

2020-21

REOPENING PROTOCOLS

BUTTE COUNTY OFFICE OF EDUCATION SCHOOLS

LOCAL CONDITIONS TO GUIDE REOPENING / CLOSING DECISIONS ARE BASED ON GOVERNOR'S ORDERS AND IN CONNECTION WITH CDPH, BCPH AND SUPERINTENDENT INSTRUCTION.



A GUIDE TO ADDRESS THE CHALLENGES OF COVID-19

..... CATEGORIES ADDRESSED INSIDE THIS GUIDE

- Instructional Models
- Distance Learning Requirements
- Plan for Signs and Symptoms
- Addressing Positive COVID-19 Cases
- Campus Access and Visitors
- Daily Health Checks for Students & Staff
- Hygiene Practices
- Protective Equipment

- Physical/Social Distancing
- Materials
- Field Trips and Athletics
- Cleaning, Sanitizing and Disinfecting
- Training Required
- Communication
- Employee Issues
- Mitigating Learning Loss

Also Included: BCOE Schools' Butte County Public Health Waiver Information

INSTRUCTIONAL MODELS:

Provide rigorous and engaging instruction in accordance with state and local guidelines

Any of the following models may be used based on state guidelines for opening:

- *Distance Learning*
- *Traditional, in-person instruction*
- *Hybrid-mix of distance and in person instruction with potential cohort model, such as AM/PM or AB scheduling*
- *Independent Study*

DISTANCE LEARNING REQUIREMENTS:

Distance Learning will be provided in accordance with AB 77 regulations including:

- *Create a learning and continuity plan by Sept. 30th*
- *Keep weekly engagement records*
- *Create a re-engagement plan for students absent for 3 days in a week*
- *Provide one-to-one devices where feasible*
- *Ensure connectivity for access to internet*
- *Daily live interaction required each school day online or by phone*
- *May seek exemption through local governing board for students who cannot attend to daily live interaction*
- *Keep student attendance records maintained and up to date*
- *Minimum instructional minutes:*
 - *K - 3 hours per day*
 - *1st - 3rd - 3:50 hours per day*
 - *4th - 12th - 4 hours per day*
- *There is not a specific requirement for what live instruction needs to look like*
- *Must provide accommodations for students with special needs*
- *Must provide academic and other supports for students who are not performing at grade level or need additional student services, like mental health services*
- *Must provide designated and integrated instruction for English learners*
- *Must continue to provide meals to any student who is eligible for a free and reduced-price meal*
- *Schools are required to document the daily participation of every student for each school day during which distance learning is provided.*
- *Each school is required to regularly communicate with parents and guardians regarding their student's academic progress.*



PLAN FOR SIGNS AND SYMPTOMS:

- *Identify student isolation areas on site*
- *Daily assess for signs and symptoms of COVID-19 and take temperature*
- *If temp is 100.4 or higher, or positive for other symptoms, follow steps below:*
 - *Mask and isolate in predesignated isolation area*
 - *Contact school nurse, health aide or designated on-site supervisor*
 - *Contact parent/guardian and send home asap*
 - *Nurse, health aide or supervisor will advise parents/guardians that students may return only based on public health guidelines*
 - *Clean & sanitize health office and/or isolation area as well as student's classroom*
 - *Have all students and staff follow CDC guidelines for handwashing*
 - *Contact custodial services to disinfect*
- *Nurse determines notification of Butte County Public Health*

PLAN TO ADDRESS POSITIVE COVID-19 CASES:

- *Contact school nurse*
- *Follow plan coordinated by local public health officials*

CAMPUS ACCESS AND VISITORS:

- *Essential visitors ONLY and visits need to be pre-arranged with site Administration - this includes parents who are picking up their child if they are ill*
- *NO other visitors allowed*
- *Must wear a facial covering*
- *Must check in and sign in at entrance desk for contact tracing*

DAILY HEALTH CHECKS FOR STUDENTS & STAFF:

- *Daily student temperature checks performed at home before coming to site - touchless thermometers available at site*
- *Staff must complete daily health check before entering school site, as per BCOE reopening guidance*
- *Daily health check signage posted at school entrances*
- *Students or staff must not come to school if temperature is 100.4 or higher*

**OUR PRIORITY
IS THE HEALTH
AND SAFETY OF
ALL STUDENTS
AND STAFF!**

HYGIENE PRACTICES:



- *Post hand washing protocols throughout school and in restrooms*
- *Hand washing or hand sanitizing required upon entrance and exit to classrooms and restrooms*
- *Hand washing or sanitizer stations should be at entrance of school and each classroom*
- *Explicit instruction regarding hand washing and hand sanitizing for all staff and students*

PROTECTIVE EQUIPMENT:



- *Face Coverings:*
 - *Under age 2 - not required*
 - *Age 2 - 2nd grade - strongly encouraged*
 - *3rd - 12th grade - required*
 - *Staff - required*
- *Teachers should teach and reinforce use of face coverings*
- *Gloves and gowns may be required in some schools and situations*
- *Staff and students will need to wear a facial covering when in classrooms, common traffic areas (parking lots, hallways, workrooms, restrooms, etc.), and working in proximity of other staff and students. Staff members who share an office and are not moving around and at least six feet from others are encouraged, but not required to wear a facial covering. Staff members working in an office with no other people present are encouraged, but not required, to wear a facial covering. During distance learning, if teaching in a classroom without others present, or if seated and not moving around and at least 6 feet from others, a facial covering is not required.*

Stay Connected
WHILE PRACTICING
SOCIAL DISTANCING

PHYSICAL/SOCIAL DISTANCING:



- *6 feet between students and staff*
- *Exemptions may apply when:*
 - *Barriers or partitions are in place and it is necessary to support a student*
 - *Students with disabilities need specialized assistance such as feeding and toileting*
- *No physical contact such as handshaking or hugging*
- *Keep students in small group settings when feasible*
- *Space desks 6 feet apart and mark spaces on floor*
- *Keep student cohorts from mixing*
- *Decrease clutter*
- *Avoid congregating*
- *Use physical dividers when necessary*

MATERIALS:

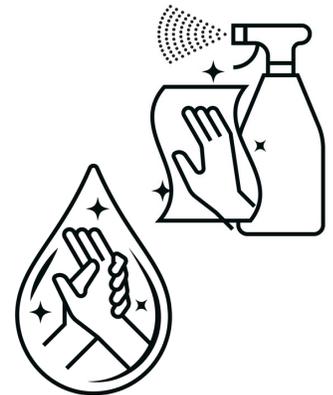
- *If feasible allow mail, paperwork and incoming student work or educational materials to sit for 24 to 72 hours before handling*
- *If materials require handling within the 24 to 72 hour time-frame, gloves may be worn - washing hands or using hand sanitizer is still required before and after the use of gloves*
- *Always thoroughly wash hands for at least 20 seconds prior to and after handling any material, or use hand sanitizer*
- *No sharing any materials between students*
- *Students should have their own labeled supplies and designated areas to store their materials*
- *Label student face coverings*
- *No sharing food*
- *No buffet style lunch/breakfast*

FIELD TRIPS AND ATHLETICS:

- *No field trips, athletics or assemblies allowed*

CLEANING, SANITIZING AND DISINFECTING:

- *Use CDC Guidelines*
- *Disinfecting will be scheduled regularly*
- *Employees may be required to perform cleaning and sanitizing throughout the work day*
- *Hand sanitizer stations will be located at entrances and in high traffic areas*
- *Site administrators will coordinate with M&O for related supplies*
- *Programs on district campuses will follow local school and district guidelines*
- *Schools/programs on non-BCOE property will collaborate with partnering agency*
- *Procedures will be developed for disinfecting equipment commonly used for various students*



TRAINING SUPPORT:

- *Distance Learning*
- *Technology Platform*
- *Communication with students and families*
- *Safety Guidelines*
- *Staff Self-Reporting of Symptoms*
- *Attendance Procedures*
- *Learning Loss Mitigation*

**SAFETY BEGINS WITH
TEAMWORK**

COMMUNICATION:

- Schools will communicate necessary messaging to school community
- Schools will establish procedures to communicate all conditions related to the pandemic

EMPLOYEE ISSUES:

- Contact your supervisor or contact BCOE Human Resources (Karen Finley or Crystal Goff)

MITIGATING LEARNING LOSS:

- Each school will include this in their Continuity Plan

QUESTIONS ABOUT THIS GUIDE?

CONTACT SITE PRINCIPAL



PROVIDED TO YOU BY:

*BASES Learning Center
Butte County Community School
Come Back Butte Charter
Hearthstone School
Special Education
Table Mountain School*



INTRODUCTION:

The Butte County Office of Education (BCOE) operates four schools that serve the TK-6 grade population: Butte County Community School, Hearthstone School, Mesa Vista School and BASES. BCOE is seeking a waiver for a limited scope of services for identified students in grades TK-6.



Limited Scope:

BCOE is seeking a waiver for only the following services:

- Individual student assessment
- Individual student intervention or supplemental support
- Small group intervention or supplemental support

BCOE will only serve those students who are identified for needing the above supports. Students will be identified by school staff who work directly with these students and/or by parent request for additional instructional support.

BCOE will only assign staff to work with students in person if they are agreeable to such work while Butte County is on the State Watch List. As noted in the application, the initial request for BCOE to submit a waiver came from staff members, and we believe many of our staff will agree to support these limited services.

Waiver Elements:

Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent).

BCOE Response:

Our reopening guidelines are consistent with guidance from CDPH and can be found posted on the following website: https://www.bcoe.org/Districts--Schools/BCOE_Schools/index.html

Cleaning and Disinfection: *How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

BCOE Response:

Below is a copy of our maintenance schedule:

Mesa Vista

2265 6th St., Oroville CA 95965
Monday-Friday

Cleaning: Routine Custodial Duties
COVID-19: Daily sanitation of high frequency touch surfaces and enhanced cleaning

Hearthstone School

2280 6th. St. Oroville CA 95965
Monday-Friday

Cleaning: Routine Custodial Duties
COVID-19: Daily sanitation of high frequency touch surfaces and enhanced cleaning

Butte Co. Community School

601 Wall St. Chico, CA 95928
Monday-Friday

Cleaning: Routine Custodial Duties
COVID-19: Daily sanitation of high frequency touch surfaces and enhanced cleaning

BASES

2275 Yard Street Oroville, CA 95965
Monday-Friday

Cleaning: Routine Custodial Duties
COVID-19: Daily sanitation of high frequency touch surfaces and enhanced cleaning

Cohorting: *How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.*

BCOE Response:

Under the limited opening and scope of services the majority of supports will be for individual students only. If a small group intervention or support group is identified as being needed, the cohort will remain stable and have fixed membership. Any cohorts identified will remain stable, with two staff or more assigned and no more than 8 students. All cohorts will be kept separate from all other cohorts, including lunch and recess.

Entrance, Egress, and Movement Within the School: *How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

BCOE Response:

Under the limited opening and scope of services the majority of services will be for individual students only. However, BCOE has laid out the following plans in our buildings: In areas where space allows, directional signage displays direction of travel for pedestrian traffic, with one travel direction on opposite sides of large hallways or doorways. Where space is limited and ability to maintain social distancing is not possible, doors and hallways indicate single direction of travel. In some cases, this may require entering a building from one end and exiting through another. While it may be inconvenient to walk around the exterior of a building to gain access to a classroom or otherwise gain re-entry, it is how we are keeping everyone safe and complying with CDPH distancing guidelines. These protocols are enforced by staff. Student drop-off and pick-ups will be coordinated outside of the school buildings and cohorts will be gathered apart from each other under supervision of staff. As teachers receive their student/s, they are brought in as an individual student or a socially distanced cohort, avoiding other cohorts. Staff are coordinating movement through protocols and communication with each other for execution.

Face Coverings and Other Essential Protective Gear: *How CDPH's face covering requirements will be satisfied and enforced.*

BCOE Response:

Face coverings are mandatory at all times for all staff, teachers, and students while inside classrooms, and common areas or when unable to remain socially distanced outside. Students will store masks in a labeled bag with their name on it when not in use or taken home for cleansing. Staff, teachers, and students are provided with reusable cloth face coverings and expected to regularly wash and reuse the face covering. For instances where one may forget their face covering, disposable face coverings are available at the school site in child and adult sizes. The wearing of face coverings is an identified point of personal importance to our teaching staff. Enforcement of face coverings is from staff to student, and staff to staff by way of reminder. If a staff member is non-compliant, their behavior is addressed through a progressive disciplinary process. If a student remains non-compliant, the parent is contacted and the student is removed to a supervised area where they cannot infect others in the event they are infectious. Education on face covering compliance as well as training on proper use is mandatory and has been provided to all staff and teachers. This includes how to properly wear, put on and remove face coverings. Training compliance is documented at Human Resources. For students who have a medical exemption and are identified as needing in person supports, they will be seen individually and plexiglass barriers will be used as well as a facial shield if not exempted.

Health Screenings for Students and Staff: *How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

BCOE Response:

Staff has signed affirmations to conduct daily self-checks as part of their employment. Students and parents have been instructed to do the same. Students will be observed for symptoms of SARS-Cov2. Anyone with suspected exposure or diagnosis will be immediately separated and sent home. Students will be separated and a parent called to pick them up. All persons will be referred to their personal physician. For students, home screening results will be reported by turning in a self-assessment checklist to staff prior to entrance into the school.

Healthy Hygiene Practices: *The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

BCOE Response:

Sanitizing stations have been placed in common areas and high-use areas. Handwashing protocols have been instructed and trained per protocols. Protocols follow a “wash in – wash out” model wherein an individual washes their hands upon entering a restroom or eating area and again upon exiting those areas. Staff modeling displays proper sanitizing and washing techniques as well as avoiding contact with one’s eyes and nose and covering mouth when coughing and/or sneezing. Staff direct students to utilize sanitation stations or handwashing stations at points of entry and throughout the day. All hand sanitizer will be fragrance-free and all students under age nine will be supervised when using hand sanitizer.

Identification and Tracing of Contacts: *Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff, including contact information, to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

BCOE Response:

BCOE records attendance and documents all visitors entering a school or building. BCOE cooperates with BCPH, CDPH, and CDC as necessary and as indicated per public health established guidelines. BCOE has a close working relationship with BCPH and will assist in any investigation requiring contact tracing data. Visitor logs are maintained at the reception point of each facility. Staff supervisors maintain staff logs. Teachers will maintain cohort logs. The Principal, with support from site clerical and teachers working directly with student(s) will support BCPH with contact tracing including submitting lists of contact information of exposed persons. Any exposed person will be notified either directly by BCPH or under direction of BCPH, by the BCOE site administration.

Physical Distancing: *How space and routines will be arranged to allow for physical distancing of students and staff.*

BCOE Response:

Protocols have been established to provide safe, physically distanced work areas for students and staff. Maintenance and Operations personnel conducted analysis of all sites and established occupancy and furniture placement. Furniture is not to be moved from its established place without approval from site administration. Meeting rooms and common areas may not be utilized without prior approval from site administration or facilities operations. These protocols were part of mandated training all staff received in addition to staff signing affirmations agreeing to comply.

Staff Training and Family Education: *How staff will be trained and families will be educated on the application, enforcement of the plan, and information related to testing and contact tracing requirements.*

BCOE Response:

All BCOE staff have been trained through mandated training videos and site specific in-service training. Staff affirmations of compliance have been signed as requirements of employment. Staff have been instructed on student protocols specific to their particular work site. They will instruct students and lead student to compliance through education, reminders, and modeling. Ongoing observation will occur throughout the school day to ensure student compliance. Each school site is responsible for parent communication. Due to varying people groups which may be unique to particular sites, communication methodology determined to be most advantageous for the situation has been selected. This may include verbal instruction in multiple languages, website information, flyers, text messaging, social media outlets, and/or phone voice notifications. In the event the flow-chart is followed due to exposure or diagnosis, staff and students will be referred to offsite physicians for testing. This information has been made public by BCOE. Further, topics of education will include sanitation practices, physical distancing guidelines, proper use of face coverings, screening practices, prevention of spread of COVID-19 and identification and signs and symptoms of COVID-19.

Testing of Students and Staff: *How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections in accordance with CDPH guidance.*

BCOE Response:

BCOE worked in conjunction with BCPH to develop a flow-chart that shows the BCOE protocols for how we handle a student or staff member who has a suspected exposure or diagnosis of SARS-Cov2. The protocol is to separate the individual and send them home, and refer to a personal physician and/or testing center. While awaiting test results, the student or staff will be instructed to stay home and isolate. BCOE neither offers nor ensures rapid testing. However, this option is available within the community and can be coordinated through the individual's personal physician.

Triggers for Switching to Distance Learning: *The criteria the Superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

BCOE Response:

Current protocols state BCOE will follow CDPH recommendations and orders, which are currently to stay closed to in-person instruction. Our waiver is only for limited services and supports. We will convert back to in-person instruction once we are allowed to do so.

Communication Plans: *How the Superintendent will communicate with students, staff, parents, and the local health department about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

BCOE Response:

BCOE has a dedicated Communications Officer to handle communication messaging from the Superintendent. Multiple mediums are utilized and are determined through the expertise of the BCOE Communications Officer. Known cases of exposure at the school will be directly and immediately reported to BCPH who will instruct next steps, determine contact tracing, and initiate notifications. BCOE will cooperate with BCPH in providing timely notification to parent and staff groups as necessary and as instructed by BCPH. Administrators have been trained in HIPAA and FERPA requirements. Communication with parents is through a variety of platforms: phone, regular mail, email or school message system through our school website.

Consultation with Labor:

BCOE Response:

BCOE met with the Butte County Teachers Association on 8/3/20 and 8/8/20. BCOE met with CSEA Chapter 436 on 8/14/2020 and CSEA Chapter 736 on 8/21/2020. As these were not regular negotiations sessions, no minutes were kept.

