

# BIG SPRINGS ELEMENTARY SCHOOL

## READY. SET. START SMART!

### 2020-2021 SCHOOL YEAR

PARENT & STUDENT EDITION

## Parents:

### MAKE THE CHOICE THAT IS RIGHT AND SAFE FOR YOUR CHILD:

#### Option 1:

If I plan for my child(ren) to return to a traditional classroom setting when school resumes on August 26, 2020, they will commit to following the safety guidelines outlined below to protect themselves, their peers, and their teachers. I will select this option for my student(s) by July 31st at <https://bit.ly/BSEback2school>.

#### Option 2:

If I prefer for my child(ren) to start the school year with digital learning at Big Springs Elementary School, and return to the traditional classroom when conditions further improve, I will register for this option online at <https://bit.ly/BSEback2school> by July 31st. Digital learning will follow the traditional daily schedule with recorded sessions.

## Students:

### GETTING READY AND TO SCHOOL SAFELY:

- ❖ Before I come to school, I will check my temperature and assess my symptoms; if I have a fever of 100.4 or higher, or a cough, shortness of breath, or loss of taste or smell, or if I have been in direct contact with someone who has COVID-19, I will stay home and contact my medical

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provider.

- ❖ When waiting for the bus, I will practice social distancing and wear my face covering.
- ❖ I will use hand sanitizer as I board the bus, and on the bus, I will wear my face covering and sit no more than two to a seat. My bus will be cleaned nightly. I can sit with my siblings.
- ❖ If I ride in a car to school, my parent or guardian will drop me off in the car rider area; parents will not be able to walk me to my classroom or to the cafeteria without being fever screened.

## Students:

### SAFETY AT SCHOOL

- ❖ When I arrive at school, I will have my temperature checked by staff. I will wear my face covering, pick up my grab-and-go breakfast, and report to my classroom section of the gym.
- ❖ I will bring a water bottle to school, as water fountains will be closed for regular use; water fountains may only be used to refill water bottles throughout the day.
- ❖ When I am moving about the classroom, I will wear my face covering and practice social distancing.
- ❖ When I am in the classroom, I may remove my face covering when working independently at my desk or when the teacher is providing whole group instruction. I will wear my face covering when working in small groups with the teacher or my peers. I will use my own headphones for computer stations, and I will use hand sanitizer or wash my hands before and after I complete my computer tasks. Desks, tables, and computer stations will be spaced four-feet apart and will face in one direction.
- ❖ I will wash my hands frequently or use hand sanitizer throughout the day.
- ❖ When I am changing classes or going to a special area class, I will wear

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my face covering and practice social distancing. I will follow one-directional signs in hallways.

- ❖ In the cafeteria, I will wear my face covering when waiting in line for food, and I will practice social distancing. Before picking up my food, I will use hand sanitizer. Tables will face in one direction, and will be spaced at least four-feet apart. At outside tables, no more than four students may sit at any one table. I may remove my mask while eating but will put my mask back on before leaving the table.
- ❖ Access to campuses will be limited to students and staff members only.

## Parents and Students:

### SAFETY PROCEDURES FOR EVERYONE:

- ❖ No more than 50 students will be allowed in the gym at one time. Students will wear their face coverings when not actively exercising and will practice social distancing.
- ❖ Field trips will be limited to virtual learning opportunities aligned to the California standards.
- ❖ Pep rallies, assemblies, and other special events will also be virtual.
- ❖ Spectators attending extracurricular events (athletic competitions, concerts, plays, Science Night, etc.) will be expected to wear facial coverings and practice social distancing. Temperature scans may be required.
- ❖ Students in all grades will remain with their classmates all day; special area teachers will travel to them, when possible.

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## Parents and Students:

### SAFETY PROCEDURES FOR EVERYONE:

- ❖ Any student or staff member traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders. Students will be provided an opportunity to continue learning during the quarantine period through digital learning or paper packets with instructional support.
- ❖ Parents who will be picking up a child for early dismissal due to illness or a medical appointment will be expected to call the front office when they arrive at the school and remain in their vehicle in front of the main office; or if they enter the building, they must be fever screened. A staff member will bring the child to the vehicle, check your identification, and assist you in signing out the student. There is no dismissal within 15 minutes of the regular end of the school day, and only parents, guardians, or other individuals identified on the student's contact list, with appropriate identification, will be allowed to leave with the student.
- ❖ The school nurse will have a designated isolation area in the event that a child or a staff member comes to school and presents COVID-19 symptoms. Parents will be contacted to pick ill students up immediately. Contact tracing will be used to identify students or staff members who may need to self-quarantine for 14 days. Students will transition to digital learning during the self-quarantine period using Google Classroom and Zoom platform.
- ❖ All buildings and work spaces will be cleaned nightly.

### AFTER SCHOOL PROGRAM:

- ❖ **All** health and safety precautions (face coverings, social distancing) will remain in place for the duration of the ASP.

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- ❖ Parent picking up students will buzz in at B wing door and will be fever screened (as they are entering the building) OR buzz in at B wing or the front gate and the child will be brought to the parent.

# **BIG SPRINGS ELEMENTARY SCHOOL**

2020-2021 New Routines for Students

Parent Version

Face to Face Instruction with the option of DL Model

## **Bus**

AM Bus drop off will be in the back of the school.

- Face coverings are mandatory while on the bus. Siblings can sit together.
- Students will be passively screened (asked questions) when entering the bus.
- Students will be actively screened (fever screened) when exiting the bus and entering campus.

## **Before School**

No basketball or games in the morning. Eating breakfast or sitting in bleachers.

- Bleachers will be taped off in classroom sections.
- 8:00 recess outside or sit in bleachers. No playing basketball.

## **Temperatures**

All staff and students will be fever screened when they enter campus.

## **Face coverings**

All staff will be required to wear a mask or face shield. District is providing for all staff.

- All students 3-8 will be required to wear a face covering.
- K-2 students will be strongly encouraged to wear a face covering when unable to be socially distanced.

## **Handwashing**

All staff and students should wash their hands or sanitize once they enter campus and classrooms.

## **Recess**

All recesses - face coverings are not mandatory when playing or exercising. If in a small group - face coverings need to be worn.

- Snack recess will remain split 10:00-10:15 is K-3 and 10:15-10:30 is 4-8
- Playground equipment will be taped off until TBD.
- Students may only use their classroom playground balls. Can not share playground equipment class to class.
- Playground balls should be wiped down at the end of the day.

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## **Lunch**

Lunch will be staggered physically and staggered in time.

Student lunches can be homemade, store bought or school bought.

## **After School Program**

**All** health and safety precautions will remain in place for the duration of the ASP.

- Parent pick up - buzz in at B wing door and will be fever screened (as they are entering the building) OR buzz in at B wing or the front gate and the child will be brought to the parent.

**ALL SUBJECT TO CHANGE DUE TO STATE MANDATES**

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## **Checklist for Physically Reopening Campuses for Students**

### **Local Conditions. Ensure that the following local conditions are in place:**

- a. Flexibility or Lifting of State Stay-Home Order
  - i. The state has lifted or relaxed the stay-home order to allow schools to physically reopen.
- b. Flexibility or Lifting of County Stay-Home Order
  - i. The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.
- c. Local Public Health Clearance. Local public health officials have made determinations, including, but not limited to, the following:
  - i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals.
  - ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths.
  - iii. Sufficient surge capacity exists in local hospitals.
- d. Equipment Availability
  - i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.
  - ii. Have a plan for an ongoing supply of protective equipment.
  - iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.
  - iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).
- e. Cleaning Supply Availability
  - i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.
  - ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

### **Plan to Address Positive COVID-19 Cases or Community Surges**

- a. Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.
- b. In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:
  - i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.

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- ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.
- iii. Additional close contacts at school outside of a classroom should also isolate at home.
- iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

**Campus Access.** *Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.*

- a. Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.
- b. Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.
- c. Students—Entering Campuses
  - i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
  - ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
  - iii. All students must wash or sanitize hands as they enter campuses and buses.
  - iv. Provide supervised, sufficient points of access to avoid larger gatherings.
  - v. Use privacy boards or clear screens when practicable.
  - vi. If a student is symptomatic while entering campus or during the school day:
    1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.
    2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.

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3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related.
5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.

- vii. Develop a plan for if students are symptomatic when boarding the bus.
- viii. Protect and support students who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study.

### **d. Staff—Entering Campuses**

- i. **Passive Screening.** Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- ii. **Active Screening.** Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Thermometers must be properly cleaned and disinfected after each use.

- iii. All staff must wash or sanitize hands as they enter worksites.
  - iv. Exclude employees who are exhibiting symptoms from the workplace.
1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place.
  2. Create a procedure for reporting the reasons for the exclusions.
  3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

### **e. Outside Visitors and Groups**

- i. Limit access to campus for parents and other visitors.
- ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.
- iii. Review facility use agreements and establish common facility protocols for all users of the facility.
- iv. Establish protocol for accepting deliveries safely.

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a. Handwashing. In accordance with CDPH and Cal/OSHA guidance and in consultation with local

public health officials, develop a plan for handwashing that includes:

- i. Providing opportunities for students and staff to meet handwashing frequency guidance.
- ii. Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.
- iii. Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

b. Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:

- i. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
- ii. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
- iii. CDC guidance on proper PPE use.

c. Teach staff and students to:

- i. Use tissue to wipe the nose and cough and sneeze inside the tissue.
- ii. Not touch the face or face covering.

**Protective Equipment.** *Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.*

a. According to CDC guidance:

- i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.
- iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

b. Staff Protective Equipment

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- i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
- ii. Provide masks if the employee does not have a clean face covering.
- iii. Provide other protective equipment, as appropriate for work assignments.
- iv. Masks and face shields are provided for all staff.

1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
2. For front office and food service employees, provide face coverings and disposable gloves.
3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
  - A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
  - B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
  - C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

### c. Student Protective Equipment

- i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:
  1. While waiting to enter the school campus.
  2. While on school grounds (except when eating or drinking).
  3. While leaving school.
  4. While on a school bus.

- A. Driver has access to surplus masks to provide to students who are symptomatic on the Bus.

### **Physical Distancing.** *Plan to meet physical distancing standards in school facilities and vehicles.*

- a. Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)
- b. To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

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c. In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

d. Student Physical Distancing. LEAs should plan to:

i. Limit number of students physically reporting to school, if needed to maintain physical Distancing.

1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.

2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models.

ii. The CDC recommends virtual activities in lieu of field trips and intergroup events.

iii. Post signage and install barriers to direct traffic around campus.

iv. Buses

1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives.

2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options:

A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. (Siblings can sit together)

B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag. (Siblings can sit together)

3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.

4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

5. Students and staff should wear face coverings at bus stops and on buses.

### **Playgrounds/Outside Spaces/Athletics**

1. Increase supervision to ensure physical distancing.

2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

#### *vi. Classrooms*

1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.

2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.

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3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
4. If necessary, broadcast to other classrooms and students distance learning at home.
5. Increase staffing to ensure physical distancing for younger students and students with special needs.
6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
7. Address physical distancing objectives as students move between classrooms.
8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

### *vii. Food Service*

1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).
2. Suspend use of share tables and self-service buffets for food and condiments.
3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.
5. If providing meal service in classrooms, plan for cleaning and trash removal.

### *e. Staff*

- i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:
  1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.
  2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.
- ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.
- iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.

1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.

**Cleaning and Disinfecting.** *Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.*

- a. Overall Cleanliness Standards. Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

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- b. In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.
- c. Limit stuffed animals and any other toys that are difficult to clean and sanitize.
- d. In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
  - i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
  - ii. Disinfecting surfaces between uses, such as:
    - 1. Desks and tables
    - 2. Chairs
    - 3. Seats on bus
    - 4. Keyboards, phones, headsets, copy machines
  - iii. Disinfecting frequently—at least daily—high-touch surfaces, such as:
    - 1. Door handles
    - 2. Handrails
    - 3. Drinking fountains
    - 4. Sink handles
    - 5. Restroom surfaces
    - 6. Toys, games, art supplies, instructional materials
    - 7. Playground equipment
  - iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
- 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).
- 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
- 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
  - v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.
  - vi. Closing off areas used by any sick person and not using before cleaning and disinfection. 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 possible.
- e. *Make a Plan for Adequate Outdoor Air Circulation*
  - i. In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

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f. Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

g. Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

**Employee Issues.** *Engage employees on COVID-19 plans and provide necessary training and accommodations.*

a. Revisit existing bargaining agreement.

i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.

ii. Create a plan for future bargaining that may be necessary as additional issues arise.

b. Staffing Ratios

i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

ii. Consider rolling staff cohorts to meet needs and avoid overwork.

c. Develop and provide staff training or utilize state-provided training on:

i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.

ii. Physical distancing of staff and students.

iii. Symptom screening, including temperature checks.

iv. Updates to the Injury and Illness Prevention Program (IIPP).

v. State and local health standards and recommendations, including, but not limited to, the following:

1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.

2. Cough and sneeze etiquette.

3. Keeping one's hands away from one's face.

4. Frequent handwashing and proper technique.

5. Confidentiality around health recording and reporting.

vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.

vii. Training on trauma-informed practices and suicide prevention.

d. Reasonable Accommodations

i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.

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ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned Leave.

### **Communication with Students, Parents, Employees, Public Health Officials, and the Community**

- a. School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.
- b. Communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - i. Proper use of PPE/EPG.
  - ii. Cleanliness and disinfection.
  - iii. Transmission prevention.
  - iv. Guidelines for families about when to keep students home from school.
  - v. Systems for self-reporting symptoms.
  - vi. Criteria and plan to close schools again for physical attendance of students.
- c. Target communication for vulnerable members of the school community.
- d. Create a communications plan for if a school has a positive COVID-19 case.
  - i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
  - ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus.
  - iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.
  - v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.
  - vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

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### **Stage 1: Traditional Operations**

Traditional Operations does not suggest ignoring or relaxing new safety procedures. All new safety procedures will be in effect. Ongoing Safety Protocols as listed, Cleaning and Disinfecting, Personal Safety Education, Campus Access, Public Use of Campus Facilities during the School Day, Busing Safety, and Cafeteria Operations are all reasonable for regular operations and will become the new norm. These actions assure student and staff safety not just during a critical situation, but during regular operations and the annual Flu Season.

# BIG SPRINGS ELEMENTARY SCHOOL

## Stage 2: Precautionary Operations

(This is where we will be starting the year)

Precautionary Operations indicate a known presence or concern for illnesses. This Stage will initiate additional safety and sanitation procedures. In addition to the new ongoing safety protocols, Stage 2 will **increase** screening, safety, and sanitation procedures as follows:

1. All safety and sanitation procedures in stage 1 will remain in full effect
2. Passive screening of all students as they enter school
3. Visual screening of all students at the beginning of each period
4. Passive screening of all parents and guests as they enter the office
5. Train all students to disinfect equipment and tools between uses; this would include:
  - a. Desks
  - b. Tables
  - c. Chairs
  - d. Keyboards, monitors and computer consoles
  - e. Lab/science equipment
  - f. PE equipment
6. Weekly cleaning and disinfecting of outside areas such as quad, benches, and picnic tables

### Additional Safety and Sanitation Procedures for Stage 2:

1. All staff and students will be required to wear face coverings and / or shields when dealing with the public or students
2. Social distancing of three (3) to six (6) feet will be recommended for any gathering or group setting
3. All Classrooms will be sanitized at the end of each day
4. Regular cleaning (2x-4x per day) of:
  - a. Door handles and handrails
  - b. Drinking fountains
  - c. Countertops
  - d. Restroom surfaces
5. Grounds and outdoor areas will be sanitized weekly
6. Maintenance will perform an additional sanitizing of classroom and campus each evening

### Cafeteria:

During Stage 2 Operations, the cafeteria will implement the following:

1. Cafeteria Staff will begin wearing face coverings during the preparation and serving of all meals

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2. Interior table seating limited to no more than four students, who must be on opposite sides of a table
3. Counter seating distances of six (6) feet to be maintained at all times
4. Tables outside other areas limited to no more than four students, who must be on opposite ends of a table

### **Bussing:**

BSE will work with our Bus Driver to implement the following addition safety and sanitation procedures:

1. Passive screening at each bus stop will be conducted before any student is allowed to enter the bus
2. Seating will be spaced with no student allowed to share a seat, unless with a member of their immediate household
3. All busses will be sanitized before picking up students, both in the morning and in the afternoon

### **Offices and common areas:**

During Stage 2 Operations, the following will implement the following:

1. Front Office, Library, bathrooms and other common areas will be sanitized multiple times during the day
2. Staff will be encouraged to wear face coverings when dealing with the public

### **Stage 3: Remote Operations**

If the decision is made to enter Stage 3, campus will be initially closed to all student and non-maintenance staff for a period of 24 hours. During this period the entire campus, including all facilities and grounds will be cleaned and sanitized. Campus will then remain closed for a period of one week. Teachers will utilize this time to prepare lessons and materials for the conversion to distance education. Office staff and cafeteria staff will use this time to prepare for remote operations.

After this is completed, we will enter our Remote Operations. Remote Procedures are as follows:

1. All safety and sanitation procedures in stages 1-2 will remain in full effect
2. All staff will be expected to continue with their regular duties, reporting daily, provided:
  - a. All work spaces can maintain sufficient social isolation
  - b. Employee and employee's household remain asymptomatic
  - c. Employee is not considered a high risk:
    - i. Older Employees
    - ii. Employees with identified health conditions
  - d. Employees in a High Risk situation will be offered the opportunity to work from home as much as practical

### **Maintenance:**

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1. Staff will concentrate on sanitizing campus and facilities
2. No less than twice daily for any area in use
3. Weekly for all other areas

### **Cafeteria:**

1. Personnel will convert to deliverable meals for any student who requests said service
2. Meals will be a Breakfast and a Lunch for each school day
3. Meals will be delivered daily to students at the Lake Shastina Fire Department or Big Springs Elementary School.
4. Remote areas will receive their deliveries twice a week covering the same time periods

### **Instructional Schedule:**

1. All students will receive no less than 30 minutes per subject of direct instruction per day
  - a. Direct instruction may be prerecorded
  - b. Direct instruction may be any combination of:
    - i. Lecture
    - ii. Demonstration
    - iii. Guided activities
    - iv. Other teacher led instructional activities
2. All assignments and lessons will be posted daily no later than 4:00 P.M. for the following day
3. Assignment due date will vary by teacher

### **Responsibilities:**

1. Students and Parents will
  - a. Identify if meal delivery is needed
  - b. Identify computer and technology access
    - i. Students identified with no access to a computer will be checked out a Chromebook
  - c. Identify limited or no internet access
  - d. Access all lessons via Google Classroom
  - e. Communicate with teachers no less than weekly
  - f. Make appointments for assistance as needed
  - g. Request transportation for support if needed
  - h. Be responsible for the failure of a student to respond to all lessons
  - i. Utilize support and outreach activities as needed
  - j. Acknowledge that any student who willfully and knowingly fails to respond and communicate with their teachers or other staff will be subject to failure for the grading period and placed into a mediation program.

2. Teachers will

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- a. Prepare and post daily lesson of no less than 30 minutes in length for each subject or a total of 1.5 hours for each instructional day
  - b. Provide access to recorded lessons to Instructional Aides
  - c. Provide resources, instruction and assistance to all students for completion of lesson
  - d. Refer student concerns to Superintendent/Principal
  - e. Contact each student weekly via, phone call, email or other electronic means
  - f. Be available for in person support for students by appointment
  - g. Grade and post lessons weekly
  - h. Contact parents for lesson or grade concerns
  - i. Refer students that are non-responsive to the Superintendent/Principal for additional actions
  - j. Refer students to counselors for grade concerns for additional actions
  - k. Refer students with individual issues to District Psychologist or District Nurse for specific support
  - l. Maintain a log of all the above activities
3. Instructional Aides will
- a. Maintain lists of students with limited or no internet access
  - b. Assist teachers with materials for each student as needed
  - c. Assure distribution of daily lessons
4. Counselors/Special Education Teacher will
- a. Contact students referred as non-responsive
  - b. Contact parents of students that are non-responsive
  - c. Refer students to Principal for SARB proceedings
  - d. Contact parents for students referred for lesson or grade concerns
  - e. Be available for one on one support for students by appointment
  - f. Maintain a log of all the above activities
5. District Psychologist and District Nurse will
- a. Contact and support students referred for specific concerns
  - b. Be available for one on one support for students by appointment
  - c. Maintain student and parent education on current situation
  - d. Refer students to other agencies as necessary
  - e. Maintain a log of all the above activities
6. Superintendent/Principal will
- a. Maintain public information on current situation and school response
  - b. Maintain staff information on current situation and school response
  - c. Address student, parent and staff concerns as they develop
  - d. Contact parents and initiate SARB process for students that are non-responsive
  - e. Contact Probations, Sheriff or Yreka Police for wellness checks for students that are non-responsive
  - f. Maintain a log of all the above activities