



County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

School Name

Rancho Santa Fe Elementary

District name

Rancho Santa Fe Elementary

Contact Name

Donna S. Tripi

Contact Email

dtрпи@rsf.k12.ca.us

Address

5927 La Granada

City

Rancho Santa Fe

Zip Code

92067

Type

District School

Grades to be Reopened

1

2

3
4
5
6
K

Number of Students in Reopening Grades

420

Number of Staff at Reopening Sites

87

Proposed Reopening Date

08/24/20

Labor Organization

Certificated Teachers:

The Rancho Santa Fe School District's certificated teachers (total of 49 employees) are represented by the Rancho Santa Fe Faculty Association ("RSFFA"). The District has consulted with the RSFFA regarding the District's plan to safely reopen school and seek a waiver to reopen for in-person instruction at the beginning of the 2020-2021 school year. Due to the extensive nature of this consultation process, the Superintendent has filed concurrently herewith a separate "Attestation Regarding Consultation with the Rancho Santa Fe Faculty Association." (Please see Attachment 5 to the Superintendent's Letter to Dr. Wilma Wooten, dated August 10, 2020). In summary, the Superintendent initiated the consultation process regarding the waiver with the RSFFA on July 31, 2020. The Superintendent met with teachers and the RSFFA via two virtual meetings on August 4, 2020, and an additional virtual meeting on August 7, 2020, to specifically consult regarding the District's plan to file a waiver and reopen for in-person instruction. Following these meetings, the RSFFA submitted a letter to the Superintendent that stated, in relevant part, "The Rancho Santa Fe Faculty Association fully supports the Rancho Santa Fe School District's COVID Prevention Plan, wherein Superintendent Tripi outlines clear protocols for safety for students and staff, following the California Department of Public Health guidelines." The RSFFA did not send a letter of opposition to the waiver, however, the letter stated that a majority of faculty did not support applying for a waiver. (A copy of this letter is included with Attachment 5 to the Superintendent's Letter to Dr. Wilma Wooten, dated August 10, 2020).

Classified Staff:

The District's classified employees (total of 25 employees) are not represented by an exclusive representative/labor organization. To consult with classified staff, the District sent them the District's COVID19 Prevention Plan on July 31, 2020, and provided staff members an opportunity to attend the meetings on August 4, 2020. Nine (9) classified staff members attended the meeting at 8:30 a.m., and seven (7) classified staff members attended the meeting at 11 a.m. Classified staff members were also invited to the August 7,

2020 meeting. During these meetings, classified staff members were provided the opportunity to ask questions and provide input and feedback regarding the COVID-19 Prevention Plan and the District's plan to reopen for in-person instruction. This input/feedback was then used to update the COVID-19 Prevention Plan. Classified staff have shared with the District's administration that the COVID-19 Prevention Plan is comprehensive and establishes protocols that allow for them to safely report to work. Significantly, the majority of classified staff members who work during the summer have been reporting to work in compliance with the San Diego County Public Health Order and there have been no cases of COVID-19 for our staff.

Parent Organization

The Rancho Santa Fe ("RSF") Education Foundation is the only formal parent organization for the Rancho Santa Fe School District. The RSF Education Foundation is responsible for fundraising, organizing community events, and coordinating parent volunteers.

On August 5, 2020, the Superintendent contacted [REDACTED] to consult regarding the District's plan to seek a waiver to reopen school at the beginning of the 2020-2021 school year and provided Ms. Salmen a copy of the District's COVID-19 Prevention Plan. During this phone call, Ms. Salmen stated that the RSF Education Foundation fully supports the District's plan to file a waiver to allow for in-person instruction and believes the plan is comprehensive and thoroughly addresses all CDPH guidelines. A letter of support from the RSF Education Foundation is attached to the District's Waiver Application.

The District's COVID-19 Prevention Plan was publicly presented at a Governing Board meeting on July 30, 2020. On July 31, 2020, the District sent the COVID-19 Prevention Plan to all District parents, along with a letter inviting them to provide input on the waiver via a survey. The results of the survey were overwhelmingly in favor of reopening school for in-person instruction at the beginning of the 2020 - 2021 school year, with 78% of parents wanting an in-person instruction option, and 6% with "no preference". When asked if parents would send their children to school if the District reopened for in-person instruction, 71% of parents said they would send their children, and 11% were undecided. In addition, consultation with parents regarding the safe reopening of school for in-person instruction took place via "Superintendent's Chats" (virtual Zoom meetings) throughout the summer. On August 4, 2020, a meeting was held with the specific focus of consulting and getting feedback from parents on the COVID-19 Prevention Plan. A total of 165 people participated in the Zoom meeting and were overwhelmingly in favor of reopening school for in-person instruction. The Superintendent and Board Members have also received a large number of unsolicited emails in support of reopening and in response to communications that were sent throughout the summer regarding the District's plans to reopen.

Finally, the District has had record numbers of parents attend the virtual Governing Board meetings this summer. The District's COVID-19 Prevention Plan has been presented and discussed at three separate Board meetings (June 26, 2020, July 30, 2020, and August

6, 2020), and many parents have participated in public comment during these meetings to provide input and feedback regarding the District's plan for reopening.

Community Organization

On August 5, 2020, the Superintendent contacted the following community organization representatives to consult with them regarding the District's plan to seek a waiver to reopen school at the beginning of the 2020-2021 school year. During these phone calls, the following representatives uniformly voiced their support for the District's plan to file a waiver to reopen school for in-person instruction at the beginning of the 2020-2021 school year:



1. Published on Webpage

[https://rsfschool.net/pf4/cms2/view_page?
d=x&group_id=1537515790188&vdid=i5e2fnmt24w](https://rsfschool.net/pf4/cms2/view_page?d=x&group_id=1537515790188&vdid=i5e2fnmt24w)

1.A) Webpage Section/Page

Page 3

1.B) Webpage Language

We have been continually monitoring the guidance documents from the Center for Disease Control (CDC), the California Department of Public Health (CDPH), the California Department of Education (CDE), and receive information concerning the local context through the San Diego County Health and Human Services Agency, and the San Diego County Office of Education. The guidance is updated frequently as new information about the virus is learned. For this reason, though this COVID-19 Prevention Plan is meant to be comprehensive, it will also change when updates are received. The current plan will be posted on our District's website (rsfschool.net), Parents drop down menu, Coronavirus Information:

[https://rsfschool.net/pf4/cms2/view_page?
d=x&group_id=1537515790188&vdid=i5e2fnmt24w](https://rsfschool.net/pf4/cms2/view_page?d=x&group_id=1537515790188&vdid=i5e2fnmt24w)

2. Distance Learning

YES

2.A) Distance Learning Section/Page

2.B) Distance Learning Language

Page 3:

A high quality distance learning program will be provided for the following circumstances: any family not comfortable with returning to in-person instruction, at the beginning of the school year if reopening is not permissible due to public health orders, or at any time during the year due to a cohort/school closure. The District will provide a rigorous program of interactive "live" instruction, enrichment classes, and asynchronous learning. Though we know that distance learning can never replicate in person instruction, we have made improvements and adjustments to the distance learning program provided during our emergency school closure in the spring.

Page 18:

At 550+ students in both schools, the District does not have enough families opting for distance learning to create full classes at each grade level. For this reason, families who opt for full distance learning when school reopens physically, will be assigned to on campus classes and will join daily through interactive learning venues. All individual students who are quarantined or are staying home due to a temperature or symptoms related to COVID-19, will join their on campus classrooms.

Page 19:

Distance Learning in Case of Class/School Closure

-Curriculum and instruction will include rigorous, standards-based content

-Attendance, as always, is mandatory

-Students will be graded on participation, assessments, and assignments

If required by public health order to have a full school closure, or in the event that an entire cohort (class) is quarantined, teachers will provide full distance learning in a schedule as follows:

Elementary School

New Learning Management System – Schoology (3rd - 5th), Seesaw (K-2nd)

Interactive Learning: 8:30 a.m. – 1:45 p.m. (with lunch) via Zoom

Structured weekly schedule

Daily Interactive Learning- Morning Meeting, Reading, Math, and Writing Workshops

Science/Social Studies interactive learning several times in the week

Enrichment

Asynchronous learning in the afternoon with assignments, feedback, office hours with teachers

Class/Cohort Closure:

Students will continue with the same schedule as in person instruction, however, all teaching will take place through interactive learning.

Middle School

New Learning Management System – Schoology

School Closure:

Daily Interactive Learning: 9:00 a.m. – 1:45 p.m. (with lunch) via Zoom
Advisory Meeting - SEL meeting each day
A/B Schedule, four 45 minute periods of content classes and electives
Asynchronous learning in the afternoon with assignments, feedback, office hours with teachers

Class/Cohort Closure:
Students will continue with the same schedule as in person instruction, however, all teaching will take place through interactive learning.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

Page 5, Page 10, Page 11, Page 14, Page 21, Page 27

3. B) Physical Distancing Language

Page 5:
All entrances to the campus will be open to allow for physical distancing.

Page 10:
-Furniture has been removed from classrooms to ensure that a physical distance of 6 feet between student desks is maintained.
-Marks have been placed on the floor to ensure that desks are appropriately placed at all times.

Page 11:
-Class size will not exceed the number of students who can occupy a classroom with the physical distancing guideline of six feet between desks (16-18 students).
-Each classroom has been measured and the exact number of students allowable determined.
-There is a physical distance of 6 feet between all teacher space and his/her students.
-Teachers will use outdoor space as often as practicable throughout the school day. A schedule for the use of the outdoor space has been created so that teachers have time each day to be outdoors with their students. A physical distance of six feet can be maintained in each outdoor space.
-Where teachers may work with students in a small group, partitions will be utilized.
-Technology will be used, wherever possible, to increase collaboration and sharing of student work so that physical distancing can be maintained.
-Group activities (assemblies, special events) have been suspended until new guidance is received.
-Paths of travel are indicated on all walkways and will be one-way only.
-Student lines (e.g. lining up after recess) are spaced at six foot intervals.

-Limited volunteers will be permitted on campus in order to minimize the number of adults on campus.

Page 14:

Lunch tables have been spread out and students will have assigned seats that are staggered to allow 6 feet of distance between students.

Page 21:

-Staff must maintain a physical distance from each other at all times.

-We will limit visits to the Office by staff and use outside doors for access when available.

-There will be a maximum occupancy posted on the door of the work room and teachers will be asked to send work to the work room via email or to place the work in the queue that will be outside of the work room door.

-Lunch times are staggered to reduce the number of staff who would use the lunch room/break room at any one time. Tables in the teachers' lounge have been spread out with one seat at every table to ensure physical distancing. A maximum occupancy sign will be posted.

-All teachers have refrigerators in their classrooms and microwaves will be placed in key locations throughout the campus to avoid staff members congregating to use the microwave.

-Restrooms will have limited occupancy and will have signs indicating whether they are in use.

Page 27:

Restroom Protocol

-Students may only use their grade level designated restroom.

-Upon arrival, students should check the sign to see if the restroom is occupied.

-If both slots are occupied, students should stand on one of the designated spots to wait. (Spots will be 6 feet apart.)

4. Stable Cohorts

YES

4. A) Stable Section/Page

Page 5, Page 11, Page 14, Page 17, Page 18, Page 23, Page 28

4. B) Stable Cohorts Language

Page 5:

Students will go directly to their classrooms in the morning and will not engage in before school activities that could cause them to mix with students who are outside of their "cohort" or stable grouping.

Page 11:

-Students in both our elementary and middle schools will be grouped together in stable cohorts that will remain together for all classes, lunch, and recess throughout the school day.

-We will minimize the movement of the cohort to other locations

throughout the school day.

-There will be no before school or after school activity on campus so that student groups will not be mixed.

Page 14:

-Lunch times will be staggered to ensure that a small number of students are in the outdoor eating area at one time. Students will sit with their cohort to eat.

-Students will spend recess time with their stable cohort in a designated area of the playground. These zones will alternate weekly so that students will have some variety in play. Staff will clean playground surfaces between groups of students.

-Each cohort will have their own play equipment, e.g. balls, jump ropes, and will take them out to the playground in a sack designated for that class/group.

Page 17:

Elementary School

-All self-contained classes of stable cohorts

-Will continue with the math/science expert model; teachers will change classrooms

-Assemblies, special events, and field trips are suspended

-Minimize contact at school between students, staff, families and the community at the beginning, during, and end of the school day

-Will have PE on the field, enrichment classes, engineering classes as a stable cohort

Page 18:

Middle School:

-Maintain the current block schedule

-Students will remain in stable cohorts throughout the day, including elective classes

-Students will wear facial coverings when they transition to classes

-Change in Tutorial

Advisory meetings (SEL, study skills) – first 30 minutes of the period

-Minimize movement of students between classrooms for the remaining 50 minutes of the period

-Assemblies, special events, rallies, dances, etc. are suspended

-Palomar trip – likely postpone until spring

-Updated guidance will determine when Athletic programs may resume

Special Education

-Learning Center students will wear facial coverings/face shields when receiving service

-Students will be clustered in stable cohort classes and will receive services only with other students in their cohort

-Partitions will be utilized for small group or one-on-one work

-Teachers and instructional aides will work with students outside whenever possible

-Tables, desks, and chairs will be cleaned and sanitized between students

-Special protocols will be in place for the Special Day Class

Page 23:

-Each family will have their own designated spot to wait throughout the campus, and families will be able to go to the designated spot to

pick them up.

-When parents arrive on campus, they will only be permitted to do so in cars using the drive through lane.

-Parents should place their placard with the family's last name in the car window to alert staff.

-Staff will call students one family at a time to leave campus and enter their cars.

-Parents will promptly leave the drive through lane so that other parents can move down in the line.

-There are no after school programs planned until new CDPH guidance is received allowing them to take place on campus.

Page 28:

At recess:

-Students must wear their face coverings when playing games with other students.

-Students must stay in their assigned Zone and may only play with students in their stable cohort.

-No contact games (soccer, basketball, football, etc.).

-Only four students can play a game, e.g. wall ball, at one time.

5. Face Coverings

YES

5.A)Face Covering Section/Page

Page 12, Page 21, Page 24

5.B) Face Covering Language

Page 12:

-Face coverings are required to be worn by all staff and students from 3rd - 12th grade, unless exempt.

-Though the CDPH guidance strongly encourages face coverings for children second grade and younger, based on the advice of the experts on our Safety and Hygiene Committee, we are requiring students in grades K-2 to wear either face coverings or face shields, if that is more practicable. We feel that it is an additional protection for students and staff.

-Students will be given disposable face coverings if they do not bring their own.

-All staff will be provided face coverings, gloves, and any other protective gear required of their position.

-If students or staff are exempt from wearing a face covering, they must provide a note from their physician, and will be asked to wear a face shield with a drape on the bottom. A six foot distance should be kept between these individuals at all times.

-Students who refuse to wear face coverings and do not have an exemption will be excluded from school. The students will be required to participate in distance learning.

-Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms, as they transition between classes, as they travel around campus, when they have less than 6 feet of distance between themselves and another student or staff member, and when they are dismissed.

-Staff members may wear face shields for instructional or

communication needs, e.g. teaching speech classes, phonics lessons.

-Students with medical/sensory/cognitive/behavioral needs will not be required to wear a mask, but are strongly encouraged to wear a face shield if possible.

-When students take off masks, e.g. to eat, they will be placed in a labeled paper bag.

-Visual reminders regarding face covering protocols will be posted for staff and students.

Page 21:

-All staff are required to wear facial coverings, unless exempt. Staff will need to provide a physician's note for the exemption.

-Staff will be provided with facial coverings, face shields, and gloves.

Page 24:

Face Covering Protocol

Wear Your Face Covering Correctly

-Wash your hands before putting on your face covering

-Holding the ear loops only, put it over your nose and mouth and secure it under your chin

-Try to fit it snugly against the sides of your face

-Make sure you can breathe easily

-Refrain from touching your mask throughout the day

-Refrain from touching your eyes, nose, and mouth

Wear a Face Covering to Protect Others

-Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms

-Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart

-Wear a face covering correctly for maximum protection

-Don't put the face covering around your neck or up on your forehead

-Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect

Take Off Your Cloth Face Covering Carefully, When You're Home

-Untie the strings behind your head or stretch the ear loops

-Handle only by the ear loops or ties

-Fold outside corners together

-Place covering in the washing machine or hand wash

-Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Washing Your Cloth Face Covering

-Machine wash using regular laundry detergent and the warmest temperature setting for the kind of cloth used to make the mask.

-Hand wash by soaking the mask in a bleach solution (4 teaspoons of household bleach per quart of room temperature water) for five minutes. Rinse thoroughly with cool water.

-Dry in the highest setting of the dryer until completely dry or lay flat to air dry, in direct sunlight if possible.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

Page 6, Page 13, Page 14, Page 28

6. B) Cleaning and Disinfecting Language

Page 6:

The custodial crew will be notified of each suspected COVID-19 case so that proper cleaning and disinfecting protocols can be followed.

Page 13:

- Only EPA approved cleaning and disinfecting agents will be utilized.
- UltraViolet (UV) disinfecting wands will be provided for all teaching staff.
- UV room sanitizers will be used each evening and during the day if we have a suspected positive case of COVID-19.
- Students will have their own supplies, including iPads, to limit the sharing of supplies to specialty supplies, e.g. art, science.
- Staff will clean and disinfect shared supplies between student uses.
- Staff will clean and disinfect desks/chairs between groups of students when students are utilizing the same space (art, engineering, etc.).
- Staff will clean frequently touched surfaces at least twice throughout the school day (door handles, light switches, sink handles).
- Disinfecting wipes and/or disinfecting sprays will be provided for every classroom.
- Bathrooms will be cleaned and stocked with soap throughout the day.
- Soap and hand sanitizers in classrooms will be stocked throughout the day.
- Drinking fountains have been disabled. Students will bring their own labeled water bottles that can be refilled at our "clean water" fill stations throughout the campus.
- Custodial staff and additional staff who clean and disinfect areas after student or staff use will be equipped with the proper protective equipment.

Page 14:

- Tables/benches will be cleaned and disinfected between lunch times.
- Each cohort will have their own play equipment, e.g. balls, jump ropes, and will take them out to the playground in a sack designated for that class/group.

Page 28

When the whistle blows, students freeze, bring equipment back and place it in a sack to be taken back to the classroom (class sack).

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

Page 21, Page 22, Page 28

7. B)Entrance/Movement Language

Page 21:

-Staff will be screened as they arrive on campus each day. They will be asked about symptoms and their temperatures will be checked using a UV temperature screener. This will be done at a station at the entrance to the school site. They will then travel to their classroom along our marked paths of travel.

-Staff will be trained on all health and hygiene protocols, including the proper use, removal, and washing of face coverings, social distancing protocols, paths of travel, health office protocols, etc.

Page 22:

Students must arrive no earlier than 7:45. There will be no morning recess.

Please remain in your car and allow our school staff to come to the vehicle to do the following:

-You will be asked if you reviewed the screening questions and answered yes to any of them. -The screening questions will be posted for you to review as you wait in your vehicle.

-You and your child are required to wear a facial covering during the screening process.

-If your child is free of symptoms, he/she will be asked to exit the car and pass the infrared thermometer station.

-If your child has a fever of over 100 F degrees, you will be asked to leave campus.

-If you believe the temperature reading is an error, you will need to park and wait until your child is calm and will be tested again.

-Students whose families park and walk up to the school entrance will need to wait in line, six feet apart, until the screening is completed.

-Adults who accompany students to the school entrance will not be permitted to come onto the campus.

Page 23:

Students will not be able to use the playground or field before school and will go directly to their classrooms where they will do silent reading, a morning message activity, etc.

Late Arrival:

-If your child arrives at school between 8:00 – 8:30, he/she should come to the main gate to the left of the administration building wearing a face covering.

-Staff will be there to ask the screening questions, and log the late arrival. Your child will then go directly to class.

-Please stay in your vehicle at the curb and do not leave the campus until after your child is cleared to go to class.

-If your child arrives after 8:30, please call the office upon your arrival and a staff member will come out to your vehicle to do the screening there before your child enters the campus.

Dismissal:

-Students will wear face coverings as they travel to their designated spots for dismissal.

-They will remain in face coverings as they wait to be picked up.

-Each family will have their own designated spot to wait throughout the campus, and families will be able to go to the designated spot to pick them up.

- When parents arrive on campus, they will only be permitted to do so in cars using the drive through lane.
- Parents should place their placard with the family's last name in the car window to alert staff.
- Staff will call students one family at a time to leave campus and enter their cars.
- Parents will promptly leave the drive through lane so that other parents can move down in the line.
- There are no after school programs planned until new CDPH guidance is received allowing them to take place on campus.

Sign Out Procedure:

- If you are picking your child up during the school day, please notify his/her classroom teacher with a note sent to school with your child, email your child's teacher prior to the start of school, or call or email the front office staff with the information.
- As you arrive, please call the office. A staff member will call the child's classroom and have him/her sent to the office for pick up.
- He/she will be sent out of the main office and come to your vehicle, supervised by a staff member.

Page 28:

At the end of recess, students should walk in a line, following the marked paths of travel, keeping a distance between themselves and the students in front of them and behind them.

8. Health Screenings

YES

8. A) Health Screening Section/Page

Page 4, Page 5, Page 6, Page 21

8. B) Health Screening Language

Page 4:

Prior to Arriving at School:

- Parents are asked to screen their children for symptoms of COVID-19 and to take their temperatures. Parents will be asked to sign an agreement that they will comply with this District requirement.
- Staff members are asked to self-screen for symptoms before coming to the school site. Upon arrival, they will be asked screening questions and will be required to have a daily temperature check. Touchless infrared thermometers will be used for student and staff screenings and checks during the day. Staff will be tested for COVID-19 periodically, in compliance with CDPH guidelines, as lab testing capacity allows.

Page 5:

- Staff will conduct a visual wellness check of all students as they enter the campus and will ask each student whether he/she or anyone in his/her home is exhibiting COVID-19 symptoms.
- All students will have their temperatures checked with infrared thermometers.

Page 6:

-Teachers know their students best and will know when they have symptoms outside of what is usual for them, keeping in mind the health history of the child (e.g. asthma, allergies). This information will be provided to teachers at the start of the school year.

Page 21:

-Staff will be screened as they arrive on campus each day. They will be asked about symptoms and their temperatures will be checked using a UV temperature screener. This will be done at a station at the entrance to the school site. They will then travel to their classroom along our marked paths of travel.

8. C) Language for Symptomatic Students or Staff

Page 6:

Teachers know their students best and will know when they have symptoms outside of what is usual for them, keeping in mind the health history of the child (e.g. asthma, allergies). This information will be provided to teachers at the start of the school year.

If a student or staff member presents with any of the COVID-19 related symptoms, teachers/staff will alert our Health Office personnel and the student will be sent directly to the isolation room, wearing a face covering. Health Office personnel will be wearing face coverings and gloves.

Our Health Office personnel will evaluate the symptoms, take the student's or staff member's temperature, and depending on the assessment, will send the student or staff member home immediately for monitoring and consultation with healthcare providers.

Our Health Office personnel will follow up with students or staff members who are sent home from school (as well as those reported to be staying home with symptoms) regarding testing, length of time for isolation and/or quarantine, etc. Sick staff and students will be advised to isolate according to CDC guidelines – at least 24 hours with no fever (without medication), improved symptoms, and 10 days since symptoms first appeared. The Health Office will report the information to the COVID-19 Response Team.

Consistent with Board Policy 5000, "Nondiscrimination," the District prohibits discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

Page 10, Page 25

9. B) Healthy Hygiene Language

Page 10:

- Hand hygiene is the single most effective way to prevent the spread of germs and has been key in fighting the pandemic.
- Staff, students, and parents will be trained on proper hand hygiene, including hand washing protocols.
- Fragrance free hand sanitizer, with 80% alcohol content, has been purchased and will be placed outside of each classroom to be used as students enter and exit the room. Stations will be in key outdoor areas as well, e.g. lunch areas.
- Students will be instructed to wash/sanitize their hands before and after: entering the campus and classroom, lunch, recess, using the restroom, and working with shared materials.
- Time for hand washing will be allocated in the schedule.
- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others.
- Visual reminders of hygiene protocols will be posted in key areas as a reminder to students and staff.

Page 25

Protocols

Healthy Hygiene

Hand washing:

Follow these five steps every time:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap.
- Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

How to Use Hand Sanitizer:

- Apply the gel product to the palm of one hand. (Read the label to learn the correct amount.) -The hand sanitizer purchased by RSF District is 80% alcohol.
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take about 20 seconds.

Respiratory Etiquette:

- Staff and students should cover coughs and sneezes with a tissue.
- Used tissues should be thrown in the trash immediately and hands washed with soap and water or hand sanitizer.
- If a tissue is not available, one should cough or sneeze into an elbow.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

Page 7, Page 8, Page 9

10. B) Identification and Tracing Language

Page 7:

Our COVID-19 Response Team, comprised of administrators, teachers, and staff members, will have weekly meetings to ensure that all aspects of our COVID-19 Prevention Plan are effective for our students, staff, and families.

We will keep current with daily updates from the California Department of Public Health, County Health and Human Services Agency, the CDC, and school community feedback, and make adjustments to our health and safety protocols as necessary. The District's Superintendent will continue to collaborate with the County Office of Education, all county superintendents, and specifically, the north county area superintendents regarding protocols.

Our K-8 Assistant Principal, John Galipault, is assigned to lead our COVID-19 Response Team and will have the following responsibilities:

- Work closely with our Health Office personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-19.
 - Monitor staff absenteeism and ensure trained back-up staff where available.
 - Ensure that proper communication goes out to families and staff when a case is identified.
- Investigate whether any work-related factors could have contributed to the infection(s).
- Determine areas of the school that need to be temporarily closed for cleaning and disinfection.
 - Respond to any staff or parent concerns related to COVID-19.
 - Monitor the required screening and testing of staff.

Page 8:

- Parents and staff members are asked to notify the school administration of any positive test results.
- The District will notify health officials, staff, and families and the school will perform contact tracing.
- All communications to students, staff, and parents about cases and exposures at school will be made consistent with legal privacy and confidentiality requirements, including but not limited to the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and state law related to privacy of educational records.

Page 9:

COVID-19 Exposure Action and Communication Steps

Students or staff with:

COVID-19 Symptoms

(e.g., fever, cough, loss of taste or smell, difficulty breathing).

Symptom Screening: Per CA School Sector Specific Guidelines

Action:

- Send home
- Recommend testing (If positive, see #3, if negative, see #4)
- School/classroom remain open

Communication:
No Action

Students or Staff with:
Close contact (†) with
a confirmed COVID19 case

Action:
• Send home
• Quarantine for 14 days from last exposure
• Recommend testing (but will not shorten 14-day quarantine)
School/Classroom remain open

Communication:
• Consider school
community
notification of a
known contact

Student or staff with:
Confirmed COVID-19

Action:
• Notify the local public health dept.
• 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

Communication:
• School community notification of a known case

Student or staff with:
Tests negative after symptoms

Action:
• May return to school 3 days after symptoms resolve
• School/classroom remain open

Communication:
• Consider school community notification if prior awareness of
testing

11. Staff Training and Family Education

YES

11. A) Staff Training and Family Edu. Section/Page

Page 30

11. B) Staff Training and Family Edu. Language

Page 30:

FAMILY EDUCATION

Prior to the Start of School:

Families will receive training via virtual meetings on the following (If they have linguistic needs, they will be accommodated.):

- Health Policies and Procedures
- COVID screening, symptom identification, and how it is spread
- Enhanced sanitation practices
- Proper use of face coverings
- Health Office information
- Contact tracing

Protocols:

- Healthy Hygiene: hand hygiene, proper use of face coverings, physical distancing, respiratory etiquette
- Arrival, dismissal protocols
- Visitors on campus
- Distance learning expectations

Ongoing Communication and Education:

- Our Response Team Lead, John Galipault, will be communicating with parents regarding individual cases and contact tracing
- We do a weekly newsletter and will provide COVID-19 updates. This will contain any new guidance from CDPH or other authorities as well as reopening plans for the middle school.

STAFF TRAINING

Prior to the Start of School:

- Health Policies and Procedures: COVID screening, symptom identification, and testing
- Monitoring throughout the day
- Health Office information

Protocols:

- Healthy Hygiene: hand hygiene, proper use of face coverings, physical distancing, respiratory etiquette
- All campus protocols

Distance Learning:

- Engaging students via Zoom
- Use of new Learning Management Systems: Schoology, Seesaw
- Use of SWIVL to engage online learners

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

Page 4, Page 6, Page 9

12. B) Testing Language

Page 6:

If a student or staff member presents with any of the COVID-19 related symptoms, teachers/staff will alert our Health Office

personnel and the student will be sent directly to the isolation room, wearing a face covering. Health Office personnel will be wearing face coverings and gloves.

Our Health Office personnel will evaluate the symptoms, take the student's or staff member's temperature, and depending on the assessment, will send the student or staff member home immediately for monitoring and consultation with healthcare providers.

Our Health Office personnel will follow up with students or staff members who are sent home from school (as well as those reported to be staying home with symptoms) regarding testing, length of time for isolation and/or quarantine, etc. Sick staff and students will be advised to isolate according to CDC guidelines – at least 24 hours with no fever (without medication), improved symptoms, and 10 days since symptoms first appeared. The Health Office will report the information to the COVID-19 Response Team.

Consistent with Board Policy 5000, "Nondiscrimination," the District prohibits discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

Page 9:
COVID-19 Exposure Action and Communication Steps

Students or staff with:
COVID-19 Symptoms
(e.g., fever, cough, loss of taste or smell, difficulty breathing).
Symptom Screening: Per CA School Sector Specific Guidelines

Action:
Send home
Recommend testing (If positive, see #3, if negative, see #4)
School/classroom remain open

Communication:
No Action

Students or Staff with:
Close contact (†) with a confirmed COVID19 case

Action:
Send home
Quarantine for 14 days from last exposure
Recommend testing (but will not shorten 14-day quarantine)
-School/Classroom remain open

Communication:
Consider school community notification of a known contact

Student or staff with:
Confirmed COVID-19

Action:
Notify the local public health dept.
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

Communication:

School community notification of a known case

Student or staff with:

Tests negative after symptoms

Action:

May return to school 3 days after symptoms resolve

School/classroom remain open

Communication:

Consider school community notification if prior awareness of testing

12. C) Staff Tested Periodically Language

Page 4:

Staff will be tested for COVID-19 periodically, in compliance with CDPH guidelines, as lab testing capacity allows.

(Not in the language of the plan, but the district is working with an outside provider and the county to ensure periodic testing of asymptomatic staff and students.)

13. Triggers for Switching to Distance Learning

YES

13. A) Triggers to Dist. Learning Section/Page

Page 8

13.B) Triggers to Dist. Learning Language

Page 8:

Triggers for Partial or Total School Closure

Once a county is removed from the monitoring list and schools reopen, schools are not required to close again if the county is placed back on the monitoring list. Individual school closure is recommended based on the number of cases, the percentage of the teacher/ students/staff that are positive for COVID-19, and following consultation with the local health officer. Individual school closures may occur when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff have cases within a 14-day period. Current guidance provides

that a school should close if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health officer. If an outbreak occurs among students or staff, we will contact SDHHSD at 619-229-5400.

14. Communication Plans

YES

14. A) Communication Plans Section/Page

Page 7, Page 8, Page 9

14. B) Communication Plans Language

Page 7

Our K-8 Assistant Principal, John Galipault, is assigned to lead our COVID-19 Response Team and will have the following responsibilities:

- Work closely with our Health Office personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-19.
- Monitor staff absenteeism and ensure trained back-up staff where available.
- Ensure that proper communication goes out to families and staff when a case is identified.
- Investigate whether any work-related factors could have contributed to the infection(s).
- Determine areas of the school that need to be temporarily closed for cleaning and disinfection.
- Respond to any staff or parent concerns related to COVID-19.
- Monitor the required screening and testing of staff.

Page 8

All communications to students, staff, and parents about cases and exposures at school will be made consistent with legal privacy and confidentiality requirements, including but not limited to the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and state law related to privacy of educational records.

Page 9:

COVID-19 Exposure Action and Communication Steps

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Communication:

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Students or Staff with:
Close contact (†) with a confirmed COVID19 case

Action:

- Send home
 - Quarantine for 14 days from last exposure
 - Recommend testing (but will not shorten 14-day quarantine)
- School/Classroom remain open

Communication:

- Consider school community notification of a known contact

Student or staff with:
Confirmed COVID-19

Action:

- Notify the local public health dept.
- Isolate case and exclude from school for 10 days from symptom onset or test date
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- 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

Communication:

- School community notification of a known case

Student or staff with:
Tests negative after symptoms

Action:

- May return to school 3 days after symptoms resolve
- School/classroom remain open

Communication:

- Consider school community notification if prior awareness of testing

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