



2020-21 Safe Reopening Plan

Reopening Guiding Principle

Our decision-making will be guided by considering the health and safety needs of our students, families, staff, and community as our highest priority.

Health and safety include many factors beyond COVID-19 and balancing the health and safety of all of the school community is complex.

Our plans remain focused on a safe return to campus for all students. The base instructional model that the majority of our students are engaged in is distance learning from home. We will continue working towards the goal of providing a one day a week in-person option as soon as the California Department of Public Health guidelines allow.

General Measures

The school District has a COVID-19 Safe Reopening Plan webpage entitled “Back to School 2020-2021” that includes the school district’s Safe Reopening Plan for K-12 Schools. The website can be found at this link:

<https://www.sduhsd.net/Parents--Students/Back-To-School-2020-2021/index.html>.

The District COVID-19 Liaison will monitor on a weekly basis, COVID-19 guidance from the CDPH, California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE).

The use of school facilities by external community organizations will be limited and approved on a case by case basis. The District needs to ensure that our facilities can be maintained and disinfected for our students/staff use first. If the use doesn’t conflict with school/district use and staff are able to clean and disinfect as needed across our campuses, facility use may be granted. In those cases, the Facility Department will ensure that permitted use of school facilities complies with the guidance described in the CDPH.

General Measures

SDUHSD serves students with access and functional needs who may have “increased risk” of becoming infected or having unrecognized illness, including those:

- with limited mobility or who require prolonged and close contact with others, such as direct support providers and family members;
- who have trouble understanding information or practicing preventative measures, such as hand washing and physical distancing; or
- may not be able to communicate symptoms of illness

Prior to bringing a student in this “increased risk” category back to campus, a communication will be sent to the parent explaining the details of the on-campus opportunities, including but not limited to:

- Overview of on-campus opportunity: Group size (students and staff), schedule (days and hours), purpose of opportunity, etc.
- Request for feedback/update on new concerns: Including indication of who to contact (Health Technician) if student has any new health concerns or needs that may require accommodations
- Any other details deemed necessary

If the parent notifies the Health Technician (or other staff member) of new health concerns, this information will be promptly passed onto the District Nurse for further follow up.

- District Nurse will contact parent to gather more information on new health concerns
- District Nurse will request release of information for any medical providers, if necessary, to gather further information
- If student has an existing health plan, it will be updated accordingly
 - District Nurse will review all existing student health plans prior to any students returning to campus regardless of parent notifications to ensure they are updated and appropriately supportive given the current public health situation.

General Measures

Specialized Program classrooms (or any other classrooms) supporting students within this “increased risk” category will be prepared in accordance with the District guidelines, considering and accommodating for any additional equipment, spacing or PPE necessary to meet the students specialized/individualized needs. Additional items to consider are:

- Increased spacing between student desks
- Face shields and masks available for staff
 - Paper towels can be taped to bottom of shield to act as a disposable neck drape if/when necessary
- Gloves for staff
- Disinfecting products
- Hand sanitizer
- For 1:1 assessment and therapy stations; plexiglass divider on table

The school district has complied with Cal-OSHA requirements to conduct site-specific hazard assessments and to develop and implement an effective plan to protect employees. The COVID-19 Safety Plan (CSP) will be posted to each of our schools website homepages prior to reopening for in-person instruction.

Promote Healthy Hygiene Practices

Promote Healthy Hygiene Practices

The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Teachers will reinforce good hygiene practices at the beginning of the students' instructional day. Staff will be told about the proper hygiene practices when reporting back to work. The elements below will all be addressed:

- Use tissue to wipe their nose
- Cough/sneeze inside a tissue or their elbow
- Wash hands often, especially after coughing or sneezing

Promote Healthy Hygiene Practices

- Wash their hands before and after eating; after coughing or sneezing; after being outside; after class where shared items were handled; and before and after using the restroom.
- Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Use fragrance-free hand sanitizer when soap and water is not available.
- Encourage all students to use hand sanitizer before boarding the school bus.



Promote Healthy Hygiene Practices

To ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day and to minimize congregations in the restrooms, the school has added portable handwashing stations throughout the campus.

Staff and students are encouraged to wash hands during passing periods. Students will be asked to use hand sanitizer before entering each class.

The school has supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, no-touch paper towel dispensers, face coverings, gloves, hand sanitizers and disinfectant wipes.

Face Coverings

In compliance with the [California Department of Public Health \(CDPH\) Guidance for the Use of Face Coverings](#), the following will be implemented. **All staff and students will be required to wear a face covering at all times, while at school and when being transported in a school bus, unless exempted.** 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. (Face coverings will be provided for staff/students as needed.)

A cloth face covering or face shield should be removed for meals, snacks, or when it needs to be replaced.

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

The Board has adopted Face Covering [Administrative Regulation 5132.1](#). Students will be excluded from campus if they are not exempt from wearing a face covering and refuse to wear one provided by the school.

Face Coverings

Teachers will instruct students on the proper use of face coverings. Cloth face coverings may be fashioned from household items or made at home from common materials and should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape.



Face Coverings - Staff

All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection. Face coverings are required for all staff engaged in work.

In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape 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.

If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Reusable face shields should be cleaned and disinfected after each use.

Face Coverings - Visitors

All visitors will be required to wear a face covering. In addition, visitors will be required to schedule an appointment, to limit the number of people on campus.

Face Coverings - Cleaning of Face Shield

Suggestion on how to clean your face shield after each use:

1. While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
3. Wipe the outside of the face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.



Gloves

Employees are required to wear gloves in the following circumstances:

- Nutrition Services employees must wear gloves if they are handling or serving food.
- Custodial employees, as required by task.
- School bus drivers must wear gloves when disinfecting the interior of the bus.

Intensify Cleaning, Disinfection & Ventilation

Intensify Cleaning, Disinfection & Ventilation

All drinking fountains will be disabled. Students and staff will be encouraged to bring their own water. Schools will have a supply of water bottles in the event a student needs water and forgot to bring their own.

For refillable water bottle stations that are still functioning, the following protocol will be followed:

Filling a Refillable Water Bottle:

- Only refillable wide-mouthed bottles will be allowed. The refilling of disposable plastic bottles with a narrow opening will not be allowed.
- Ensure bottle opening does not come into contact with sink/fountain fixture

Frequently-touched surfaces within the school will be cleaned at least daily, and as practicable frequently throughout the day by trained staff. Frequently touched surfaces include:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

School Buses

School bus drivers and aides (if assigned to route) will be required to spray or wipe down school bus seats with disinfectant between runs (new set of students).

- All areas that students touch will also be sprayed or wiped down with disinfectant. These areas include:
 - Sides of door entryways, handrail, driver's compartment dash, door windows, side windows beside students and seat belts (if equipped)
- Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.

Each school bus driver will be provided with a "Screening Kit". The screening kit will include the following:

- Extra disposable gloves
- Hand sanitizer
- Disposable masks for students who did not bring a face covering with them
- Open top trash can (secured to the school bus)

Cleaning and Sanitation

- Cleaning products used will be those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and staff will follow product instructions.
- To minimize the risk of asthma related to disinfecting, the District will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- The District will transition away from ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.
- The District will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Employees will be provided training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products will be kept out of children’s reach and stored in a space with restricted access.
- A cleaning and disinfecting schedule will be established in order to avoid both under- and over-use of cleaning products. (See attached.)
 - A cleaning log will be posted in each restroom to indicate the last time the restroom was cleaned and disinfected.
 - Checkoff lists will be posted in each classroom and all common areas for Custodians to report and display the completeness of cleaning and disinfecting efforts.

Heating, Ventilation, and Air Conditioning (HVAC) System Maintenance

Classrooms and other spaces will be ventilated following the [CDPH Guidance](#) (Page 23)

MERV 12 filters will be equipped in all spaces, that can be accommodated by our mechanical equipment. In all other spaces, a minimum of MERV8+ filters, which can achieve up to MERV 11 efficiencies, will be used. The District has accelerated the replacement schedule to up to every three (3) months as practicable.

In addition, all spaces will be supplemented with portable HEPA filters.

Rooms will have 4-6+ air exchanges per hour.

Windows and doors can be opened to allow outside air into a classroom.

Implementing Distancing
















The District will ensure staff maintain physical distancing from each other. This is critical to reducing transmission between adults. The use of and congregation of adults in staff rooms, break rooms, and other settings will be minimized.

The District will distance student chairs at least 6-feet away from one another, except where 6 feet is not possible after a good-faith effort has been made. Under no circumstances should distance between student chairs be less than 4 feet.

Student Experience

Student Experience

- Students who are interested in attending on campus classes will be **divided** into one of four groups
- Each group will be **assigned one day on campus**
- Students will **attend all of their classes in person** on campus on their assigned day and will **attend all of their same classes online** at home for the other 4 days

Student Groups	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (Alpha A-E)					
Group B (Alpha F-L)					
Group C (Alpha M-R)					
Group D (Alpha S-Z)					
At Home Learners					

This is a sample simplified graphic;
school sites have variations of this schedule.

Implementing Distancing - School Bus

School bus stops

Students are required to wear a face covering at the school bus stop, in addition to maintaining physical distancing as much as practicable. Each school bus is equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

School buses

All students will be encouraged to use hand sanitizer before boarding the bus. All students are required to wear a face covering. Students will be seated from the back of the bus to the front, in the order that they board. Where practicable, social distancing between students will take place. Students will be seated at least six (6) feet from the school bus driver. Two windows on a bus will be opened fully at a minimum. When weather permits, a minimum of 50% of windows on each side of the school bus will be lowered halfway to provide fresh air circulation. During rainy conditions, 25% of windows on each side of the school bus will be lowered one (1) or two (2) notches to provide fresh air circulation.

Implementing Distancing

During daily symptom screening of students

All students are required to conduct a daily symptom check upon entering campus. Staff will monitor the entrances and encourage as much distancing as possible to maximize the space between students.

While students are entering campus and waiting for their first class to begin

Directional stickers will be placed around campus in high traffic areas to mitigate congregations of students.

During meal periods

Meals can be served outdoors or in classrooms instead of cafeterias. School site support staff will monitor lunch periods to maintain social distancing during meal times. Tape floor markings will be used to enable physical distancing while passing and waiting in lines. Multiple POS locations will be used around campuses, e.g. kiosks, etc. to help support physical distancing. Meals will be served maximizing outdoor spaces to limit group dining. We will serve individually plated or bagged meals.

Implementing Distancing

During P.E.

School athletic activities and sports should follow the [CDPH Outdoor and Indoor Youth and Adult Recreational Guidance](#).

During passing periods

Directional stickers will be used to help the flow of students in an effort to decrease the congregation of students.

Classrooms and other instructional spaces

Classroom furniture will be arranged to minimize student face to face contact. Student chairs will be distanced at least 6-feet away from one another, except where 6 feet is not possible after a good-faith effort has been made. Under no circumstances should distance between student chairs be less than 4 feet. Teacher and staff desks will be 6 feet away from student and other staff desks. Staff can maximize spacing and physical distancing using both indoor and outdoor spaces.

Implementing Distancing

Restrooms

Signs will be placed outside of the restroom indicating the capacity limit. When all stalls in the restrooms are being used, students and staff should wait outside until a stall is available. Social distancing stickers will be placed outside of the restroom to maximize spacing between students.

Locker rooms

Locker rooms will not be in use until further notice. Restrooms located within the locker room will have signs placed at the entrance indicating the capacity limit.

While students are exiting the campus

Site staff will monitor students as they are exiting the campus to minimize the congregation of students.

Implementing Distancing

Extracurricular and co-curricular programs

School athletic activities and sports should follow the [CDPH Outdoor and Indoor Youth and Adult Recreational Guidance](#).

Outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Physical distancing beyond 6 feet is strongly recommended. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged.

The District will limit nonessential visitors, volunteers and activities.

Limit Sharing

In an effort to limit the use of shared objects and equipment, the following will be followed by the District. When unavoidable, we have planned on how items will be cleaned between uses. Frequently shared objects include but are not limited to games, art supplies, learning aids, books, and electronic equipment.

Science Equipment

Small groups of students will share the equipment and procedures will be put in place to clean before and after its use by students. Disinfectant wipes are supplied in each classroom.

The sharing of supplies will be limited. Where practical, additional supplies may be purchased to limit the sharing of materials.

Train All Staff and Educate Families

The District will train all staff and provide educational materials to families, in both English and Spanish, covering the following safety actions:

- Mitigation of COVID-19 spread, to include
 - Enhanced sanitation practices
 - Physical distancing requirements and their importance
 - Use of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Proper use, removal and washing of cloth face coverings.

To the greatest extent possible, all training and education will be provided virtually. If an in-person option is required, physical distancing (6-feet) will be maintained.

Check for Signs and Symptoms

A daily symptom and temperature screening of all staff prior to admitting them to the facility will be conducted. A daily symptom screening of all students and visitors prior to admitting them to the facility will be conducted. The plan includes the following elements:

- The District will encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Temperatures will be taken with a no-touch thermometer before an employee is admitted to the school campus. Anyone with a temperature of 100.4 or more will not be allowed on campus.
- All individuals will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Students and staff with fever, symptoms, or exposure to COVID-19 will be sent home.
- If a student is exhibiting symptoms of COVID-19, staff will communicate with site administration and they will work with district nurses to communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, and if the symptoms are new/not typical
- Ill students and staff should be recommended to be tested for COVID-19 as soon as possible.
- Immediately following screening, staff should wash hands and/or use hand sanitizer.

Check for Signs and Symptoms

If there is a possible exposure, communicate with the District COVID-19 liaison, Tina Peterson, and she will notify local health officials and staff immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The District nurses will coordinate notifications to students and families.

The district will follow the Board adopted attendance policy and procedures regarding excused absences for students who are diagnosed with COVID-19.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

The following measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19. It is the responsibility of the District COVID-19 liaison to work with the site.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

	Student or Staff with:	Action	Communication with school community
1.	<p>COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom screening: per CDC Symptom of COVID-19.</p>	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2.	<p>Close contact (†) with a confirmed COVID-19 case.</p>	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 14 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten the quarantine period). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

	Student or Staff with:	Action	Communication with school community
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten the quarantine period). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.

Routine Testing of Staff

The California Department of Public Health (CDPH) guidance requires school districts to test staff periodically, as testing capacity permits and as practicable, with the current recommendation being to test all staff over two months, where 50% of staff are tested every month on a rotating basis. The District began the testing in October 2020. Staff are provided with the locations of the school employee-only testing sites.

School employees will be provided with a receipt to acknowledge the date on which they were tested. Employees are required to upload a copy of the COVID-19 testing receipt and provide an electronic signature confirming completion. Please note: staff are not required to upload their test results. The District only requires proof of completion of the test which is documented through the receipt received on the testing date.

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

When a staff member, child or visitor becomes ill. The site will use an isolation room or area to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

The site will contact 9-1-1 without delay for serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time.

Maintain Healthy Operations

Staff absenteeism will be monitored and have a roster of trained back-up staff. Staff will monitor the types of illnesses and symptoms among their students and staff to help isolate them promptly.

Tina Peterson, is the designated staff liaison, that is responsible for responding to COVID-19 concerns. She will be working alongside the District nurses. She can be reached at x5660 or via email at tina.peterson@sduhsd.net. The liaison will be trained to coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.

At the District's discretion, during the school closure, employees whose responsibilities can be completed at home may work remotely to complete those assignments. Once there is a change in the public health orders that allows for on campus instruction, staff must be prepared to return to their regular work location on district property.

Considerations for Partial or Total Closure

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. In-person school reopening can only be done following the guidance of the California Department of Public Health.

Closures should be done in consultation with the local health officer. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The local health officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14 day period and in consultation with the local health department.

Considerations for Partial or Total Closure

The Communications Coordinator will communicate plans for school closure to include outreach to students, parents, teachers, staff, and the community.

Continuity of Education During Closure

When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19 a multitude of learning options will be presented and evaluated for implementation.

During a school closure the District will revert to the Distance Learning Model that was put in place for the Fall of 2020

(<https://www.sduhsd.net/Parents--Students/Distance-Learning-Model/index.html>).

Student Meals During Closure

Production and meal distribution will take place at every school site. Meals will be provided two days a week. Families/students will pick up multiple meals on each of those days.

Resources

- COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - <https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf>
- California Department of Public Health Guidance for the Use of Face Coverings - https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf
- State of California Safe Schools For All Hub - <https://schools.covid19.ca.gov/>
- California Department of Public Health Outdoor and Indoor Youth and Recreational Adult Sports Guidance - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

San Dieguito Union High School District

Committed to the Future