

## Sequoia School—Phase 2 and Phase 3

### Plan for Implementation of CDC Guidelines & Mitigation of COVID-19

Revised 3/25/2021

The purpose of this document is to provide a detailed description of what the CDC guidelines look like at Sequoia School, specific to Phase 2 and Phase 3 of MUSD's 2020-2021 Reopening Plan. It is understood that details of this description may change as recommendations from the CDC are modified. It is also understood that some items in this description are contingent upon the final agreement between the school district and bargaining unit members. Additional information on district wide protocols may be found at [www.mantecausd.net/returntoschool](http://www.mantecausd.net/returntoschool).

#### Updates March 2021—Moving to Phase 3 (On Campus Learning)

- \*Maximize space between seating and desks.
- \*Distance teacher and other staff desks at least 6 feet away from student and other staff desks.
- \* Maintaining a minimum of 3 feet between student chairs is strongly recommended.
- \*Considerations for schools implementing a shorter physical distancing policy between students: focus on high mask adherence—
- \*If there are doubts about mask adherence, consider more robust physical distancing practices; consider enhancing other mitigation layers, such as stable groups or ventilation
- \*Maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking).
- \*Students will attend full-time, four days per week in person and distance learn on Wednesday. AM/PM and A/B schedules will no longer be in place.
- \*All students will be provided breakfast to go at the end of the school day for the next morning and will be delivered by on site Nutrition Service staff.
- \*Nutrition Services will provide a grab and go lunch in the cafeteria and meals will be eaten outside in designated areas to avoid mixing of stable groups. SSAs will supervise students. Students must maintain 6' of distance when eating lunch.
- \* Music class will resume for in-person learning on a staggered schedule to ensure no mixing of stable groups.

\*During structured play, outdoor playgrounds are now available for student use--these areas only need routine maintenance. Teachers will have a staggered time to access the playground with their students to ensure they maintain their stable groups.

\* PE will resume for in person learning. Stable groups will share equipment and sanitation will occur between uses.

\*All classrooms have been provided with a Carrier OptiClean air scrubber to purify the air in classrooms.

### **Phase 2-Blended Learning Model – Hybrid 50% off campus and 50% on campus**

**On October 6, 2020, the Board of Trustees discussed and gave direction to move forward with Phase 2 of the Return to School plan, as conditions allow.**

Phase 2 of the Return to School plan will be implemented with intentional, staggered grade-level return. We will do this in a safe, responsible and controlled way. We plan to return to school buildings beginning November 2, 2020 with grades TK-3 (pending waiver approval and/or local conditions), followed by grades 4<sup>th</sup>-8<sup>th</sup> on November 16, 2020 (pending waiver approval and/or local conditions).

Students in grades K-6 will be assigned either a morning or afternoon in-person session daily with distance learning on Wednesdays (AM/PM).

Students in grades 7-8 will be assigned in-person learning days (A/B). A group will attend in person on Monday/Thursday. B group will attend in person on Tuesday/Friday. All 7-8 students will distance learn on Wednesdays.

Both the AM/PM model and the A/B model will maintain small and consistent class sizes.

These dates are subject to change based on local conditions and any changes to public health orders. Detailed information will be forthcoming including the choice to continue remote learning full time.

### **Insuring Health and Safety at Sequoia School during Phase 2 and Phase 3**

All staff have been trained by School Nurse regarding COVID-19, as well as, through Keenan SafeSchools.

Staff and students will complete a self-screening check list each morning before coming to campus. If the self-screener instructs your student to stay at home he/she must do so. You must also call the school site to report your child's absence and to prepare arrangements for upcoming assignments and homework. A representative from Health Services will contact you with a questionnaire for contact tracing purposes. Students and staff are not to be at school if they show any symptoms of illness and they must be symptom-free for 48 hours before returning to the site.

Sequoia will not allow normal visitation to our campus until further notice. Only MUSD staff and students will be allowed according to their established work or school schedule.

All individuals will follow social distancing guidelines while moving about campus. Please refer to the campus map, attached, or to the directional markings on the pavement. The interior doors to the office, staff lounge, gym, and teacher work room will remain propped open to decrease use of handles by multiple parties. Students in all grade levels TK-12 are required to wear face coverings at all times, while at school, unless exempted. Persons exempted from wearing a face covering due to a medical condition must wear a nonrestrictive alternative such as a face shield with a drape on the bottom edge. The district will provide cloth face coverings for staff (6 per staff) and students (2 per student). Disposable masks will be readily available. Teachers will be provided with 2 face shields to start the year by the district. For staff that come into routine contact with others, CDPH recommends the use of disposable 3- ply surgical masks, which are more effective than cloth face coverings. *(This recommendation applies to staff not working with a stable group or cohort; i.e. office, front desk, and teachers or instructional aides who travel to classrooms for individual student support.)* MUSD employees are required to wear face coverings when:

1. Interacting in-person with any member of the public
2. Working in any space visited by the public, regardless whether anyone from the public is present at the time
3. Working in any space where food is prepared or packaged for sale or distribution to others
4. Working in or walking through common areas, such as hallways, stairways, elevators, restrooms, and parking facilities
5. In any room or enclosed area where other people are present when unable to physically distance
6. While outdoors in public spaces when maintaining a physical distance of 6 feet from others is not feasible

Staff exempt from wearing a face covering due to pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

Parents may provide their student with a face covering at their discretion. Staff and students will be monitored throughout the day for signs of illness. Each classroom and office will be supplied with one contactless handheld thermometer.

There will be no large gatherings or combining of classes for assemblies, field trips or rallies.

Every classroom and workspace will have a completed checklist indicating they have all the necessary items to receive students.

### **Student Ingress and Egress**

Student gates will open at 7:45 am on M/T/TH/F. Teachers will be in their classrooms at 7:45 am so that students may go directly to their classrooms. Instruction will begin at 8:00 a.m. Parents are expected to drop their student off at the designated start time and to allow their student to walk independently to their classroom. Parents and visitors will not be allowed on campus. Administrators and School Site Assistants will be available to support students who struggle with separation anxiety during the first days of school.

Arrival and dismissal will be carefully controlled. Ingress and egress will be monitored by grade levels. Students will enter through separate gates, as determined by their grade level. Kindergarten through 2nd grade students (with the exception of Ms. Aguilar's class) will enter through the main gate to the east of the office. Students in Ms. Aguilar's class as well as 3rd grade (with the exception of Mrs. McFetridge's class) will enter through the gate to the west of the office. Students in Mrs. McFetridge's class as well as 4<sup>th</sup> – 5<sup>th</sup> grade will enter through the gate to the east of the gymnasium. Students in 6<sup>th</sup>-8<sup>th</sup> grade will enter through the jr high courtyard gate at the back of the school. These gates allow for the most direct line of access to each grade levels' classrooms. Upon entry to the campus, students will proceed directly to their classrooms, following the marked route. Older students who are walking to school with their younger siblings will be permitted to enter campus through a different gate as it correlates to the younger sibling's grade level. The older sibling is required to walk his/her younger sibling to their classroom prior to reporting to his/her own classroom. Parents walking his or her child(ren) to school will need to arrive at the child's designated gate, always keep social distancing in mind, and adhere to the sign(s) that indicate only students and staff beyond this point. Members of the public are required to wear face coverings in MUSD office buildings. Members of the public are also required to wear face coverings in outdoor public spaces when maintaining a physical distance of 6 feet is not feasible.

Parents may not enter any areas designated for staff and students only.

Students who arrive late will enter through the front gate (near the front office) where an SSA will document their tardy, provide the student with a late pass and send them to class. Teachers will be in their classroom 15 minutes prior to the students' start time (7:45 am). Their door will be propped open so that students may directly enter the classroom upon arrival. Again, parents are expected to drop their child(ren) off at between 7:45 am -8:00 am, at the appropriate gate, and to allow their student to walk independently to their classroom. No parents will be allowed on campus. This includes the first day of instruction. All gates will close at the start of instructional time (8:00 a.m.). If your child arrives between 8-8:15 a.m., they will need to check-in with an SSA at the gate closest to the office. If your child will arrive after 8:15 a.m., you will need to enter the front office for your child to obtain a tardy slip.

Prior to dismissal, students will pack up their belongings. All items brought to school by a student will be taken home by them at the end of their scheduled school day. Students will take turns washing their hands or using hand sanitizer before leaving the classroom. Teachers will walk students to their respective dismissal location, observing social distancing guidelines of 6 feet between students. Parents are expected to pick-up students at

their respective dismissal times unless the student is attending the GECAC after school program.

Students will exit from the same gates they entered. The only exception is for kindergarten and students attending GECAC. Kindergarten students will exit the Martha Street gate near the 4<sup>th</sup>/5<sup>th</sup> Grade wing. Teachers will line students up on the blacktop and will dismiss students to parents one at a time. Kindergarten students attending GECAC will be met on the blacktop near the playground by a GECAC team member. Students in grades 1-6 attending GECAC will exit their classroom and will meet the GECAC team member at the gym entrance. If an older sibling needs to walk home with their younger sibling, the older student will meet the younger student at the younger student's designated dismissal gate and then walk home together.

### **In the Classroom**

Upon entering the classroom, students will wash their hands, where sinks are available, or use hand sanitizer. If more than one student enters at the same time, they will take turns leaving their desks to wash their hands. There will be no congregating at the sink.

When students enter the classroom for the first time under Phase 2, teachers will instruct students of classroom and school safety procedures and rules. This will be followed up with daily reinforcement and practice. Teachers will submit classroom protocol plans to administration to adhere to this mitigation plan.

Under no circumstances should distance between student chairs be less than 3 ft. If 6 ft. of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques. Distance teacher and staff desks at least six feet away from students desks or tables as practicable. Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized, and masks must be worn.

Students may bring only necessary items in their backpacks as no coat racks, cubbies or bins will be made available. They will place jackets and outerwear on the back of their chair and their backpack next to their desk where they can easily access it. Student supplies must fit in student pencil boxes. Students are encouraged to bring a full water bottle with them each day as water fountains will be closed. The district will provide 1 water bottle per child. Students may also wish to bring a small, personal-sized bottle of perfume-free hand lotion to be used after handwashing or hand sanitizing. Nothing is to be kept within the desk.

During instruction, students will remain in their seats, at a minimum of 3 feet from one another. Sanitizing wipes and/or sanitizing spray and cloth rags will be readily available for the teacher should he or she need to touch a student's device or materials. There will be no sharing of books through classroom libraries or the school library. There will also be no sharing of other textbooks or supplies such as student devices, pencils or manipulatives.

During Phase 3: All students will be provided breakfast to go at the end of the school day for the next morning and will be delivered by on site Nutrition Service staff. Nutrition Services will provide lunch on campus and meals will be eaten outside in designated areas to avoid mixing of stable groups and to allow for sanitation in between lunches. SSA's will supervise students. Students must maintain a distance of 6' when consuming lunch. Nutrition Services staff will wear gloves and masks and practice social distancing.

Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only. Music class will resume for in-person learning on a staggered schedule to ensure no mixing of stable groups.

During structured play, outdoor playgrounds are now available for student use—these areas only need routine maintenance. Teachers will have a staggered time to access the playground with their students to ensure they maintain their stable groups.

PE will resume for in person learning. Stable groups will share equipment and sanitation will occur in between.

Individuals will cover their cough or sneeze with a tissue and then dispose of the tissue in the trash. They will follow this with hand washing or using hand sanitizer.

In situations where a student may vomit or have an accident where bodily fluid is released while in the classroom, the classroom teacher will escort the students safely out to an open area and contact the office to get a custodian to address the situation while following district protocol. Students and teachers may need to move to an empty location to continue instruction.

Participants in youth and adult sports should wear face coverings when participating in athletic activities, even with heavy exertion as tolerated, both indoors and outdoors.

### **Attendance**

Students will attend full time, in person on M/T/TH/F. All students will be at home on Wednesday for a day of online learning.

Teachers will monitor attendance and notify the Attendance Clerk if students show a pattern of not attending or there appears to be an increase in absenteeism in the class. The Attendance Clerk will communicate with the Vice Principal when concerns arise. The Attendance Clerk and Vice Principal will also discuss student attendance bi-weekly.

If a student is absent from either in-person learning, or online learning the parent must notify the attendance clerk, Alex Sanchez, either through a phone call or an email. [asanchez@musd.net](mailto:asanchez@musd.net)

### **Special Education**

In Phase 2 and Phase 3, students receiving Special Education Services base upon their Individualized Education Plan (IEP) will receive in-person

instruction as deemed appropriate based on student needs.

### **Student Restroom Use**

Students are encouraged to use the restroom during the 10 minute break provided to their class. Breaks will be staggered to avoid long periods of waiting. Both the restrooms in the 2<sup>nd</sup>/3<sup>rd</sup> Grade Wing and the jr high bathrooms may be used for students of any grade level. These areas will be supervised by an SSA. Break times will be monitored by School Site Assistants and Paraprofessionals so that teachers may also take care of their personal needs. Playgrounds are open to stable cohorts.

During class time, only one student from any class will be allowed to go to the restroom at a time except in emergency situations where it will be stressed that students are to walk separately and keep their hands, feet and objects to themselves. Teachers will have a restroom log documenting when students leave the classroom and when they return. School Site Assistants will monitor hallways and restrooms to encourage appropriate behavior and immediate return to the classroom after use of the facilities. Upon returning to class, students will use hand sanitizer.

### **Safe Room, Sending Students Home, or Consideration of Partial/Total School Closure**

If a student shows any signs of illness or complains of any illness, teachers will immediately contact the office and send the student to the designated safe room (located in the office) which will be monitored by the office staff. The safe room will be equipped with a plastic chair, cot, and a nearby dedicated restroom. The office staff will communicate with parents or guardians regarding pick-up of their child. If a confirmed case of COVID-19 has been self-reported from an individual within a school/district community, the District's Health Services department will work to identify any close contacts of the confirmed case and assess the risk of exposure, and MUSD will notify SJCHS as advised. Anyone with a fever of 100.4 or higher, signs or symptoms of COVID-19, and/or that has been exposed to someone with COVID-19 must NOT enter a school/MUSD campus. MUSD will not be implementing temperature check points upon campus entry. Employees are required to conduct a daily, home self-screening which includes a temperature reading and answering a set of questions related to COVID-19 signs and symptoms before coming to campus each day. Families are encouraged to do the same.

If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator) will be disinfected.

Unless the Local Health Officer recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of a symptomatic individual from school until test results for the symptomatic individual confirm a COVID-19 infection.

Recommend all close contacts to be tested.

### **A student/staff member can return to school if they provide a negative test for SARS-CoV-2;**

***OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma);***

***OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus);***

***OR at least 10 days have passed since symptom onset with improvement of symptoms***

School closure will be recommended based on the number of cases, the percentage of teacher/student/staff that are positive for COVID-19, and following consultation with the SJPHS Officer. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when 5% of the total number of teachers/students/staff are diagnosed as cases within a 14-day period. The district will close all schools if 25% or more of schools have closed due to COVID-19 within 14 days of each other, and in consultation with the local public health department. If a partial or total school closure is warranted, families will be contacted and a swift transition to Phase 1 will occur. Off campus learning will occur for the school(s) affected. The email and/or phone call will disclose as much information as possible relating to the events. MUSD will maintain confidentiality as required under HIPAA and FERPA and state law related to privacy of educational records.

### **Facility Safety**

Custodial staff and School Site Assistants will be cleaning and sanitizing high touch points (door handles, light switches, sink handles/faucets, bathroom surfaces, tables, student desks, chairs) daily, at minimum. Restrooms will be checked frequently and cleaned accordingly. Employees are encouraged to disinfect their personal workspace throughout the day. The cafeteria will be set-up for teachers to eat lunch while allowing them to sit 6-feet apart. Wall mounted hand sanitizers are in every classroom as well as in the staff lounge, gym, and library. Hand washing stations have been set up outside the K/1 wing, the 2/3, wing, Jr. High quad, and main hallway restrooms.

Extensive cleaning will be triggered when an employee or student has been identified with a confirmed or assessed likely case of COVID-19. After a 24 hour vacancy, disinfecting of the area will begin as per public health guidelines. While the scope of disinfecting will be based on the circumstance surrounding the extent the individual has been in a specific area of the campus, the area will be shut down until the comprehensive disinfection is completed. Drinking fountains will be converted into hand washing and/or water bottle filling stations. Signage will be posted throughout campus that indicates traffic direction, cleaned facilities, social distancing footprints, etc. Office spaces have plastic screening as a safety precaution to protect employees and campus visitors. Thermometers will be available in every classroom.

Operations department will ensure only EPA “N” label-approved sanitizing products are used. MUSD will exclude any sodium hypochlorite (bleach) based product as these are asthma inducing.

If used, outdoor playgrounds/natural play areas only need routine maintenance.

The site has gone through a thorough checklist to ensure that each room and space on campus has what is needed to receive students.





