**Springville Union Elementary School District**

**Re-Opening Plan**

**2020/2021**

**School Closure:** The State of California set criteria for school closure. One of the items, a very important item, was the District having an active case of COVID-19 on campus. The Springville Union Elementary School District did not close due to an active case of COVID-19. Springville School closed, following suit with the local high school feeder District and pressure from the community.

As noted in an article printed in the Los Angeles Times Monday, June 8, 2020, Tulare County ranks 12th in COVID-19 cases out of all California Counties.

The Springville Union Elementary School District Administration, Staff, Board of Trustees, Parents, and Students seek to re-open the Springville Union Elementary School District T/K – 8th grade campus to all students inclusive of English Learners, Foster Youth, Special Education, and Low Income. Due to the vast size of this District and the rural locations of family dwellings, the Traditional Option is the optimal choice, to meet the needs of the students in our District.

Springville Union Elementary School will make every effort to follow the Health and Safety Guidelines for Re-Opening school in accordance with the Guidelines set forth by the CDC and TCHHSA to the extent that is Realistic and Practical for our District!

**Re-Opening School in the Fall:**

On June 16, 2020, Springville Parents and Staff were surveyed to gather information to assist with the decision making process of Re-Opening Springville School. Survey results are attached and show that those surveyed would support whatever school schedule was decided on. When asked to choose their first, second, and third choice for returning to school with a Traditional Schedule, the results were 1st - 81.25%, 2nd - .06%, and 3rd, 13.2%. Results for returning to school with a Hybrid Schedule were 1st – 13%, 2nd 78.5%, and 3rd - .09%. Results for continuing with Distance Learning were 1st – 9%, 2nd – 16%, and 3rd – 78%.

Survey results regarding the implementation of CDC and TCHHSA Guidelines with regards to face coverings, modifying recess/break procedures, social distancing, additional cleaning measures, ventilation and health screening requirements once released. At that time, the results revealed that 63.9% were comfortable sending their students back to school with guidelines in place and 36.1% were not comfortable with sending their students back with guidelines in place.

Survey results noted that due to limited seating on school buses 77.8% stated that they would be able to transport their child/children to and from school daily, 12.5% stated that their child/children would not be able to come to attend school without transportation provided by the school, and 9.7% stated that they could rely on friends and family to transport their child/children to school.

The Springville Union Elementary School District will make every effort to follow the Health and Safety Guidelines for Re-Opening school in accordance with the Guidelines set forth by the CDC, CDPH, and TCHHSA to the extent that is Realistic and Practical for our District!

**Returning to School:** At this time, the District plans on starting back to school Monday, January 11, 2021 with all students in attendance. Prior to the Re-Opening of school, Springville School Families will receive CDC, CDPH, and TCHHSA COVID-19 information along with expectations, protocols, and procedures that have been put in place, pertaining to their child/children’s return to campus. Parents will receive school guidelines with directions to go over with their child/children including but not limited to: reporting absences, family health screening, temperature monitoring, social distancing (6’ at all times), approved face coverings, cleaning & disinfecting protocols, arrival times, entering and exiting campus, school office protocols, school bus transportation and associated student seating protocol, personal vehicle transportation, late arrival and early pick-up procedures, parent/office communication for illness or other necessary contact, student appointments, COVID-19 parent/school responsibilities, parent/teacher communication, recess/lunch schedule changes, lunch pick-up and designated eating areas, classroom cohorts, and protocols for transition back to Distance Learning should there be an outbreak of 5% or more of our campus with the COVID-19 virus.

**Campus Entrance and Exit:**

There will be two (2) points of entry for students to access the school grounds. One is by school bus where students will be dropped off in the bus unloading area. Student temperatures will be taken using a Touchless Thermometer prior to students boarding the school bus. The Second entry gate is located at the drop-off and pick-up ramp in the school parking lot. To comply with social distancing and gathering guidelines, parents transporting their child/children to school are asked to remain in their vehicle until their child/children have had their temperature taken, with a Touchless Thermometer, and entered the school grounds via the gate. Parents are asked to refrain from walking their students on to campus unless they have business in the District Office. District Communication/Teacher Communication will be handled by prior appointment, phone call, e-mail, or Zoom meetings. The loading/unloading ramp will be marked to promote social distancing in accordance with CDC, CDPH, and TCHHSA guidelines. Staff will be on hand to assist with directions to classrooms. Student/staff temperatures will be taken, using a Touchless Thermometer, at the gate prior to entering. Students and/or staff with a 100 degree temperature will be returned to their parent/staff vehicle to be taken home.

Until further notice, parent/teacher conferences will be by phone or Zoom meetings. Parents and/or visitors will not be allowed on campus other than to drop off or pick–up something in front of the District Office. It is recommended parents/guardians call for an appointment, prior to visiting the office.

**Education:** The District will continue providing Rigorous Research Based academic instruction to all students with individualized support/small group opportunities daily, in order to meet the additional needs of English Language Learners, Foster Youth, Low Income, and Special Education students. All students have one to one access to technology and internet access has been provided to those students without previous access. Technology devices will be transported to and from school daily and are currently assigned to each individual student. Certificated/Classified Staff members will instruct, support, and encourage students to practice social distancing and good hygiene/cleanliness to lessen the spread of infectious diseases.

Should there be the need to close a classroom or the entire campus due to a COVID-19 outbreak of 5% or greater, the transition from In-Person instruction to Distance Learning should be seamless, based on the structured Instructional program already in place.

Professional Development/Training for staff will be via Zoom meetings. CDC, CDPH, and TCHHSA Guidelines will be reviewed, as well as, on-campus protocols including but not limited to approved face coverings, social distancing, cleaning, sanitizing, and illness. All Staff members yearly receive a variety of training opportunities through Keenan and Associates inclusive of Blood Borne Pathogens and the spread of disease. Staff will complete a one-time affirmation that ensures they are daily/regularly monitoring their own health and wellness, as well as, the health and wellness of their family’s agreeing to stay home if they show signs of illness.

**Cleaning:**

All buildings/restrooms have been thoroughly cleaned, sanitized, and fogged with an approved binding/disinfectant agent. Subsequent cleaning will occur daily and at regular intervals as necessary, following each scheduled recess and lunch period. Custodial staff will monitor bathroom use and be available for additional cleaning and sanitizing as needed throughout the school day, as well as, all restrooms/classrooms will be cleaned, sanitized, and fogged at the end of each school day. Shared surfaces will be regularly cleaned and disinfected.

In addition, this method will also be used on school buses, play equipment, outdoor lunch areas, and indoor seating areas after each use.

**Personal Protective Equipment (PPE):**

The District was notified June 8, 2020 that the Federal Government would be supplying PPE for all school Districts. Tulare County Offices of Education will be responsible for warehousing and dispersing these supplies for the individual Districts. It was stated the quantities delivered will be based on P2 calculations supplying 4 masks per student and 2 face shields for staff members. In addition, the District has purchased cloth and disposable face coverings, disposable gloves, and disposable protective gear to have on hand and available for staff and students if needed. Approved Face Coverings will be required to enter campus/school transportation, recess, and lunch areas. Staff/Student facial coverings may be removed while eating and drinking.

**Social Distancing Measures:**

A clear vinyl divider separates parents from front office staff when entering the District office. Signage posted requires approved face coverings and limits one person to be served at a time with 6’ distancing labels outside of the office to encourage social distancing. Distancing labels are in the process of being affixed to all entrance and exit walkways to all classrooms, cafeteria, and stairways. Virtual Library Book Check-out is available during closure. Stem Lab is available per appointment with no mixing of Cohorts and will be cleaned, sanitized, and fogged after each use. Outside eating areas are configured with 6’ rings where students will sit during lunch to ensure social distancing measures are adhered to.

All Staff will adhere to social distancing protocols including, grade level communication, sharing common work areas, and maintaining 6’ distancing during passing. E-mail, classroom phones, and zoom meetings are available to assist with teacher to teacher and teacher to parent communication.

Clear vinyl barriers are being installed in classrooms on desks and worktables to provide an additional separation of students and lessen the spread of contagious disease.

**Illness:**

Springville Union Elementary School District’s Symptomatic Plan includes;

Out of caution, Until Ruled Otherwise, Anyone who endorses symptoms of COVID-19, are to adhere to the following:

\*Stay Home in Isolation

\*Testing Recommended

\*Quarantine until a Negative Test Result is confirmed

Parents will be provided the opportunity to receive a Kinsa Thermometer, free of charge, for home use (supply is limited). Parents will be encouraged to monitor their family’s temperature by taking school age children’s temperature prior to leaving the house for school.

Temperatures will be taken as students/staff members, arriving by personal car, using a Touchless Thermometer before they enter the campus. Parents of students presenting symptoms and/or an elevated temperature during the school day will be called to pick their child up. Students will be held over in the Nurse’s Room adjacent to the District Office waiting parent arrival. Nurses room will be cleaned, sanitized, and fogged after each use.

Parents are asked to closely monitor illness in their home reminding them not to spread illnesses by sending their child to school or going to work with noticeable symptoms of any illness.

Should a student/staff member test positive for the COVID-19 virus, they will be required to isolate at home for a 10 day period. COVID-Tracing would be handled by the District Administrator and/or other designated staff members in conjunction with TCHHSA. Should you need assistance with how to seek medical care, please contact the office at 559-539-2605 or [sus@ocsnet.net](mailto:sus@ocsnet.net)

If you have a cough, fever, sore throat, headache, shortness of breath, acute respiratory symptoms, loss of sense of taste/smell, chills (shivers), or have been exposed to anyone with a positive diagnosis for COVID-19, you must isolate immediately for a 10 day time period or until you have met CDC Criteria, receive a negative test result or a doctor’s note attesting that the symptoms are related to a Known Chronic Condition and the individual is able to return to work/school and resume duties of their position. Should staff/student refuse COVID Testing, an additional 10 days isolation beginning from the onset of symptoms is required to return to work/school. Notifying the office of contact/exposure and/or positive test results is imperative due to the mandate for District to proceed with Contact Tracing and Reporting Requirements by/to State and Local Health Officials. Should a staff member have symptoms while at work, they will be sent home to self-isolate. If not ill, the staff member will provide Distance Learning to their students from home. Staff members having a positive test result not showing signs of illness will provide Distance Learning from home for their students until they have met CDC Criteria. Staff members who miss work due to the COVID-19 illness who are unable to work while at home will be compensated for their sick time through available paid sick leave and/or other available means.

Please be advised that should a staff member or student become ill while at school (they will be immediately sent home to quarantine for a minimum of 10 days). If the illness is determined to be COVID-19 through a positive test result, TCHHSA will be contacted and provided information as required by their guidelines provided to our District. Contact Tracing will determine the number of students/staff exposed and drive partial or complete school closure for a two week period (time may extend and will be determined on case by case basis). During partial or full school closure, Distance Learning will be on-going in Transitional Kindergarten through Eighth Grades for those grade level/levels affected.

**Contact Tracing Contacts/Steps:**

The District Superintendent/Principal, Connie Owens is the designated Contact Tracer for the Springville Union Elementary School District. In her absence, front desk office staff, who has also received the Contact Tracing Training, will act as Contract Tracer. Upon notification of a positive or suspected positive case, the District will contact the Tulare County Public Health Liaison and the Tulare County Office of Education Nurse Jamie Redondo to conduct contact tracing. The Administration will follow the course of action and appropriate steps required, as determined by the Tulare County Health Officials. The Administration will notify all families and/or employees who may have been affected by a COVID-19 exposure once contact tracing is complete.

**Assess** the Risk (Identify close contacts, create a spread sheet, decide on action)

**Identify** Close Contact Questions - (15 minute, cumulative time period throughout the day, within 6’ with a confirmed case)

**Confirm** Location of Exposure (Entrance, Exit, School Bus, Classroom, Playground, Lunch Area)

**Prepare** a Risk Assessment Spreadsheet (Date) (High Risk, Low Risk) (Time) (Distance) (Description)

**Exposure:**

High Risk Verification requires a 14 day quarantine period out of school

Low Risk individuals will monitor for symptoms and remain in school

**Actions to be taken when:**

Confirmed Positive Case (Isolate 10 days)

High Risk (Quarantine 14 days with CDC Criteria met or negative test follow-up)

Low Risk (Monitor symptoms)

Should a student/staff member test positive for the Corona Virus, they will be required to isolate at home for a 10 day period. In order to return to school/work, the individual will have to have met the CDC Criteria following a 10 day isolation period, and been symptom free for a 24 hour period without use of fever reducing medication.

**COVID-19 Exposure/Positive Test:**

Students and/or staff members will be sent home immediately once they communicate that they have symptoms of COVID-19 and/or report that they have been exposed to COVID-19. In order to return to school and/or work, a letter of clearance, from the student/staff physician, shall be given to the School Office. Clearance Letters can be FAXED 559-539-5616 or e-mailed to sus@ocsnet.net

The community of Springville does not have a local testing facility. The closest neighboring town would be Porterville. They are: Family Healthcare Network

Open Monday – Friday 8:00am – 7:00pm and Saturday & Sunday 8am – 5pm.

They are located at 65 North Hockett Street and their phone number is

1-877-960-3426 and the Porterville Veteran’s Memorial Building open

Monday – Friday 7:00am – 7:00pm by appointment only. They are located at 1900 West Olive Avenue and their phone number is 1-888-634-1123. Staff and/or students who refuse COVID Testing will extend the isolation period for 10 prior to returning to work/school in addition to meeting CDC Criteria.

Should and there be a notification of an exposure or positive case of COVID-19, the Superintendent/Principal will send notification via e-mail and/or hard copy to Springville School parents, of COVID-19 exposures and cases, keeping confidential, the names associated, in order to remain consistent with FERPA and HIPPA Privacy Requirements.

**School Bus Transportation:** Students are required to wear an approved facial covering to enter and be transported to and from school. Student temperatures will be taken using a Touchless Thermometer as they board the school bus. Students found to have a 100 degree temperature will be monitored while they return to their house. Parents are encouraged to wait with their child/children until they have been allowed to board the school bus. As required, school bus fans will be running for circulation and windows will remain open during transit for ventilation (unless wet weather prevents their opening). Siblings will be seated together to assist with meeting social distancing guidelines with students boarding and loading from the back of the bus to the front, leaving a seat between families. Approved face masks will be required to meet social distancing guidelines, in addition to social distancing. Students transported by bus will be dropped off in the bus unloading area. Buses will be disinfected after each route and fogged using an ionization/fogger with approved disinfectant.

**Meals:** Lunchtimes will be staggered to limit student gathering numbers. Lunches will be Grab “n” Go and/or home lunches. It is suggested that lunches/meals continue to be eaten outside, weather permitting with student seating social distanced using 6’ plastic hoops placed on the grass eating area. Eating area will be based on weather conditions with students being accommodated in cafeteria and/or in their classrooms with social distancing protocols in place, should weather conditions not allow outdoor eating. Recess and lunch time schedules will be staggered with no mixing of Cohorts.

**Classrooms:** Classroom organization/re-organization of student/staff furniture is on-going with the addition vinyl student/staff barriers being installed to lessen the spread of infectious disease in all T/K – 8th grade classrooms. This re-organization will limit student numbers and meet the social distancing guidelines in accordance with information gathered and shared by the CDC, CDHP, TCHHSA, and similar sized Tulare County Small School Districts.

**Classroom Transitioning:** When students are allowed to return to school, social distancing guidelines will be followed and addressed by way of the re-arranging and placement of student work areas and individual student/teacher desks. Classrooms have been arranged in such a way to meet the six feet social distancing requirement, as well as, the addition of clear vinyl barriers attached to student/staff desks/tables, to separate and prevent students/staff from coughs and sneezes, lessening the chance of spreading contagious diseases. Movement within the classroom will be limited to entering and exiting. Students and staff will receive training and instructions, inclusive of the need for approved facial coverings (face shields will require drapes to meet compliance), waiting in lines, entering/exiting classrooms/buildings, social distancing, hand washing, and hand sanitizing. Hand sanitizer is located just inside every doorway in every building. New HVAC systems have been installed on every classroom with improved ventilation. Classroom windows will remain open to promote fresh air circulation in addition to the ventilation systems settings on auto to ensure that fresh and conditioned air is constantly recirculating and filtering during the school day.

Students will remain in one classroom to lessen the possible spread of infectious disease. Sixth – Eighth grade teachers will rotate during core curricular time schedules allowing students to remain in their homeroom classroom. Teachers will disinfect work station, shared surfaces, and door handle/frame prior to exiting each class. Students, from their seated position, will clean and sanitize their individual workstation, prior to leaving each day. Transitions to recess and/or lunch schedules will be limited by grade level cohorts with social distancing practices in place.

**Financial Assistance:** CARES funding will be distributed to all Districts in accordance to their Title I revenues to help offset the additional costs associated with the COVID-19 Pandemic and its effects to the educational system.

These funds will be used to address individual school needs, provide training and professional development for staff regarding additional sanitizing and minimizing the spread of infectious diseases, purchase of supplies to sanitize and clean school areas, purchase of technology, provide mental health services and supports, and other activities and/or resources necessary to maintain operation of and continuity of services in local education agencies, as well as, continuing to employ existing staff of the District, and additional employment of support staff necessary to meet the needs of our T/K – 8th grade students.

**Staff Return:** All Staff, it is important to pay particularly close attention to the one page/single time affirmation that ensures you are monitoring your health and are well. Testing is recommended for all staff and students who are presenting COVID-19 symptoms. If you have a cough, fever, sore throat, headache, shortness of breath, acute respiratory symptoms, loss of sense of taste/smell, chills (shivers), or have been exposed to anyone with a positive diagnosis for COVID-19, you must notify the Administrator and isolate immediately for a 10 day time period. If exposed, individuals must quarantine for 14 days. To return to work, staff must have met the CDC Criteria or have a Doctor’s verification that symptoms are from a Known Chronic Condition and not associated with COVID-19 and the individual can resume duties of their position.

Should you need assistance with how to seek medical care, please contact the office at 559-539-2605 or [sus@ocsnet.net](mailto:sus@ocsnet.net)

Notifying the office of contact/exposure and/or positive test results is imperative due to the mandate for District to proceed with Contact Tracing and Reporting Requirements in conjunction with State and Local Health Officials. Should a staff member have symptoms while at work, they will be sent home to self-isolate. If not ill, the staff member will provide Distance Learning to their students from home with support staff monitoring students in attendance. Staff members having a positive test result not showing signs of illness will provide Distance Learning from home for their students until they have met CDC Criteria. Staff members who miss work due to the COVID-19 illness and are unable to work from home, will have a qualified substitute teacher form the Tulare County Substitute List and be compensated for their sick time through available paid sick leave and/or other available means.

Please be advised that should a staff member or student become ill while at school (they will be immediately sent home to quarantine for a minimum of 14 days). If the illness is determined to be COVID-19 through a positive test result, TCHHSA will be contacted and provided information as required by their guidelines provided to our District. Contact Tracing will determine the number of students/staff exposed and drive partial or complete school closure for a two week period (time may extend and will be determined on case by case basis). During partial or full school closure, Distance Learning will be on-going in Transitional Kindergarten through Eighth Grades for those grade level/levels affected.