



Plan for Reopening Schools and Facilities

Current as of July 1, 2020

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Local Conditions.

- a. Flexibility or Lifting of State, County/Local Stay-Home Order
- b. Local Public Health Clearance
 - i. Consult with local public health officials for re-entry
 - Phase 1:** School buildings and campuses are closed
 - Phase 2:** School buildings are open to SUSD students and staff with limits
 - Phase 3:** School buildings and campuses are open to SUSD students, staff and our community
- d. Equipment Availability
 - i. Sufficient protective equipment will be made available 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. (see **Workplace Safety Plan**)
 - ii. A supply of protective equipment is made available by the State of California, and distributed by Fresno County Superintendent of Schools.
 - iii. No-touch thermal scan thermometers for symptom screenings are available in the nurses' office of each school site.
 - 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. School-appropriate cleaning supplies are available for use to continuously disinfect the school site in accordance with CDPH guidance.
 - ii. Sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels will be monitored by classroom teachers, classroom aides, custodial and maintenance staff on a daily basis.
 - iii. Cleaning supplies must be safely stored away from child access.

Plan to Address Positive COVID-19 Cases or Community Surges

- a. **Phase 1** (all virtual) will be implemented as the 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. 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 the following steps will be used (see flow chart), in accordance with CDPH guidance:
 - i. **Sierra Unified COVID-19 Positive Response Process for SUSD Employees**
 - ii. **Sierra Unified COVID-19 Screening Flow Chart for SUSD Students**
 - iii. Continuation of education, medical and social services, and meal programs will be established for the individual student as appropriate for age and grade-level based on current services and need.

Sierra Unified Workplace Safety Plan

- a. A current **workplace safety plan**, that includes COVID-19 response and updates, established in partnership with California Risk Management Authority (CRMA) is accessible to employees of Sierra Unified.

Campus Access A plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers is in place during the COVID-19 crisis to minimize risks to the health and safety of the students and employees of Sierra Unified School District.

- a. Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference **CDC** and **CDPH** guidelines for COVID-19 symptoms) and use the **Sierra Unified COVID-19 Screening Flow Chart for SUSD Students**. Staff will 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. Families should perform this screening prior to their child leaving for school:
 1. Is my child feverish?
 2. Does my child have the chills?
 3. Does my child have a new or worsening cough?
 4. Does my child have shortness or breath?
 5. Has a member of the household screened positive for COVID-19 in the past 14 days?
 - A. If the answers are “No” to all questions, the child is safe to attend school.
 - B. If the answers are “Yes” to any of the questions, the child should stay home and the family should consult with their doctor.
 - ii. Active Screening. Engage in symptom screening as students enter the classroom, consistent with public health guidance, which includes:
 1. Ask all students about COVID-19 symptoms within the last 24 hours.
 - A. Are you feverish?
 - B. Do you have the chills?
 - C. Do you have a new or worsening cough?
 - D. Have you or a member of your household screened positive for COVID-19 in the past 14 days?
 2. Complete a visual check for signs and symptoms of illness.
 - A. If the answers are “No” to all questions, the student is safe to attend classes.
 - B. If the answer is “Yes” to any of the questions or on the visual screening the screener feels the student may be exhibiting signs and symptoms of illness the student will be referred to the health office and begin the protocols in the **Sierra Unified COVID-19 Screening Flow Chart for SUSD Students**

- iii. All students must wash or sanitize hands as they enter campuses and buses.
- iv. Sufficient points of access will be supervised to avoid larger gatherings.
- v. When practicable, privacy boards or clear screens may be utilized.

d. Staff—Entering Campuses

i. Passive Screening. All staff reporting to work “in-person” will self-certify their health by answering the questions below prior to entering their assigned work location:

1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. Have you or a member of your household screened positive for COVID-19 in the past 14 days?
6. Have you traveled outside of the country in the past 14 days?

*If the answers are “No” to all questions, the employee is safe to report to work.

*If the answer is “Yes” to any of the questions, the employee should stay home and call their immediate supervisor for further instructions.

ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks 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.

iii. All staff must wash or sanitize hands as they enter worksites.

iv. Exclude employees who are exhibiting symptoms from the workplace. See **Sierra Unified COVID-19 Positive Response Process for SUSD Employees**

1. Staff members who develop symptoms of illness should be sent to medical care and 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. All campus visitors must report to the office for verbal and visual screenings. When it is determined that they are clear to enter, visitors will be provided with a pass.

1. If any non-employee is present on campus without a pass they are to be immediately referred to the office to check in for screening.

ii. External community organizations that use the facilities will follow the school’s health and safety plans and CDPH guidance.

iii. Facility use agreements will include common facility protocols for all users of the facilities.

- iv. Protocols for accepting deliveries safely have been established at the district warehouse and each school site.
- v. Meetings with parents/families and community members will be conducted virtually as much as possible (e.g., 504, IEP, SST, community forum meetings).

Hygiene. Hygiene practices to ensure personal health and safety in school facilities and vehicles are in place following CDPH and Cal/OSHA guidelines.

a. Handwashing plan is established that includes:

- i. Opportunities for students and staff to meet handwashing frequency guidance.
- ii. Sufficient access to handwashing and sanitizer stations are available. Plans for facility use are established 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. Proper handwashing techniques and PPE/EPG use training and signage are available at school sites, in the classroom and throughout the facilities 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. Signage and training opportunities are utilized from 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. Protective equipment to ensure personal health and safety in school facilities and vehicles is available.

a. According to CDC guidance:

- i. Staff and students will receive training and information 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. Reasonable accommodations, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons will be made. 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 not surgical masks, respirators, or personal protective equipment and are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).

b. Staff Protective Equipment

- i. Staff are required to wear face protection when physical distancing is less than 6 feet from others; face shields can be used to assist with a student's need to be able to see the teacher's face and mouth for instructional purposes.
- ii. Masks will be available to the employee as needed to ensure they have a clean face covering.
- iii. Other protective equipment will be made available, as appropriate for work assignments.
 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.

4. For staff providing health care procedures at school that involve aerosol/aspiration(e.g. Trach suctioning, oral suctioning, nebulizers, etc.) it is recommended that this be done in a separate room with only the student and appropriate staff present. Staff will need to wear appropriate personal protective equipment (PPE) (e.g., gown, mask, face shield, gloves that will not break during the procedure, etc.) and the room and supplies will need to be appropriately disinfected following the procedure. PPE will need to be changed between students and/or procedures as appropriate; thus, sufficient PPE will need to be secured before students return to school.

c. Student Protective Equipment

i. Students should (but are not required to) use cloth face coverings, in circumstances when physical distancing cannot be maintained. The district will require students to wear face coverings when riding the school bus where physical distancing will not be maintained; therefore face coverings will be made available. Individual considerations for use of face masks for students with disabilities who refuse or are not able to wear masks will be addressed through the student's Individual Education Plan (IEP). 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) where physical distancing is not able to be maintained.
3. While on a school bus.
 - A. Driver has access to surplus masks to provide to students.

Physical Distancing. Physical distancing standards will be met in school facilities and vehicles while meeting student medical, personal, or support needs.

- a. Limits to 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, smaller student/educator cohorts to minimize the mixing of student groups throughout the day have been considered. Students, educators, and staff movement will be minimized as much as possible.
- 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, will wear face coverings that cover the mouth and nose consistent with public health guidance. Face coverings are not a replacement for physical distancing, but they will 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. Student and staff capacity of each school building has been determined to meet 6-foot physical distancing objectives.
 2. With community input, solutions have been considered for strategies to limit the number of students reporting to school.
 - ii. The CDC recommends virtual activities in lieu of field trips and intergroup events.
 - iii. Signage will be posted and visual tools will be in place to direct traffic around campus.
 - iv. Buses
 1. Maximum capacity has been determined for students of each vehicle
 2. Plans for seating based on maximum capacity determined above, and plans for bus routes that accommodate the capacity limitations have been developed by the Transportation Department.
 3. Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
 4. Students will be seated 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.

v. Playgrounds/Outside Spaces/Athletics

1. Increased supervision to ensure physical distancing and students will be in cohorts to assist with minimizing exposure.
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. Maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives has been determined.
2. In accordance with CDC and CDPH guidance, desks are a minimum of 6 feet apart and arranged in a way that minimizes face-to-face contact.
3. Utilizing other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors) has been part of our planning.
7. Physical distancing markers will be in place as students move between classrooms.

vii. Food Service

1. 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 shared 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. Cleanliness and disinfecting standards in school facilities and vehicles follow state, and county guidelines.

- a. Overall Cleanliness Standards. Schools will meet high cleanliness standards prior to reopening, and staff are assigned to maintain a high level of cleanliness during the school year.
- b. In accordance with CDC guidance, sharing of electronic devices, toys, books, and other games or learning aids will be minimized.
- d. In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, a plan to communicate use of products 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 high-touch surfaces, such as:
 1. Door handles and light switches
 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. Adequate Outdoor Air Circulation

i. In accordance with CDC guidance, 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).

f. All water systems and features (e.g., drinking fountains, decorative fountains) have been brought to healthy standards and are safe to use after a prolonged facility shutdown.

g. Each child's belongings will be stored separately and in an individually labeled storage container, cubby, or area. Belongings will be sent home each day to be cleaned.

Employee Issues. Employees were included in staff meetings, and community forums on COVID-19 plans for re-opening

a. Revisit existing bargaining agreement.

- i. The District will engage representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues. 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.

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 of self and students.

iv. Update 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. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.

Employees should know who they are and how to contact them.

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

- a. Stakeholders, including families, staff, and labor partners in the school community, have been engaged with school and district leadership in formulating and implementing the plans in this check-list.
- 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