Manzanita Elementary School District

2020-2021
Reopening and Safety Plan

Board Approved
August 12, 2020

Revised 10/1/20

Initial Planning

Manzanita Elementary School District conducted several surveys of staff and parents during the course of the summer in relation to the reopening of school for the 20-21 school year. The first parent survey was sent out on May 29, 2020. The results showed that 90% of surveyed families wanted to return to in person learning for the 20-21 school year. A second parent survey was sent out June 30, 2020 and it revealed that 65% of parents wanted to return to in-person learning, and an additional 16% wanted a hybrid option of in-person and distance learning. The latest survey given to parents on August 26, 2020 to TK-5 parents showed that 90% of those who responded were in support of the waiver, and 78% would bring their student back to school. A staff survey was sent out July 6, 2020 and it showed that 82% of the staff wanted to return to an in-person model of instruction. An additional survey was given to staff Aug 26, 2020 and it showed that 75% of staff that responded were in support of the waiver and coming back to school with students. Several reopening meetings were held with staff as well during the summer and it was evident that a return to a traditional in person model was desired. Based on the majority of stakeholders wishing to return to school traditionally Manzanita began to form the 20-21 reopening plan. The reopening plan covers five major categories including instruction, wellness, technology, operations, and governance.

The three instructional model options include full distance learning, a hybrid AM/PM cohort model, and full in person learning. Although the desire was to return to a full day in person learning model it became evident that it would be a challenge to meet the physical distancing guidelines, therefore Manzanita decided to move to a hybrid AM/PM cohort model. This would provide daily in person instruction for all students in small manageable cohorts. This would allow isolation of the small cohorts if cases of COVID-19 occurred. The AM/PM cohorts would result in around 150 students on campus at any one time. Unfortunately, Butte County was placed on the state watch list and it resulted in Manzanita having to go to a full distance learning model for the start of the school year. However, Manzanita is interested in applying for the wavier for our K-5 students to attend in person using the AM/PM cohort model. This would result in around 100 students being on campus during each cohort. We feel that we will be able to provide a safe and quality learning environment for our students if we are able to get the wavier.

The 20-21 reopening plan will not only serve as a guide for the instructional model we will use for the year, but it will provide our safety and operations protocols for the school year. The reopening plan was created using the most recent guidance from Butte County Public Health, California Department of Public Health Guidance, and the California Department of Education Stronger Together Guidebook.

Focus on 5 major categories in order to re-open Manzanita for the 20-21 school year.

1. Instruction
    - Student engagement and learning model options
2. Wellness
    - Social emotional learning, safety, health and hygiene
3. Technology
    - Device access and usage: student and teacher support
4. Facilities
    - Cleaning, disinfection, and other safety protocols
5. Governance
    - Communication, coordination

1. **Instruction: Student Engagement and Learning Model Options**

Stage 1
Full Distance Learning

- Teachers and students will meet in the virtual setting following a daily learning schedule.
- All learning is done from home 5 days per week.
- Online Daily Learning Schedule:
  - Combination of synchronous instruction (live with teacher) and asynchronous instruction (independent work) based on the required minutes per day by grade level:
    - Kindergarten – 180 Minutes
    - 1-3 – 230 Minutes
    - 4-8 – 240 Minutes
  - A set daily schedule that includes synchronous and asynchronous learning times will be provided that will offer consistency for students and parents.
- Required daily attendance and participation online with daily teacher interactions.
- Access to rigorous district approved curriculum and assessments.
- All students will use an online learning platform to help organize their learning.
  - K-3 – Seesaw
  - 4-8 – Google Classroom
- Access to nutrition through Seamless Summer Program partnership at Gridley Unified.
- If guidance allows small cohorts or one on one support for struggling students, students on IEPs, or English Learners will be held on campus.

Stage 2
Hybrid AM/PM Cohort Model or TK-5 Waiver

- Classes will be divided into AM/PM Cohorts.
- Learning is done at school half of the day and the other half is through distance learning.
- Reduced class sizes to accommodate social distancing guidelines.
- Required daily attendance and participation online with daily teacher interactions.
- Access to rigorous district approved curriculum and assessments.
- A distance learning model will be an option for parents who are not comfortable with their child returning to in person learning.

Stage 3
Full In-Person Learning following state and local guidance.

- A distance learning model will be an option for parents who are not comfortable with their child returning to in person learning.

2. **Wellness: Social Emotional Learning, Safety, Health, and Hygiene**

Physical, Social, Mental, and Emotionally Safe Environment

- Symptom checks
  - Students and staff will be encouraged to self-monitor before coming to school.
  - Daily wellness checks will include temperatures for staff and students during stage 2 and 3 if required by local and state guidance.

    - Each staff member will have a no touch thermometer to check themselves and their class daily. Any student having a fever or symptoms flu or COVID-19 will be isolated in the nurses office and if a staff member has a fever they will be sent home. We will then follow the BCPH protocols (See Attached).
- Students and staff are encouraged to stay home if they have symptoms or a fever.
- Butte County Public health guidelines and protocols for exclusion and isolation will be followed for students/staff with COVID-19 symptoms.
- Hand washing stations and 60% ethyl fragrance free alcohol-based hand sanitizers will be available for students and staff in all classrooms and common areas. Students and staff will be taught proper procedures for handwashing and will be encouraged to wash hands frequently throughout the day.
- Education by the District Nurse and online training of healthy hygiene habits including hand washing, importance of not touching eyes and nose, etc. for staff and students. Information will also be sent home or shared with parents.
- Preventative measure signage will be posted in high-traffic areas that will help educate students and staff and serve as reminders of ways to prevent the spread of COVID-19.
- Ensure Physical/Social Distancing:
    - If Stage 2 or TK-5 waiver is approved the use of small no more than 15 students per AM/PM cohort will be utilized. Student cohorts remain together during class, recess, and lunch times if applicable. Cohorts will stay with the same teacher and instructional aide as needed.
    - Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
    - While riding the bus students will be spaced out to maximize distance between each other by all means possible. If feasible routes will be adjusted to provide for further physical distancing.
    - Contact at school between students, staff, families and the community at the beginning and end of the school day will be minimized.
    - Cohorts will have staggered arrival and drop off-times as well as locations as feasible.
    - Designated routes for entry and exit, using as many entrances as feasible will be utilized. Including path of travel markers so to limit congestion and people gathering.
    - Nonessential visitors, volunteers, and activities will be limited
    - Physical/social distancing markers will be placed to help remind individuals to stay apart.
    - The sharing of electronic devices, toys, books, art supplies, etc will be discouraged.
    - Marked boundaries within classrooms, common areas, outdoor spaces, and places where people are more likely to gather to help be aware of the distancing requirements.
    - Utilize restroom stalls and sinks in a manner that allows for physical distancing.
- Personal Protective Equipment (PPE) for students and staff
    - PPE including face coverings such as masks or face shields, gloves, and any other items will be provided by the district for all staff and students when needed.

    - All staff will be required to wear face coverings in accordance with CDPH Guidelines.
        - District nurse and health clerk will have access to N95 masks
    - Students will be required to wear face coverings based on the CDPH Guidelines. If a student refuses to wear a mask they will be offered distance learning instead.
        - K-2 – encouraged but not required.
        - 3-8 – required.
- Student and Staff Mental Health
    - 2nd Step Social Emotional Learning (SEL) curriculum
    - Positive Behavior Intervention and Supports (PBIS)
    - Access to county mental health resources as needed.
- Recess
    - Grade level cohort recess times will be staggered with no mixing of cohorts.
    - Activities that have physical contact and require the sharing of equipment between students will be discouraged.
    - All students will wash hands before returning to class.

Symptoms During the School Day

- If staff or students exhibit any COVID-19 symptoms while at school, the student will be isolated and the Health Department/BCOE Flowchart will be used as a guide to indicate the procedures to follow.

Plan for Students and Staff at Greater Risk

- Students and staff who are at a higher risk for severe illness or who cannot safely distance will be protected and supported by having options such as telework, virtual learning, or independent study.

Testing

- We will encourage all staff to be tested every two months by their primary care provider or at approved sites (Optum Serve, Immediate Care, or CVS) as testing capacity permits and as is practicable using only FDA-approved PCR test methods and not "antigen" or "antibody" methods, in accordance with CDPH guidelines for testing symptomatic vs asymptomatic individuals.
- 50% of staff will be tested in the even numbered months and 50% in the odd numbered months.
- Any student or staff person with Influenza-like or COVID-19-like symptoms that have not been explained by another condition as diagnosed by a medical professional needs to be tested for COVID-19 with an FDA EAU-authorized test, according to the most up to date guidance from CDC and CDPH.

- School staff will be tested by collecting specimens on site if available and practiacable, or they may choose to go to their primary health care provider, or local community testing site. Available testing sites in Butte County can be found at https://www.buttecounty.net/Portals/21/COVID-19/COVIDTestingLocations.pdf?ver=2020-06-26-092239-917.

Identification and Tracing Contacts

- Manzanita will keep detailed records of attendance within cohorts for staff and students.

- Manzanita will utilize the shared protocol developed with BCOE and BCPH to identify and trace possible cases.
- The district secretary or superintendent in collaboration with the school nurse will communicate with BCPH in regards to positive or suspected COVID-19 cases.
- Gary Rogers will serve as the main contact with BCPH.

Food Service

- Lunch times will be staggered to minimize contact between cohorts or classes
    - AM Cohort will eat breakfast in the classroom and take lunch home.
    - PM Cohort will eat lunch in the classroom and take breakfast home for the next day.
- If needed depending on the stage and if the cafeteria is used space between students will be maximized and if not possible, barriers will be placed in between students.
- Meals may be provided outdoors when feasible and weather permits.
- Additional cleaning will take place in between cohorts
- Meals will be prepared and served in a way to limit person to person contact and the sharing of any items.

PE, School Sports and Extracurricular Activities

- If possible, physical education minutes will be filled during the regular school day, however if not feasible a list of activities will be sent home and students will complete a PE log.
- Physical education will be limited to activities that promote physical distancing. Use of shared equipment will be kept to a minimum to encourage social distancing.
- After school sports and other extracurricular activities will be postponed until guidance allows

No Large Gatherings: All large gatherings such as assemblies, rallies, field trips, extracurricular activities will be suspended until guidance allows.

Triggers for Switching to Distance Learning

In the event of a possible partial or total school closure Manzanita will utilize the flow chart created in collaboration with BCOE and the Butte County Public Health Dept on the acceptable path toward school closure. When a student, teacher, or staff member tests positive for COVID-19 and may have exposed others at the school, the guidance included in the Flowchart will be implemented. This guidance includes directions for school closure, home isolation, continued nutrition, and other school services. Manzanita will communicate to all affected parties, i.e. staff, parents, guardians, etc., the documenting, reporting, tracking, and tracing of infections. This effort will be coordinated by BCOE and the Health Department. Infected staff members and students will be advised to not return to school until they have met Health Department criteria to discontinue home isolation. State guidance will be followed in relation to positive cases and the need to return to a full distance learning model, which would include a 5% positive rate of students and staff for a return to distance learning.

3. Technology: Device Access and Usage: Students and Teacher Support

Internet and Device Access for Students

- The district will provide mobile hotspots for students who have limited or no connectivity to Wi-Fi to the best of its ability.

- If needed and allowed the district will setup isolated workstations in a large room for students to come to the school in small cohorts to access the internet.
- All students will be issued their own Chromebook and materials needed to be successful with distance learning.

Student/Staff Support

- Students have direct access to their teachers on a daily basis.
- An online resource bank will be provided for students and parents.
- All students will use an online educational platform with K-3 using Seesaw and 4-8 using Google Classroom.
- Teachers will train students in the use of commonly used apps and technology.

4. **Facilities: Cleaning, disinfection, and other safety protocols.**

- Frequently touched surfaces at school and on the school bus will be cleaned at least daily and, as practicable will be cleaned and disinfected frequently throughout the day by trained custodial staff or other staff.
- Cleaning products will be approved for use against COVID-19.
- A schedule of cleaning times will be created with collaboration between the custodial staff and teachers so that items used frequently by students can be cleaned throughout the day.
- Teachers will be trained on proper cleaning procedures and will clean in-between cohorts as needed.
- The school bus will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- HVAC systems will be checked regularly, and filters will be replaced as needed. HVACS will be set to the best possible setting to improve air quality.
- On-going training for staff will be provided on recommended guidelines.
- The district will provide PPE to all staff as needed.

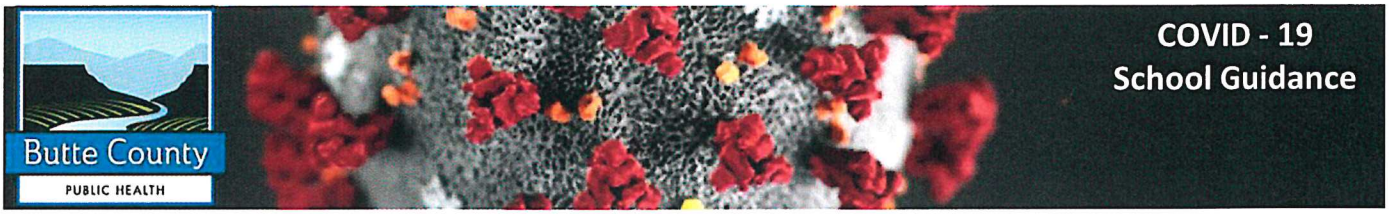
5. **Governance: Communication, coordination**

Communication

- The district will communicate with parents, students, and staff utilizing a variety of methods including email, social media, and Aeries Communication which will include text, phone and email. It is important that parents update their contact information with correct phone numbers and emails.
- The district will reach out to parents and students who are not engaging in the academic process to offer support in any way possible.
- If notified by Butte County Public Health of a possible positive case of COVID-19 Manzanita will follow the protocols developed by BCOE and the BCPH. All impacted parties will be contacted keeping in mind privacy laws.
- The reopening plan will be shared on the school website.

Coordination

- The district will continue to collaborate with all stakeholders and seek input at several times throughout the school year regarding the reopening of the school, the school site plan, learning continuity plan, and any other issues that may arise.
- Staff will be trained regarding the contents of the reopening plan prior to school starting.
- A flyer will be sent to families highlighting the important details of this plan.



Guidance for Schools Regarding COVID-19 Infection and Exposure

The purpose of the guidance is to help schools determine next steps when being notified that a person has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. This guidance is not intended to replace medical evaluation or any other recommendations by the U.S. Centers for Disease Control and Prevention (CDC) or the California Department of Public Health (CDPH).

All information is subject to change.

BACKGROUND

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets when a person coughs or sneezes. While it is primarily spread by coming into close contact (about 6 feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose, or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, cleaning and disinfecting frequently touched surface, and washing your hands with soap and water or using an alcohol-based hand sanitizer.

Anyone who is ill should stay home. Symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness, including hospitalization and death. Persons who are at higher risk include those who are over 65 years of age and people with serious underlying medical conditions, particularly if not well controlled. More details regarding people who may be at higher risk can be found online at https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html.

When a Student/Employee Tests Positive for COVID-19

In most cases, the Infected Student/Employee will notify the employer of a positive test result. If so, notify Butte County Public Health, 530.552.3050.

In some cases, Butte County Public Health (BCPH) will be the first to notify a School that a student/employee tested positive.

If the Infected Student/Employee is at home, instruct to stay home.

If Infected Employee is at school, send home immediately.

If Infected Student is at school, mask and isolate until parent/guardian arrives.

BCPH will determine whether the Infected Student/Employee had prolonged direct contact (within 6 feet for more than 15 minutes) with other students/employees during the two days before symptoms first started or since the case tested positive.

BCPH and school will assess full or partial closure of the school based on employee/student close contact during infectious period and physical presence on campus.

In conjunction with BCPH, the school will identify students and employees who may have had close contact with the Infected Student/Employee and the last date of exposure.

School performs assessment of facility and arranges for thorough cleaning and disinfecting of areas where the Infected Student/Employee was present while infectious. (BCPH may provide

BCPH will work with the school to notify all close contacts of Infected Employee.

School may allow Infected Student/Employee to learn/work remotely if they are well enough and are able to do so from home.

Infected Students/Employees should not return to work until meeting criteria (see page 3 Returning to Work). BCPH will determine when the Infected Student/Employee is released from isolation.

Written documentation of release from isolation can be provided by BCPH.

Butte County PUBLIC HEALTH

Based on the CDC's Cleaning and Disinfecting, and Discontinuation of Home Isolation
https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html

Legend

- School
- BCPH
- Collaboration

Returning to School after Testing Positive for COVID-19

Infected Students/Employees who have been diagnosed with COVID-19 may not return to work until they meet the CDC criteria for discontinuation of isolation. Butte County Public Health (BCPH) will utilize the following Symptom/Time based strategy.

BCPH determines if the patient had symptoms consistent with a COVID-19 infection regardless if it is before or after testing.

No Symptoms

At least 10 days have passed since positive test result.

AND

No symptoms have developed since positive test result.

NOTE: Positive results after 10 days do not necessarily mean that the Infected Student/Employee is still infectious to others. There are reports of patients having positive tests for weeks and months after no longer being infectious.

BCPH will determine when the Infected Student/Employee is released from Isolation.

Written documentation of release from isolation can be provided by BCPH.

Symptoms

At least 10 days have passed since symptom onset, (or from the testing date if asymptomatic.).

AND

Infected Student/Employee must have no fever (without the use of fever-reducing medication) for 24 hours.

AND

Infected Student/Employee's symptoms have improved.

Recovered Student/Employee may return to work.

Student/Employee should follow all recommendations by their healthcare provider and BCPH (if any), maintain good hygiene practices, and continue to self-monitor for any symptoms.

Butte County PUBLIC HEALTH

Based on the CDC's Cleaning and Disinfecting, and Discontinuation of Home Isolation
https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html

Legend

- School
- BCPH
- Individual

Close Contacts to a Lab-confirmed COVID-19 Case

Butte County Public Health will provide follow up to close contacts. Close contact is defined as being within 6 feet of a person during their infectious period for 15 minutes or longer. This can occur 2 days before symptoms appear or the positive test is collected, and during the first 10 days from symptom onset or the positive COVID-19 test.

BCPH will monitor Student/Employee for symptoms during their quarantine period. It is recommended that all those in quarantine get tested for COVID-19 on day 3 to 5 and day 14 of their quarantine period.

Allow exposed student/employee to learn/work remotely during self-quarantine if able to from home.

Exposed student/employee becomes symptomatic.

No Symptoms

Allow exposed student/employee to return to school 14 days after their last exposure to the person who tested positive as long as they remain asymptomatic.

Symptomatic individuals should be tested for COVID-19.

Exposed student/employee is diagnosed with COVID-19.

School should follow guidance titled, *When an Employee Tests Positive for COVID-19.*

Exposed student/employee tests negative for COVID-19, or diagnosed with an illness other than COVID-19.

Exposed employee should continue their self-quarantine period.

Written documentation of release from self-quarantine can be provided by BCPH.

Butte County PUBLIC HEALTH

Based on the CDC's Public Health Recommendations for Community-Related Exposure, https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html

Legend

- School
- BCPH
- Individual

COVID-19 EXPOSURE: WHAT SHOULD I DO?

Butte County
PUBLIC HEALTH

What should I do if I have been in close contact with someone…

- Who tested positive for COVID-19? → Self-Quarantine AND Self-Monitor
- Who is being tested for COVID-19? → Self-Quarantine AND Self-Monitor
- Who might have been exposed to someone with COVID-19…
  - and, DOES have symptoms? → Self-Monitor AND Maintain Physical Distance
  - and, DOES NOT have symptoms? → Self-Monitor AND Maintain Physical Distance
- Who has been in close contact with someone ELSE who might have been exposed. → Maintain Physical Distance

Close Contact Examples

- Within 6 feet of a person with confirmed COVID-19 for 15 minutes or more.
- Direct physical contact, such as hugging or kissing.
- Contact with respiratory secretions, such as cough or sneeze close to you.

HOW DO I…

Self-Quarantine?

- Stay at home for 14 days from last day of exposure.
- Avoid contact with others.
- Don't share household items.

Self-Monitor?

- Be alert for symptoms of COVID-19 especially a dry cough or shortness of breath.
- Take your temperature every morning and night and write it down, along with other symptoms.
- Call your doctor if you have trouble breathing or a fever of 100.4°F/38°C or higher.

Physical Distance?

- Stay home as much as possible.
- Stay at least 6 feet away from people.
- Do not hug or shake hands.
- Avoid groups of people.
- Wear a face covering in public and when 6 feet of distance is not possible.

Getting Tested

- No cost tests at the fairgrounds in Chico.
- Make an appointment at https://lhi.care/covidtesting or call: 888-634-1123
- Visit buttecounty.net/ph to see other testing options.

Butte County Public Health Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting

1

Scenario

A student or staff member either exhibits COVID-19 **symptoms,** answers yes to a health screening question or has a temp of 100.4 or above.

Action

- Student or Staff: Sent home
- Contact Healthcare provider/Public Health for testing
- **Cohort OPEN**

Communication

No action needed

2

Scenario

A family member or someone in **close contact** with a student or staff member test positive for COVID-19.

Action

- Student or Staff: Report information to administrator, sent home, quarantine
- Contact Healthcare provider/Public Health for testing
- **Cohort OPEN**

Communication

To: Student Families and Staff

Template Letter:
Household Member or contact w/C19+

3

Scenario

A student or staff member tests positive for COVID-19.

Action

- Student or Staff: Report information to administrator, sent home, quarantine
- Families of Students and Staff: quarantine and contact Healthcare provider/Public Health for testing
- **Cohort CLOSED for 14 days from last exposure**

Communication

To: Student Families and Staff
- Phone call and
- Template Letter:

Confirmed C19+ in Cohort

4

Scenario

A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1 or 2

Action

- Student or Staff: May return to cohort 3 days after symptoms resolve, however must continue isolation if in contact with C19+ family member
- **Cohort OPEN**

Communication

To: Student Families and Staff

Template Letter:
Household Member or contact w/C19+

For more detailed information visit http://www.buttecounty.net/publichealth

Provided to you by:
Butte County Office of Education