

Hornbrook Elementary School District Reopening Plan



TK-8th Grade

Introduction

As a result of the COVID-19 pandemic and subsequent state of emergency declared by Governor Newsom, Hornbrook Elementary School District (HESD) has been closed since March 23, 2020. We recognize that school and education, as we have known them, have changed in unprecedented ways. We recognize the call for a thoughtful reopening plan moving forward to ensure the health and safety of all our students and staff.

The HESD Reopening Plan ensures that we are moving together as a community to best support the families and employees we serve. It is expected that this plan will commence with the onset of the 2020-2021 academic year.

The following guidance was used in generating this plan:

- World Health Organization (WHO): *Considerations for school-related public health measures in the context of COVID-19* (10 May 2020)
- Centers for Disease Control and Prevention (CDC): *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs* (15 May 2020)
- California Department of Public Health (CDPH): *Guidance for Schools and School-based Programs* (17 July 2020 and updated 3 August 2020)
- California Department of Education (CDE): *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* (8 June 2020)

The base plan of the Reopening Plan was reviewed and approved by the HESD Board of Trustees to ensure that the plan met all requirements for health and safety. The appendices of this document may change in response to ongoing evaluation and revisions of both county and state mandates.

It is our greatest intention to resume in-person educational opportunities for all of our students as soon as is safely possible.

Even though we are following all guidelines and will continue to comply when new guidelines and regulations, there is always some risk.

Local Conditions

Physically reopening our District and enacting the Hornbrook Elementary School District Reopening Plan will be guided by a continual risk-based approach to maximize the educational and health benefits for students, staff, and the wider community in Siskiyou County. We will continue to work in collaboration with Siskiyou County Department Public Health (SCDPH) to ensure that our plan acts in response to the ever-changing local conditions; it will be scaled up or down for District/sites depending upon local cases and community spread until we are able to resume full operations in Phase 4 as classified by the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) (Plan A+). We will continue to seek out information from SCDPH, CDC, and CDPH as new scientific knowledge and subsequent guidance from them and the California Department of Education is given; we will then work in coordination with our local stakeholders to refine the details of our appendices as necessary.

The HESD Reopening Plan

The HESD Reopening Plan can be seen on the next page. All parts of the plan are rooted in a promotion of communication, promotion of healthy hygiene practices, the intensifying of cleaning, disinfecting, and ventilation, and illness prevention to ensure the health and safety of our students and staff.

School Status

Plan A: When approved/directed by the county health official, our school will offer Plan A to families - open with modifications. This plan includes a full-time in-person program for families who select it, or the option of an at-home Distance Learning Program or Independent Study for those families who prefer to keep their children home. This plan will include screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

- If Siskiyou County is NOT on the County Watchlist, and there are no suspected cases of transmission among staff and students, the District may continue in Plan A.

Plan C: When/if the local public health official directs/approves, our school will offer Plan C to families - open with significant modifications. This plan includes an at-home Distance Learning Program and continues to offer the at-home Independent Study Program. This plan includes screening, monitoring, contact tracing, and the use of face coverings when physical distancing is not feasible.

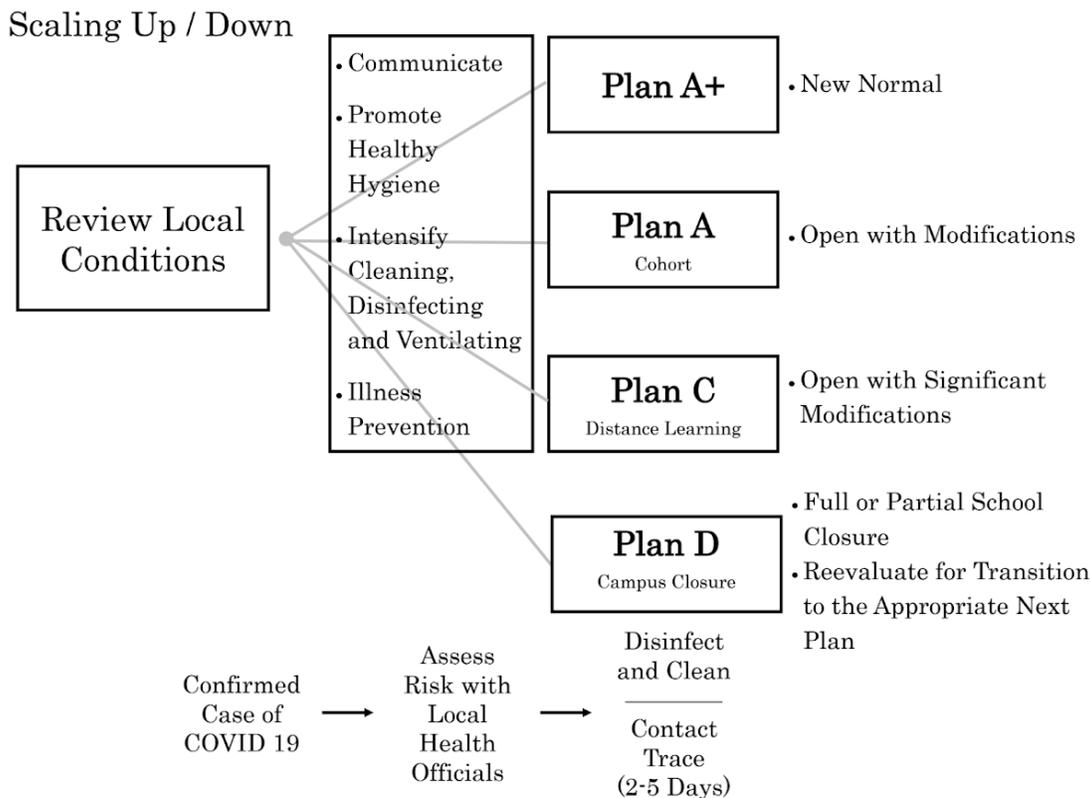
- If Siskiyou County is identified on the California County COVID19 watchlist, our school will implement Plan C.

- If there is a documented case that is presumed to have been contracted within a student cohort, that cohort will transition to distance learning while the District is in consultation with SCDPH.

Plan D: If five percent or more of the combined student/staff population tests positive for COVID19 in a 14-day period, our school will implement Plan D. If the state/county mandates campus closure, we will move to Plan D.

Plan A+: will only move forward if/when the State of California announces that schools may transition to traditional learning models.

	Phase 1 Campus Closure Plan D	Phase 2 Distance Learning Plan C	Phase 3 Cohort Plan A	Phase 4 Plan A+
School Status	Full or partial closure	Open with significant modifications	Open with modifications	New Normal
Illness Prevention	N/A	Screening & Monitoring Contact Tracing	Screening & Monitoring Contact Tracing	Monitoring
Physical Distancing/ Face Coverings	N/A	Required for staff and for students visiting campus at all times when indoors	Required for staff and for students at all times when indoors	N/A
Educational Programs	100% Distance learning – Partially synchronous	A-Distance Learning B- Independent Study Teachers on-campus by appointment	A-In Person-regular schedule B-Distance learning – partially synchronous C- Independent Study	In-person regular schedule
Movement on Campus	N/A	Teachers/staff on-campus	Classroom, playground, gym assigned space and time in cohort	Regular movement
Transportation	N/A	N/A	Bus-loading @ regular capacity for eligible students, assigned seating Staggered private vehicle-drop off/pick up, health screenings	Open to eligible students
Food Service	Grab and Go (curbside)	Grab and Go (curbside/delivery)	<ul style="list-style-type: none"> • Cafeteria/Outdoor seating (assigned area with cohort) • Grab and Go for distance learners 	Cafeteria/Outside Spaces
Extracurricular Activities	N/A	Not available	Intramural sports only, provided by cohort groups when allowed by CDPH No in-person assemblies	Open to eligible students
Campus Access	N/A	Restricted to parents and visitors	Restricted to parents and visitors	Probable



Communication

The HESD Reopening Plan involves transparent, clear, and consistent communication with parents/guardians and staff to minimize confusion. Among the most important communication will attend to the health and safety of all. Beyond work done at the District level, we want our community to understand the implementation measures we are taking in unison to ensure healthy and safe educational opportunities for the children we serve. In addition, consistent communication with SCDPH will be essential to ensure that our plan acts in response to the ever-changing local conditions. Specific District details about communication can be found in [Appendix A](#).

Promoting Healthy Hygiene Practices

The HESD Reopening Plan includes promoting healthy hygiene practices as recommended by CDE and CDC. This includes teaching about and ensuring hand washing and contact/covering when coughing and sneezing. It also includes posting signage about healthy practices. In addition, we will continuously ensure we have the

equipment necessary to enact all hygiene aspects of the plan. Specific District details can be found in [Appendix B](#).

Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

Additional cleaning measures as recommended by CDE and CDC are part of the HESD Reopening Plan. This includes cleaning and disinfecting buses and vehicles, school spaces and things, and providing increased ventilation whenever possible. In addition, we will continuously ensure we have the cleaning supplies necessary to enact all aspects of the plan; personal protective equipment will ensure personal health and safety for the staff who clean school facilities and vehicles. Our District aims to meet high cleanliness standards prior to reopening and to maintain a high level during the school year. Specific District details can be found in [Appendix B](#).

Illness Prevention

The HESD Reopening Plan attends to illness prevention and focuses on daily screening staff and students to check for signs and symptoms of Covid-19 at the school bus steps/upon arrival at school; this screening includes a visual wellness check, temperature check, and Covid-19 questions. In addition, the Plan ensures a consistent process for when a staff member or student becomes ill, including always ensuring contact tracing to limit continued spread. Our District aims to maintain healthy operations as we transition to Stage/Phase 4 and a healthy community and have plans for teaching students and staff about illness prevention, self-reporting, and monitoring health throughout the day. Specific District details can be found in [Appendix C](#).

Physical Distancing and Face Coverings (Plans A and C, D as appropriate)

Our Districts recognize the need to attend to the physical distancing standards in all school facilities and vehicles as recommended by the CDC when specific phases call for such and also understand the need to meet individual student medical, personal, or support needs, when necessary. The CDC currently recommends a minimum of 6 feet of distance between individuals. Because we have many varied facilities on our campus, how space and facilities will be utilized will vary to ensure the 36 square feet per person standard is met when specific phases call for such. Pursuant Governor Newsom's latest mandates, all HESD staff and students will wear a face covering at all times when within district facilities. In addition, all students will be required to wear face coverings when on the bus, when entering/leaving campus, when using the restroom,

and when seeking a health check in the screening room/office. Staff are required to use face coverings when with students and with each other when physical distancing cannot be maintained. Instruction in physical distancing and the appropriate use of face coverings will be provided for students and staff. Specific District details can be found in Appendix D.

Educational Programs - Whole Child Supports

The HESD Reopening Plan recognizes that this pandemic and school closure have undoubtedly impacted students' social emotional health in ways we may not yet recognize. As such, our priority will continue to be on focusing on the social emotional needs of our students. When our students return to school, it will be essential that we continue to provide the mental health supports they need. We believe that our student health and well-being must be attended to in order for student academic learning to occur. As such, our District will continue to provide quality instruction in these areas when school resumes. In addition, extracurricular activities to enhance the educational experience will be provided as allowed. District details can be found in Appendix E.

Educational Programs - Instructional Programs for Academics

Our District understand the uniqueness of each family as they navigate through this pandemic. As such, we offer a long-term Home Independent Study for students, on an annual basis; in this program, students will complete their learning at home. This program is distinct from Distance Learning, which is not a homeschool program, but an opportunity to receive distance instruction from their general education teacher(s). When allowed, we will implement Plan A, an In-Person Regular Schedule. Students will attend school five days a week with some modifications to departure times and a focus on keeping students in their cohort as much as possible. Plan C, Distance Learning, will be implemented when we are directed by the local public health official that there is significant community spread; most likely this will come following a school closure (Plan D), as we scale up. Students on Independent Study will remain in their program; however, all other students would be provided with Distance Learning opportunities. When/if we experience a positive Covid-19 case on a campus or community surge, our school will implement Plan D. Students will have an opportunity to engage in learning at home during this time. Students with Individualized Educational Plans, 504 Plans, and English Learners will continue to receive their designated supports in all plans. Specific District details can be found in Appendix E.

Campus Access

Hornbrook Elementary School District sites will not be accessible beyond students and staff until we move to Phase/Stage 4 and fully reopen. This includes parents/guardians, visitors, volunteers, and community members/others who request Use of Facilities. Parents exercising rights under California Ed Code 49091.10 (b) must present a request in writing to the front office no less than 24 hours prior to their visit. Guests must submit to a temperature check and submit a health questionnaire. On campus, guest must wear gloves provided by HESD, wear a face mask, limit visitation to twenty minutes, and remain socially distanced from ALL students and ALL staff at ALL times. Board meetings will be held in-person with a virtual option. All Local Control Accountability Meetings, Site Council Meetings/English Learner Advisory Committee Meetings, and 8th grade meetings will be held virtually; in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed. Protocols will be established for accepting deliveries safely. In addition, protocols will be established for student and parent/guardian campus access for Distance Learning meetings by appointment when/if we are in Plan C.

Employee Support

Our Districts are committed to ensuring that staff have the necessary training and support. As such, we will continue to work with our stakeholder groups as new scientific knowledge and subsequent guidance is given to refine the details of our plan. We will develop/provide staff training on all aspects of this plan, in general, and specifically for those who work in certain areas of our systems. District details can be found in [Appendix F](#).

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Appendix A Communication

Communication will be provided:

- In varied communication platforms (email, One Call Now Communication, website posts, text messages, phone calls, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- About the HESD Reopening Plan and accessible to families/staff on the HESD website or in print if requested.
- About which plan (A, C, or D) is currently being implemented in response to Covid-19. This includes communication about Plan D when there is a positive case for Covid-19.
- From the HESD Office that includes critical information about Covid-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message.
- On the health and safety measures the District is taking to ensure students can return to school buildings safely including:
 - Teaching and modeling healthy hygiene practices
 - Intensifying cleaning, disinfecting, and ventilating protocols
 - Screening, monitoring, and contact tracing
 - Expectations for physical distancing and the proper use of face coverings
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school.
- In the Parent/Student handbook on when to keep a student home and the process for notifying the school.
- In the Parent/Student handbook on procedures for when a sick child is sent home and when to return; this includes information on self-reporting symptoms.
- In student information booklets on what returning to school looks like
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

Appendix B
Promoting Healthy Hygiene Practices
Intensifying Cleaning, Disinfecting, and Ventilating
Personal Protective Equipment
Equipment Availability
Cleaning Supply Availability

Promoting Healthy Hygiene Practices

- Handwashing/Sanitizing
 - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
 - Entering the bus
 - Arriving at school
 - Before and after eating
 - After coughing, sneezing, or blowing the nose
 - After being outside
 - Before and after using the restroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Staff should model and practice handwashing when:
 - Arriving at school
 - Before and after eating
 - After coughing, sneezing, or blowing the nose
 - After being outside
 - Before and after using the restroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
 - Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
 - Teach avoiding contact with one's eyes, nose, and mouth.

- Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
 - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

- Buses should be thoroughly cleaned and disinfected daily. Maintenance staff will fog all district transportation after each use with the electrostatic sprayer.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial and other staff:
 - Handrails
 - Door handles/surfaces on doors that are touched frequently
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
 - Staff desks
 - Keyboards, phones, copy machines
 - Restroom surfaces
 - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
 - Door handles/surfaces on doors that are touched frequently
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
 - Staff desks
 - Keyboards, phones
 - Toys, games, art supplies
 - Instructional materials
 - Physical education equipment
 - Technology
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA

requirements for safe use and as required by the Healthy Schools Act, as applicable. Use of the electrostatic sprayer with compliant disinfectant to fog areas difficult to sanitize.

- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air if possible. Replace and check air filters and filtration systems to ensure optimal air quality.
- We will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Equipment Availability

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Ample supply of no-touch thermal scan thermometers have been purchased and are on campus.

Cleaning Supply Availability

- All classrooms are equipped with hand washing stations.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
 - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, tissues, no-touch trash cans, and paper towels.

Appendix C

Illness Prevention

Illness Prevention

- Educate students on the Covid-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
 - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.

Self-Reporting

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the office secretary of the school site. The office secretary will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor, office secretary and/or Superintendent if they are absent. This information will be recorded on our Leave/Absence from Duty Forms.

Screening

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
 - Visual wellness checks
 - Temperature screening (100.4) with a no-touch thermometer:
 - For students, at bus stop prior to boarding
 - For students, at the lobby entry check station
 - For staff, in the screening room
 - For staff children, in the screening room
 - Covid-19 questionnaire

Monitoring

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
 - Visual wellness checks
 - Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

When there is a fever of 100.4 or higher:

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
 - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
 - Students shall be under direct supervision while in the isolation space
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. Access to instruction will be provided while that student is home.

When there is a positive case of Covid-19:

- Health staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites.
- The students/cohort staff will need to be dismissed for 2 to 5 days while contact tracing and cleaning/disinfection can occur (Plan D).
- The health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to close temporarily (1-2 days) for cleaning and disinfecting.
- Additional areas of the school visited by the Covid-19 positive individual will need to be closed temporarily (1-2 days) for cleaning and disinfecting.

- District Office Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Additional close contacts at school outside of a classroom should also isolate at home.
- District Office Administration will work with staff to develop a plan for continuity of education and nutrition and other services as HESD transitions to the appropriate next plan (A or C).

Contact Tracing

- Bus drivers keep a record of which students are riding the bus each day. These will be given to the district secretary each day. Bus drivers will also submit a Health Check Form for any student who has been asked to return home due to fever; daily and will submit these documents to the school main office for documentation into the Student Information System.
- Teachers will take attendance each day and record which students are in attendance.
- Students who are sent home with a fever or Covid-19 symptoms will be signed out by a parent and the health information will be recorded in our Student Information System.
- Students who attend the After School Program will be required to be signed in and out each day.
- Certificated staff will clock in and out each day and record any movement outside of their typical daily duty station
- District Office Staff will continue to sign in/out of work each day in the District Office and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.
- Maintenance/transportation will sign in/out of work each day in the Maintenance building and also keep a personal log on their Work Report Form and retain this for contact tracing should it be necessary.

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Appendix D - Plan A and C**Physical Distancing and Face Coverings*****Transportation******Arrival/Departure******Classrooms******Movement on Campus******Playgrounds/Outside Spaces/Athletics******Staff Workplaces******Physical Distancing and Face Coverings***

- Staff and students will be trained in physical distancing.
- Students shall maintain 6ft of personal space whenever feasible
- Face coverings shall be required for all students in grades 3-8 as well as staff, whenever they are not engaged in outdoor recreation or eating/drinking.
- Face coverings are **STRONGLY RECOMMENDED** for all students, including PK-2nd grade.
- ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
 - While waiting for and riding on the bus
 - When entering/leaving campus
 - When using the restroom
 - When seeking a health check in the screening room or visiting the office
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Schools must exclude students from campus if they are not exempt from wearing a face covering and refuse to wear one provided by the school. A doctor's note is required for this exemption. Students and staff with health issues will work with our district staff to make the appropriate accommodations.
- Staff are required to wear cloth face coverings (or face shields as appropriate within the classroom) when physical distancing cannot be maintained, unless Cal/OSHA standards require respiratory protection. Face shields should be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students. In addition, staff of students with special needs may prefer a face shield to a mask. Staff must return to wearing a face covering outside of the classroom.
- Teach and reinforce the use of cloth face coverings, masks, or face shields; remind students and staff not to touch the face covering and to wash their hands frequently.

- Food Service staff or other persons handling or serving food are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings.

Transportation

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear masks.
- Windows will be opened for ventilation when practicable.

Arrival/Departure

- Students must report directly to cohort seating group or classroom when arriving at school after being screened
- Classroom departure times will be staggered to minimize cohort cross over. Outdoor staging area will be used to organize dismissals
- Students should wear face coverings when arriving and departing from school.

Classrooms

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their classroom cohort to minimize the mixing of student groups throughout the school day.
 - Students will move three times weekly during the day as a cohort class to Physical Education and back again; daily for grades 7-8.
 - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact.
 - Individual student desks will replace all group seating options, with students facing in one direction
- Other campus spaces will be utilized for instructional activities, as necessary.

- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas (if allowed), and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept in backpack or cubby.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Electronic devices, toys, books, and other personal effects should remain at home.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).
- The CDPH is not permitting at this time: outdoor and indoor sporting events, assemblies, field trips, and other activities that require close contact or that would promote congregating. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states.

Movement on Campus

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

Playgrounds/Outside Spaces/Athletics

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated classroom cohorts.

- 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. Physical distancing should be maintained during physical education. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and must be done with a face covering.
- The CDPH is not permitting at this time: outdoor and indoor sporting events that require close contact or that would promote congregating. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states. (8/3/20)

Food Service

- Physical interaction will be limited during meal service by providing additional seating in cafeteria/classroom and making use of outside spaces on campus, when appropriate.
- Students must wear a mask to and from seating; and while in line. They must remove the mask to eat and drink.
- Students in grades 1-6 will get their breakfast and report to their classroom. Students in 7-8 will eat breakfast in the cafeteria
- Lunch schedule will be two cohorts at a time; one cohort eating in the cafeteria with tables and students spaced out; and the other outside or in a classroom with social distancing protocols in place. Students will be dismissed from their table to the service counter or lined up 6 feet apart. Students will be required to stay at their table at all times unless using the bathroom. Arrival and departure times into the cafeteria will be staggered.
- Appropriate cleaning and trash removal systems will be put in place.
- Individually plated or bagged meals will be served.
- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Distance Learning as well as during Plan C.
- Students who bring their own lunch will be encouraged to bring it in a disposable bag (paper or plastic).

Staff Workspaces

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:

- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
 - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

Appendix E

Educational Programs

In-Person Regular Schedule

- Students will be provided learning opportunities in the following areas:
 - English Language Arts
 - Mathematics
 - Science
 - Social Science
 - Health/Physical Education
 - Social Emotional Learning
 - Art
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, or via Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the in-person regular schedule time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.

Distance Learning

- Students will be provided learning opportunities in the following areas:
 - English Language Arts
 - Mathematics
 - Science
 - Social Science
 - Health/Physical Education
 - Art
- Chromebooks will be available for checkout with signed contract.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.

- If utilizing online technology, students will be required to attend Classroom Circle via online communication each day at the scheduled time for attendance. Teachers will collaborate to designate other online synchronous meetings to meet the state mandate for daily synchronous instruction. Students not utilizing technology will have live interaction daily via phone call with teacher.
- If not using online technology, students will be required to talk with their teacher or the Intervention Teacher daily for instruction.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students will be required to engage in academic activities for the required amount of minutes daily as outlined by the California Department of Education
 - Kindergarten -- 180 minutes
 - 1st-3rd Grade – 230 minutes
 - 4th-8th Grade -- 240 minutes
- We will individually inform those who select this option regarding a curriculum exchange schedule.
- Students and their parent/guardian will be provided a weekly opportunity to meet with their teacher (in-person, by phone, Zoom, or via Google Meet) to discuss areas of focus and need.
- Diagnostic, formative and summative assessments will be conducted, as appropriate during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs or 504 plans will be provided with supports to meet their individual needs, and the special education staff will work in concert with the classroom teacher to this end.
- Students who do not attend daily synchronous meetings will be offered learning supports, but may be entered into the School Accountability Review Board (SARB) system to aide with attendance compliance.

Long-Term Independent Study

- Students will sign up for long-term Home Independent Study on an annual basis only.
- Students will meet with the teacher (in-person, by phone, through Zoom, or through Google Meet) at least once every 10 school days. Friday afternoon time may be devoted to IS meetings.

- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their long-term Independent Study.
- A new contract will need to be issued each year.
- The school year will begin with a two-week review, and following that, all IS work will follow what is happening in the classroom by two weeks.
- Early release day Friday time may be devoted to IS planning, preparation, and meetings. Wherever possible, these meeting will be held virtually.

Short-Term Independent Study

- Short-term Independent Study will be available for students
- Site administrator will make a determination of whether to grant the IS.
- IS will be for no less than five days
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their administrator when the student returns to school.

Appendix F

Employee Support

- Training (in-person or virtually) will be provided on:
 - The HESD Reopening Plan overarching components and details
 - Healthy hygiene:
 - Frequent hand washing and proper technique
 - Cough/sneeze etiquette
 - Keeping one's hands away from one's face
 - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
 - Illness Prevention
 - Covid-19 virus information
 - Symptom screening including temperature checks
 - Self-monitoring
 - Physical distancing of staff and students
 - Proper use and cleaning of face coverings
 - Responding to Illness/Injury
- Training shall be provided via Keenan and Associates
- Staff are encouraged to contact Patty Morris, County Nurse, or Kelly Bear, Superintendent, if they have Covid-19 health concerns regarding their student. Patty is trained to oversee illness prevention, coordinate contact tracing, and track exposure. Kelly works closely with our local health department to ensure we have updated information about Covid-19 scientific knowledge, updated guidance, and testing information.
- Staff are encouraged to contact Julie Williams if they have Covid-19 employment questions in relation to absences.