



Monticello Elementary School

Guide for the Safe Reopening of Schools

In Response to COVID-19

**2020 – 2021 School Year
Hybrid Plan**

TABLE OF CONTENTS

3

Health & Safety

4

Checking for Signs and Symptoms

5

What to Expect When Returning to School

8

Cleaning, Disinfecting and Ventilation

9

When Staff, Child or Visitor Becomes Sick

10

Monitoring Healthy Operations

11

Resources

****Underlined items contain a link that can be accessed within the digital format****

Health & Safety

As we return to school, our daily engagement, processes, and procedures will look different. The health and safety of our students, staff, and families is of the utmost importance. With the guidance of county health officials, the CDE, CDPH, and the Jefferson Elementary School Board of Education, new systems have been put into place.

Screening at Home:

Students and staff are asked to self-screen for symptoms such as cough, shortness of breath, and fever at home before coming to school.

Anyone with a temperature of 100°F or more should NOT come to school.

Staff members are currently required to submit a daily digital health screening.

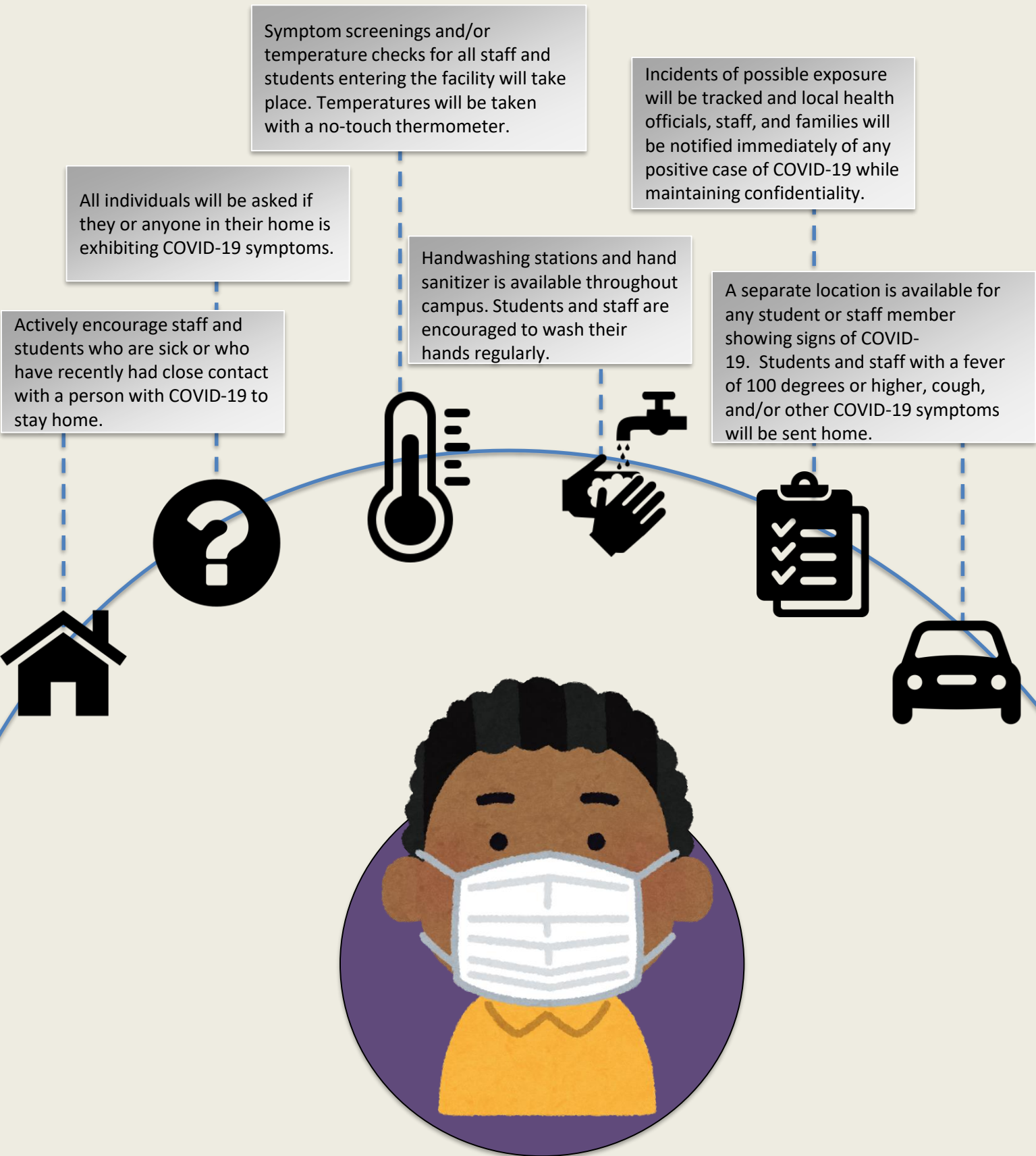
Arriving at School:

School arrival and departure times, as well as campus entry points, will be managed to allow for appropriate social distancing.

Physical barriers have been installed in areas where face-to-face interaction with the public may occur.

Signage has been placed throughout the school to encourage safe social distancing, the wearing of proper face coverings, and proper sanitation.

Checking for Signs and Symptoms



Personal Protective Equipment (PPE)

WHAT TO EXPECT WHEN RETURNING TO SCHOOL



Face Masks

- Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidance.
- Should a student arrive on campus without a face mask, lose their face mask, or come with one that does not meet CDC guidelines, a mask will be provided to them.
- Monticello will teach and reinforce the appropriate use of [face coverings](#). Face shields and gaiters are not approved at this time (Face shields are allowed on a limited basis, with prior administrative approval).
- Students and staff should not touch their face covering, and will be reminded to [wash their hands](#) frequently.
- Information will be provided to all staff and families in the school community regarding [proper use, removal, and washing of cloth face coverings](#).
- When a cloth face covering is temporarily removed for meals, snacks, naptime, or physical education, it must be placed in a safe place.
- Students refusing to wear a face covering, who are not exempt from wearing a face covering under CDPH guidelines, will be excluded from campus. Alternative education opportunities are available for those who are excluded from campus.
- All staff members must use face coverings in accordance with [CDPH guidelines](#), unless Cal/OSHA standards require respiratory protection. Face shields and gaiters are not approved at this time (Face shields are allowed on a limited basis, with prior administrative approval).

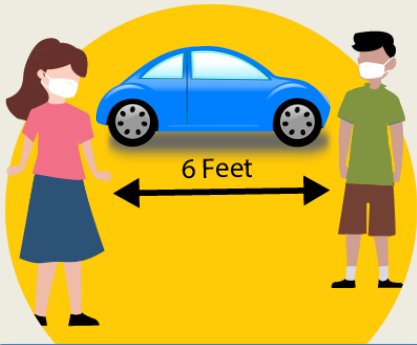
- Students and staff will wash their hands upon arrival, before and after eating, upon returning from break, after using the restroom, and at various times throughout the day.
- Hand washing stations are available throughout campus and most classrooms are equipped with a sink and soap dispenser.
- Hand 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.



Health Hygiene

Personal Protective Equipment (PPE)

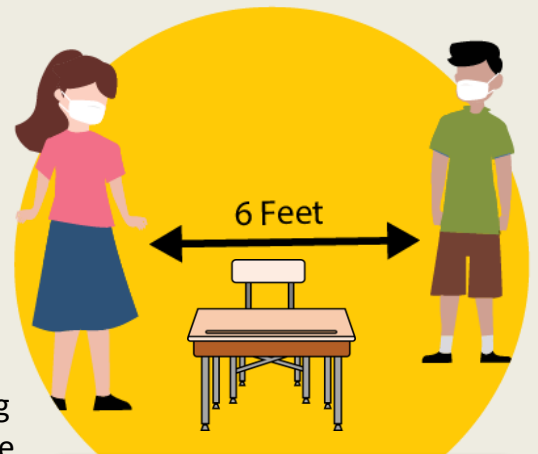
WHAT TO EXPECT WHEN RETURNING TO SCHOOL



Physical Distancing: Drop Off & Pick Up

- Contact between students, staff, families, and the community will be minimized at the beginning and end of the school day.
- **ONLY** staff and students are permitted on campus.
- Upon arrival to campus, students will immediately report to their class.
- For Kindergarten – 3rd grade students, campus, as well as ALL classrooms, will open at 8:00am.
- 4th Grade students will arrive at 8:10am. Should a 4th grade student have a sibling(s) in grades K-3, they too may arrive to campus at 8:00am, as their classroom will open at that time.
- **For safety reasons, students cannot be dropped off at school prior to 8:00am.**
- Routes for entry and exit will be designated and multiple entrances will be utilized.
- The implementation of health screenings for staff and students will be enforced upon arrival.

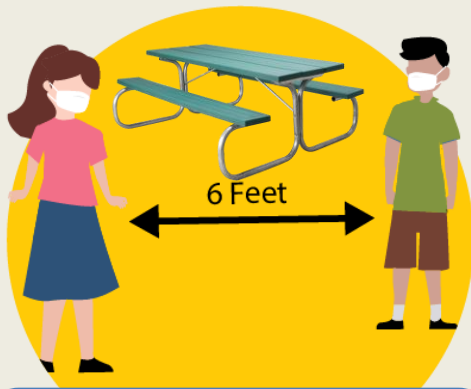
- Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. We will keep the same students and staff groupings to the greatest extent practicable.
- Prioritization and maximization of outdoor space for activities will be used.
- The minimization of movement of students and staff will be enforced as much as practicable. Limited mixing and minimized contact among cohorts will be utilized in situations where students have individualized schedules.
- The maximization of space between seating and desks, the arrangement of seating to minimize face-to-face contact, and the use of physical partitions will be used where needed. The distancing of staff desks to student desks will be at least six feet away from one another.
- Social distancing will be maximized and movement will be minimized in both indoor and outdoor spaces in a manner that is easy for students to understand and is developmentally appropriate.
- Activities where there is an increased likelihood for transmission from contaminated exhaled droplets, such as playing the recorder, signing practice, and performances are not permitted.
- Classrooms have procedures in place for turning in assignments to minimize contact.



Physical Distancing: Classroom Space

Personal Protective Equipment (PPE)

WHAT TO EXPECT WHEN RETURNING TO SCHOOL



Physical Distancing: Non-Classroom Spaces

- Nonessential visitors and activities involving other groups at the same time are currently prohibited.
- Communal activities, such as recess, will be staggered and take place in designated locations.
- Communal areas will be disinfected between uses.
- Non-classroom outdoor instructional spaces will be made available, weather permitting.
- Movement throughout common walkways will be limited as much as possible.
- When applicable, meal service will take place outdoors and/or in designated locations within the cafeteria. When cafeteria space is used, students will be kept together in their cohort groups, physical distancing will be enforced, and seating will be assigned.

- Student belongings will be separated and kept in individually labeled containers, cubbies, or designated areas. Personal belongings must be taken home each day to be cleaned.
- In an effort to minimize the sharing of high-touch materials (art supplies, writing materials, etc.) these will be provided, to the extent practicable. If sharing is absolutely necessary, the use of supplies and equipment will be limited to one group of children at a time. Items will be cleaned and disinfected between uses.
- Students will bring their Monticello School issued Chromebook to and from school on a daily basis to avoid sharing.



Limit Sharing

Cleaning, Disinfection and Ventilation

Materials

- Shared drinking fountains are not available for students or staff. Students and staff need to bring personal water bottles.
- The use of shared objects and equipment, such as toys, games, art supplies, and playground equipment will be limited. When shared use is allowed, items will be cleaned and disinfected between uses.
- Students can not bring personal recess equipment to campus.

Cleaning & Disinfection

- Staff is trained on safe and correct application of disinfectant. Products are kept away from students. Only staff can use disinfectant products.
- A cleaning and disinfecting schedule has been established to avoid both under and over-use of cleaning products.
- Trained custodial staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, frequently throughout the day.
- Proper PPE is provided to custodial staff and other employees who clean and disinfect.


Ventilation

- Ensure proper ventilation when cleaning and disinfecting. Introduce fresh outdoor air as much as possible. Thorough cleaning will take place when children are not present. When using air conditioning, the setting that brings in outside air should be used. Air filters will be replaced and filtration systems checked routinely to ensure optimal air quality.
- During instruction, ensure the fan is running in the classroom.
- Maximized central air filtration for HVAC systems will be utilized.

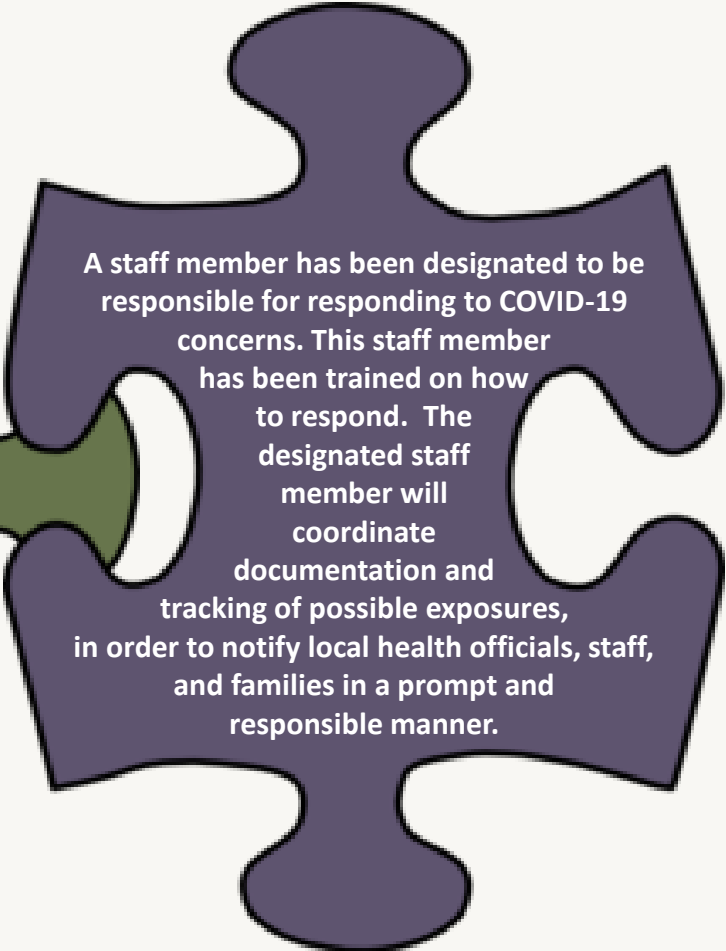
When Staff, Child or Visitor Becomes Sick



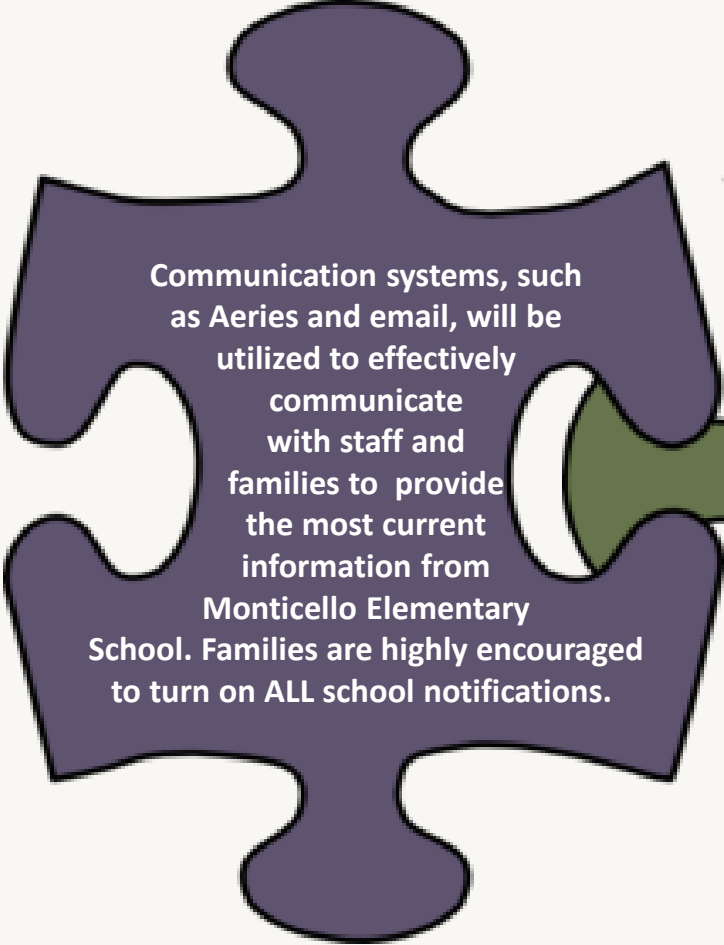
Maintaining Healthy Operations



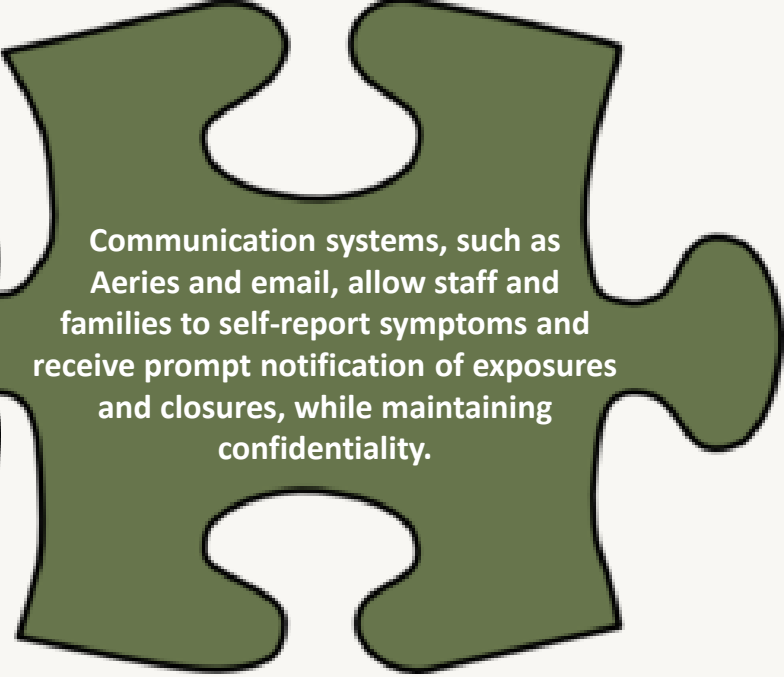
Monticello will monitor the types of illnesses and symptoms among the students and staff to help isolate them promptly.



A staff member has been designated to be responsible for responding to COVID-19 concerns. This staff member has been trained on how to respond. 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 provide the most current information from Monticello Elementary School. Families are highly encouraged to turn on ALL school notifications.



Communication systems, such as Aeries and email, allow staff and families to self-report symptoms and receive prompt notification of exposures and closures, while maintaining confidentiality.

Resources for Staff and Families

- Staff will be trained and educational materials will be provided to staff and families regarding 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.
- California Department of Public 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.jeffersonscholdistrict.com



Monticello Elementary School

Our educational community shares responsibility for all students reaching high levels of learning.

District Website

<https://www.jeffersonschooldistrict.com/Domain/216>

Distance Learning Website

<https://sites.google.com/jsdtracy.com/monticelloelementaryschool/home>

Instagram Page

@monticelloelementaryschool