptoms

- Staff and students, who are sick or who have recently had close contact with a person with COVID-19, will continually be reminded that they are to stay home.
- Staff, students, and students' families will be made aware of the policies that encourage sick staff and students to stay home without fear of reprisal.
- Symptom screenings and/or temperature checks will take place at home for all staff and students prior to coming to the facility.
- Visual wellness checks of all students upon arrival will be conducted. Parents must monitor signs and symptoms at home.
 - Staff: Fills out the [Staff Screener](#) via Schools Self Screening Tool.
 - Students: Self-screen using the [JSD Daily Home Screening](#) for Students tool.
- Handwashing stations and hand sanitizer are available throughout campus. Students and staff are encouraged to wash their hands regularly.
- Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19, while maintaining confidentiality.
- If a student shows symptoms of COVID-19, isolate the student and contact the parent/caregiver, and if they are unreachable the remaining student contacts should be called until someone comes to pick up the child.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees or higher, cough, and/or other COVID-19 symptoms.
- A separate location is available for any student or staff member showing signs of COVID-19.

PLAN FOR WHEN A STAFF MEMBER, CHILD, or VISITOR BECOMES SICK

- An isolation location has been identified to separate anyone who exhibits symptoms of COVID-19.

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- Any students or staff exhibiting symptoms must immediately wait in an isolation area until they can be transported home or to a healthcare facility. They are to continue wearing their mask and practicing social distancing. Safe transport home or to a healthcare facility, is required, when an individual is exhibiting COVID-19 symptoms.
 - For serious injury or illness, call 9-1-1, without delay. If COVID-19 symptoms become worse, seek medical attention if severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
 - Notify local health officials immediately of any positive case of COVID-19 and exposed staff and families as relevant while maintaining confidentiality as required by state and federal law.
 - Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaned and disinfected. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Cleaning products are to be safely stored and away from students.
 - Sick staff members and students are advised to not return to school until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, no fever reducing medication, symptoms have improved, and at least 10 days since symptoms first appeared.
 - Students, including students with disabilities, have access to instruction when out of class due to being ill with COVID-19.
 - Students with unique circumstances who would be put at risk by an in-person instructional model will be given an online option for instruction (JVA or Distance Learning).
 - Traina School will follow necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

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- An investigation of any COVID-19 illness will take place to determine if any work-related factors could have contributed to the risk of infection. Updates of protocols will be made as needed to prevent further cases.
 - Any update of protocols will be communicated with families, and meet CDPH guidelines, [Responding to COVID-19 in the Workplace](#).

Maintaining Healthy Operations



- Monitor the types of illnesses and symptoms among the students and staff to help isolate them promptly.
- A staff member has been designated to be responsible for responding to COVID-19 concerns. This staff member has been trained on what the concerns can be and how to respond to them. The designated staff member will coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff, and families in a prompt and responsible manner.
- Communication systems, such as Aeries and email, will be utilized to effectively communicate with staff and families to receive the most current information from Traina School. Families are highly encouraged to turn on all school notifications.
- Communication systems, such as Aeries and email, allows staff and families to self-report symptoms and receive prompt notification of exposures and closures, while maintaining confidentiality.

Appendix

In the appendix, you will find additional guidance, training and support documents.

JSD Daily Home Screening for Children	12
Links	13



JSD Daily Home Screening for Students

Parents: Please complete this short check each morning and if you answer “yes” to any of the questions keep your student home and report the absence to the school office.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

Yes	No	Temperature 100 degrees Fahrenheit or higher
Yes	No	Sore throat
Yes	No	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
Yes	No	Diarrhea, vomiting, or abdominal pain
Yes	No	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

Yes	No	Within the past 14 days, have you had close contact (within 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19?
Yes	No	Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Links for COVID and school information

- Health (CDPH)

www.cdph.ca.gov

- Center for Disease Control

www.cdc.gov

- California State Government Website

www.covid19.ca.gov

- San Joaquin County Public Health

www.sjcphs.org

- Jefferson School District

www.jeffersonschooldistrict.com

- Traina School Website

www.jeffersonschooldistrict.com/page/832

- Traina distance learning site

<https://sites.google.com/jsdtracy.com/anthony-traina-school/home>