

Summerville Union High School District

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Summerville Union High School District Re-opening Plan

Based on the COVID 19 virus pandemic, Summerville Union High School District has created a plan for the 2020-2021 school year to protect students, staff and our community to the best of our ability from the continued transmission of the virus. To that end the following plan will address specific areas of focus to mitigate this transmission.

School will start August 19, 2020 in a 100% Distance Learning format. This is anticipated to go through the end of our first grading period of October 2, 2020. No students will be on campus during this time, but we will have staff on campus. Any staff member on campus will complete the Assumption of Risk form to be on campus and the additional Assumption of Risk form if they intend to bring their own child on campus while in the process of work.

When we are able to do so, we will transition to hybrid learning and this plan delineates that process we will use in conjunction with our local Public Health officials.

The start of the 2020-2021 school year is upon us and all school facilities (fields, gyms, classrooms) are closed to outside agencies for facility use permits until such time as the Tuolumne County Public Health Officer and the Summerville High facility use committee deems the facilities safe for use.

General Measures

Summerville Union High School District Superintendent, Principal and Deputy Principal have been in at least weekly communication with the other Superintendents in the county, as well as our Public Health Officer and her staff to stay up to date with the most recent data regarding the active cases, hospitalizations, recoveries and deaths of the residents of Tuolumne County. In addition, we are sharing information about how to educate our communities, respond to the needs that the pandemic creates and provide resources for those in need.

This plan is created to provide for the safety of our students and staff as they interact in the learning process whether remotely as will be the case for the start of the year or in a hybrid model that we will move into when the situation is more stabilized.

We have continued to conduct risk assessments with the use of our school's task force made up of stakeholders from students, staff and parents. As a Superintendent's group we have used the San Diego checklist to address the risks that we can face as people come together. These risk assessments in addition to the CDC guidance have been discussed and will be implemented in our plan which you will see in upcoming sections.

Our Administration has continued to provide weekly updates to our students, staff and community with regard to ways to help mitigate the transmission of the virus, proper hygiene practices, social distancing, and donning masks when outside the home or with people that are not part of your household bubble.

We have created a task force for when students and staff are allowed to return to campus so that we can do screenings to include febrile temperature checks and ask questions about how students and staff are feeling. These are in accordance with the CDPH Guidance document.

Our plan focuses on being certain that we are implementing the plan with fidelity and that if there are any compliance issues that we will address those and remedy them immediately.

- **Promote Healthy Hygiene Practices**
 - A key part of our safely returning to school will be educating our students and staff about proper handwashing techniques, avoiding contact with one's eyes, nose and mouth, covering coughs and sneezes using tissues or the elbow and washing hands afterward.
 - We will be providing four portable handwashing stations across campus in addition to our restroom facilities to help socially distance people and prevent congregations of people during breaks, lunch or passing periods.
 - The school will be providing face coverings/shields with a drape in compliance with CDPH guidelines for each student or staff member that does not have their own. We will also have hand sanitizer containers that are JPA approved for use by students in each classroom and workspace.
 - As a part of our ongoing education, we will be recommending to all students and staff that they consider being immunized against influenza unless contraindicated by personal medical conditions.
- **Face Coverings**
 - Face coverings are a required part of the CDPH guidelines and will be enforced on campus with the exception of those students or staff that provide a medical notification exemption.
 - Reinforcing the proper use of face coverings as well as regular washing or reusable face coverings is a part of our plan. If students or staff refuse and they do not have a medical exemption, we will first talk to them individually and if needed they will be asked to leave campus.
- **Ensure Teacher and Staff Safety**
 - Daily symptom monitoring procedures to screen febrile temperature as well as any other potential symptoms of the virus will be done.
 - Social distancing of six feet is part of the CDPH guidelines in addition to wearing a face covering. We will continue to educate our staff about socially distancing from students as well as one another. Copy/Work rooms will be marked for six feet of separation.
 - Face coverings as per CDPH and Cal/OSHA standards will also be enforced.
 - If a staff member is at higher risk for severe illness or cannot safely distance from household contacts who are at higher risk and presents these concerns to administration, every effort will be made to accommodate the needs through telework options, virtual learning or independent study formats.
 - We will minimize the congregation of adults in staff rooms, break rooms and other settings as well as conduct all staff meetings, professional development trainings and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- **Intensify Campus Cleaning, Disinfection, and Ventilation**
 - All facilities will be sanitized daily by our custodial/maintenance staff in preparation for the arrival of students and staff. Students and their teachers will also coordinate that at the end of each class period, time will be allotted for the student desk, chair and any other flat surface frequently touched will be wiped with antiviral wipes that have been approved for student use by the JPA.

- In classrooms, materials will be set up so that they are not shared when possible. If sharing of equipment is necessary, then there is a process similar to the wiping of desks, chairs and flat surfaces such that the equipment will be wiped down between handlings with antiviral wipes.
- Our Custodial/Maintenance team is responsible for monitoring and providing the approved products for use against COVID19 in each classroom/workspace according to the Environmental Protection Agency (EPA). Each will be trained to use the materials as well as be provided with any necessary PPE for its use.
- Maintenance and Custodial use foggers from Victory Innovation Company that are proven to kill virus on the spot. These foggers will be used according to the specifications which include them being sprayed after hours so the active material can dry in place.
- The Director of Maintenance Operation and Transportation will be responsible for establishing a cleaning and disinfecting schedule (see attached schedule) that avoids under and over use of cleaning and sanitizing products. Any products that are not to be with or around students will be used after students and other staff have left the area.
- Ventilation is critical in the school environment. Vents will be set so that the rooms are constantly venting during the time that students and staff are present. Proper ventilation is especially important as custodial staff are cleaning and disinfecting the premises. Our HVAC units have recently been upgraded or replaced, so filter changes will be addressed as per CDPH guidelines. We use cloth filters in our HVAC units which filtrate at a higher rate than the paper filters.
- Water testing will be done as per state water testing code to make sure that all water is safe to consume. Our water is already treated and tested daily by Tuolumne Utility District, but we will monitor on site as well.

Implementing Distancing Inside and Outside the Classroom

- **Arrival and Departure**

- We will maximize the amount of space between students as well as between students and bus driver on school buses. Windows will be opened to the greatest extent practicable to provide for air flow. Students and staff will be required to wear face coverings while on the bus. Hand sanitizer will be available at the entrance of each bus.
- At the beginning and end of the day, we will work to minimize contact between students, staff, families and the community. We will also work to minimize the contact between adults on campus.
- We will do health screenings at the start of each day for students and staff. There will be four health kiosks set up so that students and staff can walk by and be scanned for temperature as well as asked if they are experiencing any of the main symptoms of COVID 19. We are also asking that parents do a preliminary temperature scan at home before students leave for school.
- All buses, classrooms, offices and other student areas will have a supply of masks and hand sanitizer in the event that a student forgot to bring one.
- We will be designating routes for students and staff to traverse to prevent as much face to face interaction as possible.

- **Classroom Space**

- Students will be in cohorts alphabetically (A-K) and (L-Z). The first cohort will attend school on Monday and Tuesday only four classes each day. The second cohort will be learning remotely on Monday and Tuesday. Wednesday is designated for thorough cleaning between cohorts and both cohorts will learn remotely. Teaching staff will be off campus and doing preparation of lessons, working from home, doing professional development, holding office hours for students, as the

campus is deep cleaned and sanitized with foggers. Buses as well as classrooms will be cleaned and sanitized daily. The ability to completely prevent classes from mixing is not possible, but we will do everything possible to keep socially distanced and masked/shielded.

- Outside spaces will be maximized for classroom lessons, band, choir and PE activities to the extent possible. Additionally, band instruments will be fitted with pre-approved filters to prevent the excess flow of exhaled droplets.
- Classrooms will have only half the number of desks as normal, allowing for six feet of separation between students and staff. All staff have been asked to remove extraneous materials from their classrooms or workspaces to allow for more space between people and to make cleaning and sanitizing less obtrusive. Only critical educational materials should be in the room. Each classroom will have hand sanitizer at the door, extra masks and antiviral wipes.
- All assignments will be turned in in such a fashion as to prevent excess contact. This will include submission online through Google Classroom.
- Director of Maintenance is looking into plexiglass screens in office workspaces for separation between the employees and the public.
- At the end of each class period, students and teacher will use wipes to wipe down all high touch surfaces including desks, chairs, table tops, door handles, etc. That way each period the room is clean and ready for the next group of students. If students wish to wipe down again upon their arrival, wipes will be provided.
- **Non-Classroom Space**
 - Summerville Union High School District will implement a policy limiting non-essential visitors, volunteers or any outside groups. Our facilities are not available to outside groups for rental or use during the COVID 19 pandemic.
 - Any facility that is used by our students or staff will be a part of the regular daily cleaning and disinfecting process. Any equipment shared between users will be cleaned prior to the next user using it. This includes PE equipment, furniture, copiers, educational supplies in science or art labs, etc.
 - We will designate routes for students and staff to traverse to prevent as much face to face interaction as possible. Students will enter one door of the cafeteria at breakfast/lunch time grab their meal(s) and head out the opposite door.
 - All eating and socialization will happen outside as weather permits or in areas where students can be socially distanced. The cafeteria will not be used for eating unless weather is inclement. If this is the case, tables will be separated by at least six feet and students will be seated six feet apart as much as is practicable. Outside seating for eating will be spaced out on grass areas, at tables that are distanced apart from one another and in classrooms with proper distancing, sanitation and preparation to receive the next group of students.
- **Limit Sharing**
 - Students will be required to keep their own items in their possession. Sharing of materials will not be allowed unless they are cleaned/sanitized between each user.
 - To prevent contamination, art supplies, lab materials and equipment will be provided for each user to the extent practicable or cleaning/sanitation will happen between users.
 - Students will be educated not to share electronic devices such as phones or computers unless they are cleaned/sanitized between users. Additionally, books or other materials will be provided for each student so they do not have to share prior to cleaning/sanitization.

- **Transportation:**

- School buses and vans will be thoroughly cleaned between each route. Students will be expected to socially distance and wear masks/shields while on the bus or in the van. The Victory fogger is also used to sanitize the vehicles transporting students.
- Students will be provided access to hand sanitizer on each vehicle, and distance to the extent practicable between people will be observed. Windows will be down to provide maximum air flow during the ride to or from school.

Train All Staff and Educate Families

Through continued professional development and staff meetings, we will work to educate our staff about the best methods to prevent the spread of the virus. We will also work with our families through our weekly campus updates to educate them on what we are doing at school to prevent the spread of the virus and what they can do to assist us and our community to flatten the curve of the COVID 19 virus.

- Fact sheets have been provided to our community about wearing masks/shields, washing hands, socially distancing and staying within our household bubbles to the extent practicable. These educational messages will continue until such time as we have beat this virus.
- There are modules about virus protection in our [getsaftytrained.com](https://www.getsaftytrained.com) online mandatory training that all staff must complete. This module is also available for students and parents as well.

Check for Signs and Symptoms

- As mentioned in a section above, we will have four health kiosks available to screen students and staff as they arrive to campus. If there is a potential health issue with a student or staff member, they will be provided absolute privacy and confidentiality under HIPAA and FERPA. Students and staff will be encouraged to stay home if they have been in close contact with someone that is COVID 19 positive.
- All of our protocols and policies will be provided to our students and staff so that they know about confidentiality, their right to stay home or use sick leave without fear of retribution.
- No policy will be instituted that would penalize a student their family for missing class due to symptoms of illness potentially related to COVID 19.
- We will conduct daily symptom screenings to include no-touch temperature checks for all staff and students entering any of our school facilities. These wellness checks may include questions, a visual check and we also ask parents to do the same prior to students leaving the house for the day.
- An additional four handwashing stations will be placed around campus to alleviate the use of the restroom facilities for handwashing. As previously mentioned hand sanitizer will be available in each classroom and each work space.
- The written screenings that are completed have been and will continue to be scanned to the server for permanent records. Since these are confidential health documents they will not be available to everyone. These are ready in case Public Health needs to do a check or any contact tracing.
 - Once school resumes, all employees will use the google online version of the screening document and that will be saved to the server.
 - This is to be completed daily for every staff member regardless of whether they are on campus or working remotely.

Plan for When a Staff Member, Child or Visitor Becomes Sick

- Summerville High School has a task force that is responsible for working with Public Health, families and emergency care workers if needed during this pandemic.
- Any student that is sent to the office or comes to the office on his or her own accord, will be asked to wear a mask if he/she is not already and segregate in the health room. If that room becomes too crowded or unsafe for other students, then the Superintendent's office will be used as a back-up space and the Superintendent will work elsewhere.
- Our first-line office staff will work with the student to ascertain what is not feeling well, call for emergency services if needed, contact parent to pick up the student as well as engage the rest of the task force team if contact tracing questions need to be answered through Public Health.
- If a staff member suggests that he/she does not feel well, he/she will be asked put on a mask if they are not already wearing one, asked to go home if they are ok to drive home or provided transport by an office staff member if they need assistance.
 - Students or staff will be escorted to our confidential health room until such time as a parent can come and pick them up or they are safe to drive themselves home.
 - If at any time anyone is experiencing breathing issues or any other potential emergency condition, 911 will be called.
- Public Health will be contacted after we work with a student or parent if there is a feeling that the person will need to be tested and either isolated or quarantined. Our task force will work with Public Health to get phone numbers and addresses for any potential contact tracing that will be required.
- The area where the ill student or staff member was located prior to being in the office will be closed off and immediately cleaned and sanitized prior to any other people going in the area.
 - In the event of Public Health notifying the school of a concern, the area may be left for 24 hours prior to the heavy sanitizing so as to not infect one of our custodial or maintenance workers.
- Anyone that has been isolated or quarantined under advisement of Public Health, will be told that they cannot return to the campus until they have met the CDC criteria to discontinue home isolation which includes being fever free for at least three days and at least ten days have elapsed since the onset of the first symptoms.
- Students will continue to be provided with instruction via distance learning during the time that they are either isolating or quarantining.
- If one student in a cohort's class tests positive for COVID 19, that class will be required to stay home until the ten-day period has elapsed and no fevers or other COVID 19 symptoms are present for at least three days. We will work in conjunction with our local Public Health department (TCPH) using the guidelines set forth by the California Department of Public Health (CDPH).
- Summerville Union High School District will continue to participate in the weekly zoom calls with our Public Health Officer and all Superintendents so that we have the most up to date information to share with our stakeholders in our weekly campus updates.
 - We will also observe guidelines from CDPH as well as information from the state and federal government about responding to COVID 19 in the Workplace.

Maintain Health Operations

As a part of our ongoing education and information gathering, we will be monitoring staff and student absenteeism and sharing with Public Health any trends we may be seeing. Once students and staff are back on campus in either the hybrid or full open campus situation, we will continue to monitor the types of illnesses and any symptoms they are experiencing and isolate them (wearing masks) promptly.

We have our Health Task Force trained and ready to respond as needed. All staff will know who our task force members are. Their task is to be a team of people to liaise with Public Health to coordinate all documentation and gather information necessary to assist Public Health in tracking/tracing. Additionally, the general information will be shared with all students, staff and community members should we have a positive case of COVID 19. A key part of this task force's job is to maintain people's privacy and confidentiality under HIPAA and FERPA regulations.

- We have a phone call system set up to contact our Attendance Line so parents can self-report symptoms. This line will also notify them to contact the local Public Health department to self-report.
- Our School Messenger system (voice message and email with attachments) will continue to be used for the Weekly Campus Update as it has been used since this all started, but it will also be used to notify our students, staff and community in the event of a positive test and what this means for classes, cohorts and the school overall, but no identifying information will be shared.
- We will support all students and staff that are at higher risk for severe illness or those that cannot safely distance from household contacts at higher risk by accommodating them through distance learning/remote teaching or Independent Study.
- **Summerville Union High Health Task Force:**
 - Steve Sweitzer, Deputy Principal (Lead)
 - Jamee Dahl, Secretary
 - Trichelle Clark, Attendance Clerk
 - Cindy Jensen, Executive Assistant
 - Matt Soto, Campus Supervisor/ Teacher
 - Michael Merrill, Superintendent

Considerations for Reopening and Partial or Total Closures

Our Administrative Team will remain in contact with our County Superintendent, Public Health Official and any other entities that we rely on for the transmission of current up to date information so we can adjust our operations accordingly.

Summerville Union High School District employees will be supported by the district through labor laws, leave time, as well as provided information on government programs supporting sick leave and worker's compensation for COVID 19.

Under our Governor's Executive Order N-62-20, we will continue to remind all students, staff and parents to:

- practice physical distancing in the community and on campus
- not gather in large groups outside of your household bubble
- use handwashing routines regularly
- use hand sanitizer
- wear a mask or face shield with drape

Attachments

CDPH Guidelines

MOT Cleaning/Sanitizing Schedule

Classroom Cleaning/Sanitizing checklist

Transportation Cleaning/Sanitizing checklist

Resources

www.cdc.org (Centers for Disease Control and Prevention)

www.cdph.ca.gov (California Department of Public Health)

www.tuolumnecounty.ca.gov (Tuolumne County Public Health Department)

www.dir.ca.gov (Cal/OSHA—Division of Occupational Safety and Health)

www.tcsos.us (Tuolumne County Superintendent of Schools Office)

www.summbears.net (Summerville Union High School District)

General Checklist for Schools

<https://files.covid19.ca.gov/pdf/checklist-schools--en.pdf>

Schools Guidance FAQ's

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

Education Waiver process

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>

Waiver Letter Template and Cover Form

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Waiver-Letter-Template-Cover-Form_8.3.2020.pdf

Waiver Notice

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/CDPH-Waiver-Notice_8.3.2020.pdf

Youth Sports FAQ

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx>

Facebook pages

Summerville High School: <https://www.facebook.com/GoSummBears>

Connection Visual and Performing Arts Academy: <https://www.facebook.com/connectionsvpaa>

Radio Stations and Print Media

- KVML 1450 AM
- KZSQ 92.7 FM
- KKBN 93.5 FM
- mymotherlode.com