

The page features three large, light blue, 3D-rendered circles of varying sizes. Two are positioned in the upper right quadrant, and one is in the lower right quadrant. Thin, light blue lines extend from the top left and top right corners towards the circles, creating a sense of depth and design.

**BUTTEVILLE UNION ELEMENTARY  
SCHOOL DISTRICT  
REOPENING PLAN**

**Board Adopted: August 11, 2020**

Butteville Union Elementary School District, Siskiyou County Office of Education and Siskiyou County Public Health are fully committed to working together to prepare a reopening plan for schools. All of the public schools in Siskiyou County share a common set of best practices when it comes to guiding each school's and district's return to instruction on school sites as safely and with as much normalcy as possible.

The principles of the COVID-19 concern will be addressed in this overview and will include student physical distancing, limiting mixing of students, wearing of facemasks, environmental cleaning, and keeping both students and staff who are sick, at home. Butteville Elementary School will apply the California Department of Public Health Guidance, but because our school is unique in its student size, facilities, staff, and resources available, our plan may look different than other schools. With the release of the California Department of Public Health Guidance on June 5, 2020, Butteville Elementary School is planning to return to school on August 24, 2020. This plan will serve as a guide to what that opening will look like.

School operations will be reviewed regularly as the school year progresses. Changes in schedules will be dependent upon directives from the Siskiyou County Department of Public Health as well as the California Department of Education, Governor Newsom's office and the Center for Disease Control. Any changes in operation will be approved by the Butteville governing Board prior to implementation under an emergency order is issued by one of the governmental agencies with oversight of education.

### **How is COVID-19 Spread?**

COVID-19 is spread mainly from person-to-person, via air droplets that contain the virus. For example: when a person sneezes, coughs or talks, the virus is exhaled by the infected person and then inhaled by a nearby person. Some people do not show any signs or symptoms of being ill, but can still spread the virus. The virus can also spread when a person touches objects and surfaces that have a virus on it and then touches their eyes, nose or mouth.

### **How can we prevent transmission?**

The virus can spread easily from person-to-person, so taking necessary precautions is an important way to keep you, your family, friends and community safe. The best way to prevent illness is to avoid being exposed to this virus. Key prevention practices include:

- Physical distancing
- Washing hands with soap and water, frequently. If soap and water are not available then use hand sanitizer (at least 60% alcohol).
- Using a cloth face cover for your nose and mouth, unless you have difficult time breathing.
- Covering your coughs/sneezes. If you use a tissue, throw it away immediately and wash your hands.

- Cleaning and disinfecting frequently touched surfaces.
- Monitoring you and your family's health and watching for signs and symptoms of COVID-19.

### **COVID 19 Symptoms**

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

### **Stop the Spread of Germs**

- Wash your hands for at least 20 seconds with soap and water often.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Do not touch your eyes, nose, or mouth.
- Stay at least 6 feet (about 2 arm's length) from other people.

## **Prior to Opening School**

A work-site risk assessment will be conducted.

The safety and/or injury and illness prevention plan will be updated to address issues specific to COVID-19 and steps that will be taken to prevent the spread of the virus, including:

- Plans for training for students, staff and parents on:
  - Frequent hand washing
  - Cough and sneeze etiquette
  - Keeping hands away from the face
  - Use of face coverings (cloth coverings, masks, or face shields)
  - Physical distancing guidelines
  - Screening for symptoms
- The school will alert the Siskiyou County Health Department and the Siskiyou County Office of Education of COVID cases
- The plan will be accessible to parents and employees. Involving staff, parents and the community in the development of the updated plan, including new procedures to prevent spread of the virus, can help develop understanding of and support for the plan and new procedures.

Necessary cleaning supplies, hand sanitizer with at least 60% alcohol and face coverings will be obtained. Cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list will be used and product instructions will be followed.

Except for emergencies, outside agencies and organizations will not be allowed to use the Butteville Elementary School facilities during the pandemic. In case of an emergency all agencies using Butteville Elementary School facilities will adhere to BUESD COVID-19 procedures.

## **After Reopening Checklist**

Maintenance and custodial staff cleaning routines will be altered to provide for disinfecting of surfaces touched by multiple people during the day (work areas, counters, restrooms, doorknobs, desks, and stair railings and other “high-touch” surfaces) several times a day.

Classrooms, restrooms, all hallways, common areas, and the outside of lockers will be cleaned every 30 minutes per CDC and CDPH guidelines.

## **Illness Surveillance Plan**

The attendance clerk will complete the Siskiyou County Department of Public Health Illness Surveillance Report weekly and email it to Public Health. This will help monitor any outbreak of disease in the county.

For this report, the attendance clerk will ask parents what symptoms their child has when they call the school to report their child is ill. The clerk will submit the report that indicates the number of absences by symptom and make note of any other illnesses that were prevalent during the previous week.

## **Butteville Reopening Daily Schedule**

It is the goal of the Butteville Union Elementary School District to have all students enrolled in regular, on campus classes. Due to concerns about the ability to provide a completely safe environment, without risk of exposure to Covid-19, for all students and staff the 20/21 school year will begin with all students in grades TK – 8th utilizing distance learning. This plan will be evaluated weekly using information provided by the Siskiyou County Department of Public Health, Siskiyou County Office of Education, the California Department of Public Health and the California Department of Education. The Butteville Union Elementary School District Governing Board will be provided regular information regarding the progress towards completely re-opening school.

The second step towards returning to traditional in-person classes may be moving to a hybrid mix of in-person and distance learning or a move directly to all in-person classes.

Teachers will set-up meetings with students and parents/guardians during the first week of school to hand out computers, textbooks and go over class procedures. In person meetings are preferred but they may take place electronically. Surfaces will be sanitized prior to all in-person meetings.

School will begin at 8:20 am each day and end at 2:00 pm.

Teachers will publish their education plan for each grade and subject at the beginning of each week. In addition, teachers will be available to provide additional assistance students and parents during regular school hours.

Distance learning for the entire 20/21 school year will be available for all who request it.

## **Classroom Procedures for In-Person Instruction**

Per directives from the Regional Association of Northern California Health Officers:

All students in all grades will be required to wear a face covering. Only students with a medical exemption from a doctor will be able to not wear a face covering.

Space between seating will be maximized, ideally at 6 feet.

Students will be assigned seats and not allowed to switch seats until the classroom has been sanitized.

Teachers and all other staff must wear face coverings at all times while on campus unless eating or drinking.

Drinking fountains will be closed. Students will be urged to bring water bottles from home. Students will not share water bottles.

Students who refuse to wear, or parents who refuse to allow their student to wear, face coverings will be excluded from on campus classes and activities. Distance learning will be available to these students.

In the event a student or staff member contracts Covid-19 every effort will be made to contact anyone who had been in contact with the infected person for 15 minutes or more.

### **Free Appropriate Public Education**

Work with each family and student to determine what FAPE looks like for each student and family during COVID-19. It may be different than the individualized education program (IEP) developed pre- COVID-19.

Use the LEA model(s) for all students as the basis for establishing FAPE.

Ensure children with disabilities are included in all offerings of school education models by using the IEP process to customize educational opportunities and provide supports when necessary.

Use annual IEP to plan for traditional school year and while not required, it is suggested LEAs include distance learning plans or addendums to address distance learning needs during immediate or future school site closures.

### **English Language Learners**

The ELL coordinator will ensure that designated and integrated ELD is provided.

The ELL coordinator will work with classrooms teachers to ensure services are provided and student progress assessed regularly. Additional services will be provided when appropriate.

English learners' families will receive information in a language they understand.

### **Before Coming to School Each Day**

Parents/Guardians should screen their student(s) for COVID-19 symptoms prior to coming to school or taking them to the bus stop. Staff and students experiencing symptoms should not attend school. Anyone with a fever should not come to school. Individuals exhibiting multiple symptoms of Covid-19, even without a fever, should stay home and contact their medical provider.

Please contact the school if someone in your home or a close contact has been diagnosed with COVID-19. Your child may need to stay home for 14 days.

### **School Transportation**

Social distancing guidelines reduce the number of students allowed on the bus to 1/3 of capacity. Due to reduced number of students allowed on the bus parents/guardians will be asked to transport their students to and from school as much as possible.

While riding on the school bus students will be placed in every other seat to maintain social distancing. Until cleared by the Siskiyou County Department of Public Health, drivers and all students will be required to wear face masks while on the bus. Students with a medical excuse written by their doctor will be allowed to ride the bus without wearing a mask if their parent/guardian cannot transport them to school.

Windows on the bus will be kept open, as much as possible, in order to increase air flow. Busses will be cleaned and disinfected after each bus route is complete, both morning and afternoons.

In order to minimize contact students arriving, as well as leaving school, will use separate school entrances.

Students will be one per seat, except in the case of siblings, loading from the back of the bus to the front of the bus, and unloading from the front of the bus to the back of the bus, to limit contact with others.

### **Wellness Checks**

School staff will be asked to conduct visual wellness checks and non-contact temperature checks of all students prior to getting on the bus. Students who are transported to school by parents/guardians will be visually checked upon arrival at school. Students whose appearance is a cause for concern will have their temperature taken using a no-touch thermometer.

Any student or staff exhibiting symptoms after arriving at school will be required to immediately wear face covering, wait in a supervised isolation area until they can be transported home or to a health care facility.

Per our local healthy authority, a student or staff member who has a measured temperature of 100.4° or greater will not be allowed to return to school (work) until they can show proof of a negative coronavirus test. This applies to siblings of the student with a fever as well.

All staff members in the position of caring for an ill person will be trained in the appropriate use of personal protective equipment. Staff caring for a student at school who is actively vomiting or continuously coughing will don the appropriate PPE's.

### **Precautions throughout the day at school**

Handwashing Routines will be established with teachers and students to regularly wash their hands and additional hand sanitizer will be available in all classrooms and common areas.

Classroom windows will be open as much as possible to provide fresh air. Heating/AC filters will be changed regularly.

All exterior doors will be locked to control entrance by those not authorized or necessary to be on campus. Any and all visitors must contact and be admitted by office personnel.

Students will either be served meals in the cafeteria utilizing staggered lunch times and social distancing or in their classroom.

A variety of people are on the school campus occasionally to provide official educational services and support to students and their families. Those providers will continue to provide these services, but will need to sign in at the school office each and every day. These individuals will not be allowed to enter the school if they are ill or exhibit symptoms of COVID-19.

Classrooms have been set up for a maximum capacity that meets the minimum distancing standards between seats/desks.

Teacher's desks will be at least 6 feet from student desks.

All staff will wear face coverings or face shields while on campus.

One hundred percent of the staff will be tested each month as testing capacity allows.

The use of shared items will be limited, and cleaned after each use.

We may install protocols for one-way pathways for use throughout the school day.

Students are to remain in the classroom once class has begun unless excused to use the restroom. We will utilize non-classroom spaces as necessary for instruction, including outdoor spaces, as weather permits. Plexiglas may be in place in the office, library, cafeteria and other areas where physical distancing is not possible.

Face coverings will be worn by students and staff in all grades.

Students, staff and visitors are encouraged to provide acceptable face coverings from home. The school will purchase a supply of masks in order to ensure that all staff and students are properly protected as necessary.

Any student or staff member leaving Siskiyou County must self-quarantine for the period prescribed by Siskiyou County Public Health. As of July 31, 2020 that period is 14 days.

### **Meals**

Meal times will be staggered to reduce the number of students having lunch at the same time.

Students will either have breakfast and lunch in the cafeteria using distancing guidelines or in their classrooms with staff providing supervision.

Students on distance learning will have their meals delivered to them.

### **Parental Choice of Distance Learning**

Some parents will not want their children to return to school.

Distance learning opportunities will be available for all students not returning to onsite instruction upon parent request.

CDE policies and protocols related to attendance will be followed.

Dependent upon enrollment, teachers will be assigned to operate distance learning offerings. Staff should consult with the proper grade level teacher to assure equity for all students.

### **Proper use of Face Coverings**

Wash your hands before putting on the face covering. Place the covering over the nose and mouth and secure it under the chin. Try to fit it snugly against the sides of the face, while making sure you can breathe easily.

### **Cleaning Face Coverings**

Cloth face coverings should be washed after each daily use, either by using warm water with laundry detergent or by hand using 4 teaspoons of bleach per quart of room temperature water. School staff will clean face coverings daily.

### **Physical Education and Athletics**

- Activities will be held in large, well ventilated areas or outdoors
- All equipment will be sanitized at the end of each use
- Personal items and equipment should not be shared
- Sports participants who must practice in groups will be limited to 10 or fewer
- Participants must remain with the same group and not mix with or rotate to other groups
- Multiple groups can use one large area/field as long as separate groups are able to physically distance from one another
- Student groups will be staggered to ensure physical distancing and avoid mixing

- Gatherings, events and extracurricular activities will be limited to those that can maintain physical distancing and support proper hand hygiene
- Participation in interscholastic athletics will be suspended for the fall trimester. Subsequent athletic participation will be reviewed each trimester.

### **Cleaning/Disinfecting Guidelines**

Butteville Elementary School will follow Centers for Disease Control & Prevention cleaning and disinfecting guidelines. The guidelines include requirements for cleaning high touch points (door handles, light switches, bathroom surfaces, classroom surfaces, technology, etc.) at the school throughout the day.

A daily cleaning schedule will be established to ensure frequent cleaning and regular disinfecting of surfaces.

Staff will accompany students to the restroom to ensure proper procedures are followed as well as sanitize surfaces.

Restrooms surfaces will be cleaned throughout the day.

If it is determined that a student or staff member had Covid-19, or Covid-19 symptoms, while on campus areas in which they were occupying will be closed for 24 hours before cleaning begins. If impossible to close the area for 24 hours then it will be closed as long as possible prior to cleaning and sanitizing.

### **Students Social and Emotional Well Being**

Time away from school has been challenging for many students. Teachers and other staff on campus will be assisting students in making a positive adjustment back to school. The School Psychologist will be available to meet with students and their family by appointment. These meetings may be in person using social distancing or via an electronic platform such as Zoom.

Distance learning has created differences in learning and support. Teachers and other support staff will be assessing students to determine where gaps may exist in order to help fill the gaps and accelerate learning.

Teachers and other support staff will take time with students to talk about what has changed on the school campus since students left. Training will be provided in healthy hygiene practices, use of space on school campuses, keeping physically distant and how movement through the campus walkways may have changed.

### **Students with Underlying Health Conditions**

Families are encouraged to discuss safety concerns regarding return to class with their child's healthcare provider to determine if the student should continue with remote learning through the

fall. This conversation should also occur with school staff in order that we may prepare the proper learning environment for the student.

Classroom staff will use all appropriate measures and will encourage students to do the same to meet the needs of students with mobility, emotional, behavioral and developmental needs. Any special considerations need to be communicated to school staff. Students Receiving Specialized Physical Healthcare Procedures Daily procedures will be performed by trained staff members using the appropriate precautions and protective equipment necessary.

### **COVID-19 Resurgence and School Plans**

Communication and coordination with our families and community will be a critical part to reopening school for the 2020-2021 school year. Procedures for potential school closures and subsequent re-openings will be based on indicators of COVID-19 transmission in school and the community, and will continue to evolve as we learn more about COVID-19.

Siskiyou County Public Health and the Siskiyou County Office of Education will provide specific guidance on this to schools and districts as the new school year approaches. Procedures to investigate COVID-19 cases at school will include contact tracing conducted in coordination with school officials. Please be prepared in the event of a classroom or school closure situation.

Plans for Re-Opening school will be modified as the California Department of Public Health Guidance is updated.

### **Prepare for Closing Partial or Entire School After the Year Begins**

Anyone exhibiting COVID-19 symptoms will be isolated. Students will have appropriate supervision.

Students or Staff will be transported home by family members. An ambulance may be called if it is necessary for a student or staff member to be transported to the hospital.

Sick staff members or children will not to return until they have met CDC criteria to discontinue home isolation.

Those who have had close contact to a person diagnosed with COVID-19 will be advised to stay home and self- monitor for symptoms, and to follow CDC guidance if symptoms develop.

### **Determining Partial or Entire School Closure**

Siskiyou County Public Health and Siskiyou County Office of Education will be consulted prior to the partial or entire closure of school.

In case of a partial closure areas used by any sick person will be not be used and will be properly cleaned prior to a return to usage.

If it is necessary to close the entire school campus the closure will last a period of 2-5 days to conduct deep cleaning and sanitation of the campus. This would be based on input from Siskiyou County Public Health.

**Siskiyou County Emergency Contacts**

Department of Public Health – 1-800-442-2333

Siskiyou County Office of Education – 530-842-8400

Mt. Shasta Ambulance – 530-926-2665

Weed Fire Department – 530-938-5030

Lake Shastina Fire Department – 530-938-3161

Mercy Hospital-Mt. Shasta – 530-926-6111

Fairchild Health Center (Yreka) – 530-842-4121