



# Palermo

UNION ELEMENTARY SCHOOL DISTRICT

*"Building the Foundation for Success"*

## **COVID-19 Safety Plan for In-Person Instruction**

The following plan was originally developed to safely reopen our schools on October 19, 2020 as allowed, when Butte County moved into the Red Tier based on our county's improving COVID-19 data. The COVID-19 pandemic remains a fluid and dynamic situation, therefore this plan is subject to change in response to changing data and updated guidance. As our schools remain open for in-person instruction this plan is being revised in January 2021 to reflect the updated CDPH guidance entitled "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year" that was provided on January 14, 2021.

As we continue to provide in-person instruction, PUESD will continue to monitor local conditions, collaborate with the Butte County Department of Public Health and follow the California Department of Public Health's COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.

While our desire is to be open for full time in-person instruction for all of our students, current guidance limits our ability to do so at this time. Therefore, at this time, we will continue to operate a Blended Learning Model for in-person instruction.. We will also continue to offer our full time Distance

Learning Model for students who do not wish to participate in the Blended Learning Model.

## **Social Distancing and Stable Group Protocols**

PUESD believes that in-person instruction and attending school, to the greatest extent possible during the COVID-19 pandemic, is critical to our students' educational and social-emotional development and well being.

In order to follow all health and safety guidance, PUESD will provide in-person learning opportunities designed to ensure that students and staff can follow social distancing and stable group protocols to reduce the risk of COVID-19 transmission.

- Distance teacher and other staff desks at least 6 feet away from student and other staff desks.
- Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made; under no circumstances should the distance between student chairs be less than 4 feet.
- Classes will be divided into a Stable Group A and a Stable Group B in order to reduce the number of students on campus each day. Each student's assigned teacher is subject to change.
- Students assigned to the "Stable Group A " will attend school for in-person instruction on Mondays and Wednesdays; they will participate in Distance Learning on Tuesdays, Thursdays and Fridays. (See Appendix A: Daily Blended Learning Model Schedule)
- Students assigned to the "Stable Group B" will attend school for in-person instruction on Tuesdays and Thursdays; they will participate in Distance Learning on Mondays, Wednesdays and Fridays. (See Appendix A: Daily Blended Learning Model Schedule)
- Students will remain in their assigned stable group throughout the school day, to the greatest extent possible, in order to minimize the

mixing of stable groups. Students may need to leave their assigned stable group in order to receive specialized services.

- Plexiglass dividers should be used at all times when the distance between staff and students is less than 6 feet due to instructional needs.
- Use of outdoor space for learning activities is encouraged.
- Parents/visitors will be allowed on campus by appointment only and must use an appropriate face covering in accordance with CDPH guidance for schools.
- Campuses will begin checking in students at 7:45AM at designated areas. Students may not be dropped off at school before 7:45AM. After check-in, students will report directly to their assigned classroom.
- Dismissal will be staggered and will begin at 12:45PM, with all students being dismissed by 1:00PM.

## **Masks/Face Coverings**

The protocol for the use of face covering among students, staff and visitors has been developed to reduce exposure to COVID-19 and to also reduce the spread of COVID-19 on our campuses.

- All staff will wear masks/face coverings in the classroom, all common areas and when outdoors supervising students, unless medically exempt.
- All students in Kindergarten through 8th grade will be required to wear a mask/face covering at all times, unless medically exempt.
- Staff and students are encouraged to bring their own mask/face covering to school each day, however, all campuses will have masks available for individuals to use. Staff are encouraged to wear disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Staff may use transparent face shields with a drape when necessary to conduct educational activities.

- Plexiglass dividers will be available in all classrooms and must be used anytime that students are not wearing masks due to medical exemption, when they are eating or drinking or the educational activity requires staff to be able to observe letter/word/sound production.
- CDPH recognizes there are some people who cannot wear a mask/face covering. People are exempt from this requirement if they are under age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be documented in an IEP or communicated to the school or Human Resources by way of a physician's order. Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- According to CDPH guidance, if a student refuses to wear a mask/face covering, the student will be excluded from on-campus instruction, unless they are exempt from this requirement, until they are willing to wear a face covering. Students excluded on this basis will be offered other educational opportunities through distance learning.
- Masks/face coverings should be removed for meals, snacks, and naptime.

## **Health and Safety Protocols**

COVID-19 is still an active virus that will continue to affect individuals as we reopen schools for in-person instruction. In order to provide for the screening of students and staff, identify potential exposure to COVID-19 and limit the spread of COVID-19 among students and staff, PUESD will follow all guidance as provided by CDPH.

- Students and staff will check in each day, at a designated location, and will not enter campus until they have had their temperature

checked and have sanitized their hands. Students will be visually scanned for COVID-19 symptoms.

- Staff members will complete a daily self-screening for COVID-19 symptoms before reporting to the work site.
- Parents and guardians must screen students for COVID-19 symptoms (fever, cough, shortness of breath, chills, fatigue, muscle pain, headache, sore throat, congestion, runny nose, nausea, vomiting, diarrhea, loss of taste or smell) before bringing them to school each day. (See Appendix B: Daily Home Screening Checklist for Students to assist you with daily home screening.)
- Students and staff members **must stay home** if they have any of the COVID-19 symptoms listed above. Students, if able to do so, will participate in the daily Distance Learning activities.
- Students and staff members **must stay home** if they have been in close contact with someone who (a) is COVID-19 positive, (b) is being tested for COVID-19, or (c) is ill with symptoms of COVID-19. The student may not return to school until cleared to do so by Butte County Public Health, a medical care provider and/or school personnel.
- Any student or staff member who exhibits any of the COVID-19 symptoms listed above, while at school, will be sent home immediately.
- Any student who exhibits any COVID-19 symptoms while at school will wear a mask and be sent directly to the Health Office on campus where they will be evaluated by the nurse or healthcare assistant.
- Students exhibiting COVID-19 symptoms will wait in a supervised isolation area until a parent or guardian comes to pick them up.
- Students sent home for exhibiting symptoms or awaiting test results will participate in distance learning opportunities while they are out.
- If a student or staff member has stayed home, or is sent home from school/work site, due to having COVID-19 symptoms may not return to school/work site until at least 10 days have passed since the start of symptoms, the symptoms are improving and they have been fever free for 24 hours without the use of fever reducing medication OR they receive a negative COVID-19 PCR test and have been symptom

free for 3 days OR they have documentation from a medical provider that their symptoms are caused by a medical condition unrelated to COVID-19 (asthma, migraines, allergies, etc).

## **Protocols for Arrival, Dismissal and Non-Classroom Time**

- Student drop-off will occur at designated entry points (all other gates and points of entry will be closed). Parents, with the exception of preschool parents, are not allowed on campus for drop-off. School staff will monitor each designated entry point and facilitate the drop-off procedure.
- Student drop-off time is 7:45AM - 8:15AM on Monday through Thursday. Students may not be dropped off before 7:45AM.
- Students will check in each day, at a designated location, and will not enter campus until they have had their temperature checked and have sanitized their hands and have been visually screened for COVID-19 symptoms.
- When arriving at school, masks/face coverings are required for **ALL** students, unless they have a documented exemption, in preschool through 8th grade while checking in or waiting to check in, and while walking to class.
- Social distancing will be maintained while students are waiting to check-in.
- At various times during the school day, masks/face coverings will be required for **ALL** students, unless they have a documented exemption, in preschool through 8th grade while they are moving around campus throughout the school day.
- Recess times will be determined by each site. Recess times will be staggered and students will remain with their assigned stable group.
- Students will eat their lunch with their assigned stable group in designated areas in the cafeteria and/or outdoors.
- When leaving class/school, masks/face coverings will be required for **ALL** students, unless they have a documented exemption, in

preschool through 8th grade during the dismissal procedure each day.

- Students will leave campus at designated exit points during the dismissal period of 12:45-1:00PM each day. Student supervision will not be provided after 1:00PM.

## **Health and Hygiene Protocols**

The following protocols will be followed in order to encourage proper hygiene and avoid the transmission of the COVID-19 virus.

- In compliance with Butte County Department of Public Health guidelines and the guidelines of the State of California Department of Public Health, teachers completed training on the importance of hand washing, social distancing, and the use of masks/face coverings.
- Regularly scheduled hand sanitizing and hand washing will be taught, practiced and reinforced throughout the school day.
- Portable hand washing stations will be available for student use
- Students and staff will use ethyl-based sanitizer when hand washing is not practicable.
- Students, especially younger children, will be taught to use a tissue, the proper use of tissues to wipe their nose, and to cough/sneeze into a tissue or their elbow.
- Touchless hand sanitizer dispensers will be provided in all classrooms and common areas.
- Students and staff will be required to sanitize their hands upon entering the classroom and frequently throughout the day.
- All students will be encouraged to bring a refillable water bottle to school each day, as drinking fountains will not be used.
- Classroom doors and windows will remain open unless in extreme weather conditions.
- Signage will be posted throughout the school, reminding everyone of good hygiene practices. Examples include, masking, hand washing,

covering coughs and sneezes, “stop the spread of germs”, maintaining social distancing.

- Faculty and staff that will be handling or serving food will be required to use gloves and face coverings
- Families will receive notifications regarding increased safety practices on campus.

## Transportation

PUESD realizes that transportation to and from school is an important service that we provide for our students. In order to provide for the health and safety of our students and drivers, we will be following all guidance to provide for social distancing on our buses, therefore, we will only be able to provide transportation on a limited basis. Parents will be required to provide transportation for their children until otherwise notified.

- Transportation will be provided on a limited basis to students that live within the district's attendance boundaries.
- Families needing transportation may request transportation by completing the “PUESD Request for Transportation” which is available at school sites and on school site and district web pages. (See Appendix C: PUESD Request for Transportation)
- Masks/face coverings will be required for **All** students, unless there is a documented exemption, in TK through 8th grade.
- Student temperatures will be scanned before boarding the bus. Students with a temperature of 100.4 will not be permitted to ride the bus.
- Students will be visually scanned for symptoms of COVID-19. Students displaying symptoms of COVID-19 will not be permitted to ride the bus.
- Students will be required to sanitize their hands before boarding the bus.



- Seating will be assigned to promote social distancing. Seating will start at the back of the bus.
- When unloading the bus, drivers will direct at the front of the bus to unboard before the students behind them.
- Eating and drinking are prohibited at all times.
- Buses will be sanitized between routes and at the end of the day.
- Bus windows will be open unless prevented by weather conditions.

## **Cleaning and Disinfection**

PUESD will implement the following protocols for cleaning and sanitizing our school campuses and work environment as recommended by guidance from CDPH.

- Classrooms, common areas and other work areas will be cleaned and sanitized daily.
- Indoor and outdoor areas used for lunch periods will be sanitized between each lunch period.
- Classrooms and other work areas will be supplied with sanitizer and clean towels so that the area can be sanitized throughout the school day. Used towels will be collected each night and replaced with clean towels.
- Restrooms will be cleaned and sanitized daily and as needed throughout the day.
- Frequently touched surfaces, including outdoor play structures, will be sanitized daily and throughout the day as needed.
- Students will be issued individual supplies in order to reduce the sharing of supplies.
- Drinking fountains will not be available for student use. Students are encouraged to bring their own refillable water bottle from home.
- HVAC systems will be set to provide the maximum amount of outdoor air and HVAC filters will be changed on a regular schedule.

- Classrooms and other indoor common areas are equipped with portable air filters/purifiers.
- Classrooms are equipped with touchless hand sanitizer dispensers and will be supplied with hand sanitizer for student and staff use.
- PPE is available at all sites for student and staff use.
- Vacuums equipped with HEPA filters will be used when cleaning classrooms and work areas.

## **Contact Tracing and Exclusion of Positive COVID-19 Cases, Close Contacts and Symptomatic Individuals**

Contact tracing in the event of a positive COVID-19 case, or a suspected COVID-19 case, is an important strategy to limit or prevent the transmission of the COVID-19 virus on our school campuses. PUESD will take the following measures when a student or staff member has symptoms, is a close contact of a positive COVID-19 individual or is diagnosed with COVID-19:

- **Individuals with any COVID-19 symptoms** will be excluded from school/work site and not return until 10 days have passed from the onset of symptoms, symptoms have improved and they have been fever free for 24 hours without the use of fever reducing medications.
- **Individuals with COVID-19 symptoms** who test negative for COVID-19 or provide documentation from a healthcare provider that their symptoms are due to a non COVID-19 health condition may return to school/work site after 24 hours have passed with a fever and symptoms have started improving.
- **Individuals who are a close contact of a confirmed positive COVID-19 case** will be excluded from school/work site for 10 days from their last exposure to the positive individual.

- **Individuals who are positive for COVID-19** will be excluded from school/work site for 10 days from the symptom onset date or if asymptomatic, for 10 days from the specimen collection date. All positive cases will be reported to BCPH.

In the event that a student has been exposed or potentially exposed to a confirmed COVID-19 individual or the close contact of a confirmed case, the school will notify parents/guardians of the possibility of exposure via phone calls and/or NTI messages and/or written communication.

All district staff will be notified via email in the event that a positive COVID-19 case has been identified in the workplace.

## Appendix A: Daily Blended Learning Model Schedule

<b>“Stable Group A”: In-person instruction on Mondays and Wednesdays</b>	
<b>7:45-8:15</b>	<b>Student drop-off and check in; Grab-n-Go breakfast; students report directly to their assigned classroom</b>
<b>8:15-12:45</b>	<b>Instructional Block (includes time for lunch)</b>
<b>12:45-1:00</b>	<b>Student dismissal and pick-up</b>
<b>*Additional Distance Learning time is not required for students on these days</b>	
<b>“Stable Group A”: Distance Learning on Tuesdays, Thursdays and Fridays</b>	
<b>8:15-8:45</b>	<b>Students attend the daily class Zoom meeting</b>
<b>8:45-12:45</b>	<b>Students independently complete assignments in Acellus, Google Classroom, SeeSaw, etc as assigned by the teacher.</b>

<b>“Stable Group B ”: In-person instruction on Tuesdays and Thursdays</b>	
<b>7:45-8:15</b>	<b>Student drop-off and check in; Grab-n-Go breakfast; students report directly to their assigned classroom</b>
<b>8:15-12:45</b>	<b>Instructional Block (includes time for lunch)</b>
<b>12:45-1:00</b>	<b>Student dismissal and pick-up</b>
<b>*Additional Distance Learning time is not required for students on these days</b>	
<b>“Stable Group B”: Distance Learning on Mondays, Wednesdays and Fridays</b>	
<b>8:15-8:45</b>	<b>Students attend the daily class Zoom meeting</b>
<b>8:45-12:45</b>	<b>Students independently complete assignments in Acellus, Google Classroom, SeeSaw, etc as assigned by the teacher.</b>

- On days when a student is on Distance Learning, they will be required to participate in a daily class Zoom meeting and will work independently on their assigned work.
- In order to receive attendance credit on Distance Learning days, a student must attend the class Zoom meeting and work on assignments before 2:30 PM.
- The After School Program may provide limited services that provide in-person activities that extend beyond school hours.

## **Appendix B: Daily Home Screening Checklist for Students**

**Complete this Daily Home Screening for Students each day before you send your student to school.**

**If your child has any of the following symptoms they are required to stay home and will not be admitted to campus or their classroom.**

- A fever of 100.4 or higher
- A cough
- A sore throat
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of taste or smell

**If the answer is yes to any of the following questions your child is required to stay home and will not be admitted to the campus or their classroom.**

- Is my child a close contact\* of someone who has tested positive for COVID-19?
- Is my child a close contact\* of someone who has COVID-19 symptoms and is waiting for the results of a COVID-19 test?
- Is my child a close contact\* of someone who has COVID-19 symptoms, but has not been tested for COVID-19?

**\*You are considered to be a close contact if you have been within 6 feet of someone for at least 15 minutes cumulative within a 24 hour period, regardless of face coverings.**

**Contact your child's school if they stay home for any of the reasons listed above to determine when your child may return to school.**

**Appendix C: PUESD Request for Transportation**

**Student's Name:** \_\_\_\_\_

**Student's Grade Level:** \_\_\_\_\_

**Student's Cohort Assignment: "A Cohort" or "B Cohort"**

**Student's School of Attendance:** \_\_\_\_\_

**Student's Home Address:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Phone Number:** \_\_\_\_\_

**Briefly describe why you are requesting district transportation:**

<p style="text-align: center;"><b>*For District Use Only*</b></p> <p><b>Please circle all that apply: IEP   FY   H   EL   SED   504</b></p> <p>_____ : Request Approved        _____ : Request Denied</p> <p><b>Date that transportation will begin:</b> _____</p> <p><b>Date of Parent/Guardian Notification:</b> _____</p>
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