Banta Unified School District

Banta Elementary School

Banta Charter School

2022 Safe Return to in-Person Instruction and Continuity Plan

Board Adopted 10/08/2020
Updated 12/06/2021
Back to Board 12/14/2021
Updated 6/03/2022
Back to Board 6/16/2022

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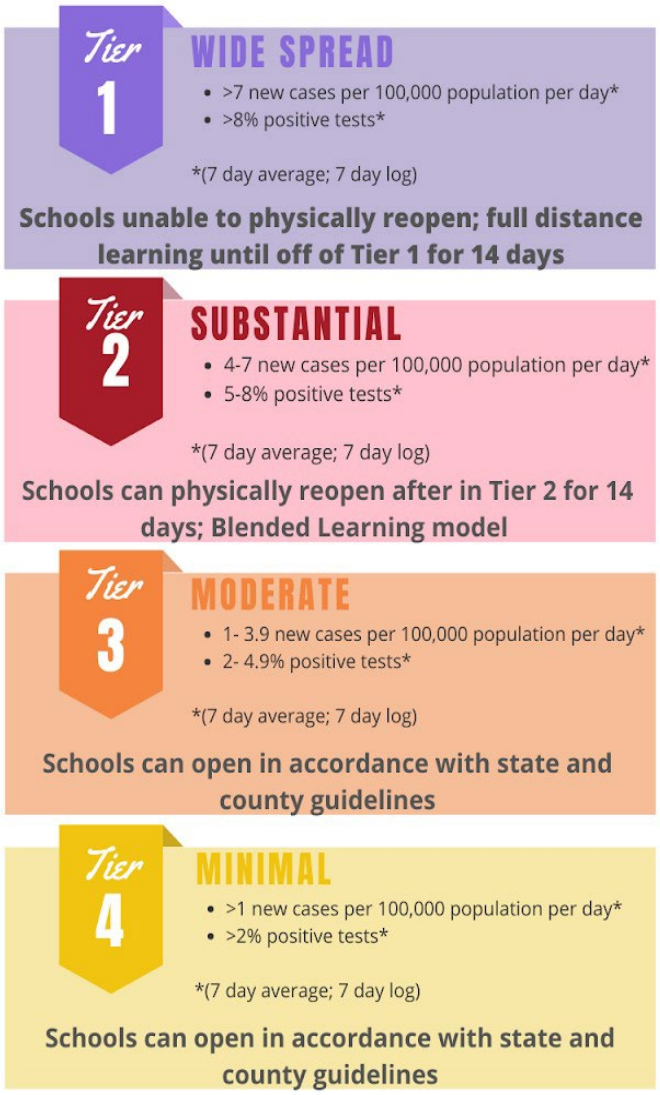
Reopening Guidelines

Recently, there have been updated guidelines to the current pandemic. This learning plan is reflective of how Banta Unified School District is planning to meet student needs, in this ever evolving climate. We know that together, with transparency, collaboration, patience, and community connectedness, we will persevere through this situation. As always, we will ensure that all students learn at high levels.

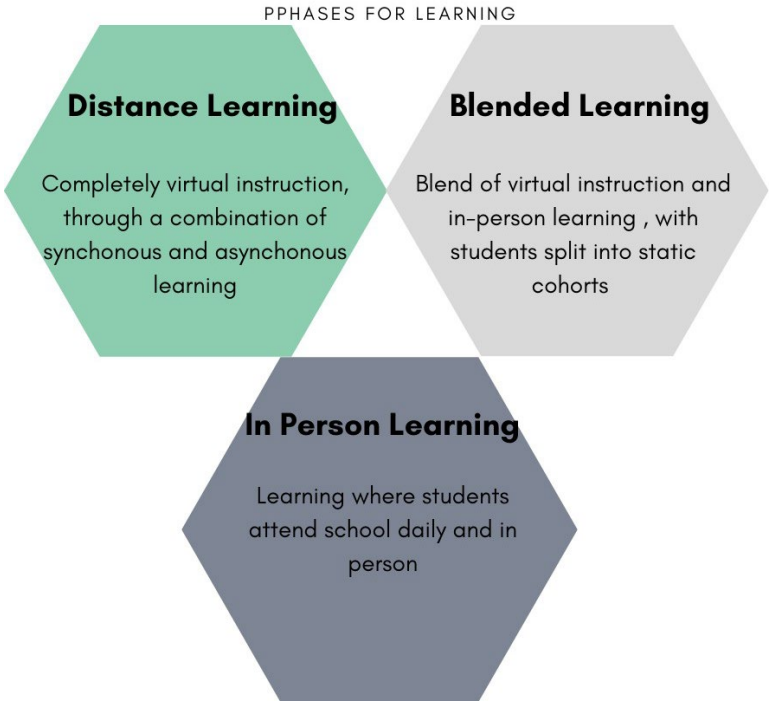


Reopening Phases

100% Distance learning will be offered to students, while within the County's Purple range.

However, as the district begins the reopening process, it will begin at the school level and slowly work in phases to reopen, to promote the safety of students and staff. Reopening phases may transition from Distance Learning, Hybrid/Blended Learning Model (potentially to varying degrees), and in-person learning. Hybrid/Blended Learning Model will be a blend of virtual instruction and in-person instruction. During the Cohort and Blended/Hybrid Model, students whose parents have opted to send the child to school will be Group A; and, those who continue with Distance Learning will be called Group B, and continue to work from home.

These phases may be gradual and incumbent on current health conditions, guidance from County Public Health, community needs, and student need. This document outlines general guidelines as our schools begin to reopen.



Across all phases of learning, Banta will stay true to our vision, mission, and values. We will ensure that all students learn at high levels. We maintain high expectations and a rigorous and relevant academic focus for all learners through purposeful, collaborative relationships. Our students are motivated learners and thinkers who understand the need for continuous self-improvement in their pursuit of excellence. They are socially-responsible and value working with others to build positive and productive relationships. They are inspired and prepared to thrive amidst the challenges of the 21st century. We will also continue to value collaboration, effective teaching, rigorous/ relevant instruction, professionalism, and community. As always, these principles will help guide district decisions.

Cleaning and Disinfection:
How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized. A disinfecting product on the Environmental Protection Agency approved list "N" following product instructions will be used.

At Banta Unified School District, we prioritize student and staff safety and have taken a number of provisions to promote a safe work environment.

Location/ Item	Expectation
Staff Lounges	Will be open and cleaned daily. Tables and seating will be placed for social distancing. Staff is asked to clean up after themselves, wipe surfaces and use discretion while in the area.
Main Office	No more than **2** school personnel that do not work in the Main Office will be in the Main Office at any given time. No staff member shall walk past the main office 'gate' without checking with the office personnel first. The use of the back door connecting the office to the cafeteria will be locked and only used by office personnel. Parents and other public will be limited to the common area in front of the plastic wall dividers; required to wear masks and are limited to two persons maximum in that area. All others will be asked to wait outside until the area is available.
Copy Machines	Will be available for use. Gloves, wipes and hand sanitizer will be placed nearby for use. Staff will be required to wipe down the touch pad and handled surfaces after each use.
Bathrooms	Wash hands thoroughly after use. Bathrooms will be cleaned and disinfected daily. PurBloc will be used on all communal surfaces using an ionizing spray machine at least every 90 days.
Classrooms/work station	Sanitize hands after leaving your classroom/work location for any reason.
Desks and chairs	Students will have static assigned seating. Desks and chairs will be fully cleaned weekly. Students/parents may request optional plastic shield desk to protect the student. The shield is adhered to the desk and protects the student on three sides. All plastic shields will be cleaned and disinfected
Student belongings	Students will keep their belongings separate so that they do not come into contact with the belongings of others. In the primary grades, individual student boxes, with lids, will be

	provided and labeled for each student. In upper grade classrooms, the use of labeled cubbies to place all personal items will be provided; and/or the student will maintain their backpack near them to hold personal and academic items.
Supply Room	Access to the supply room is limited to two at a time. Wipes, hand sanitizer, and gloves will be available.
Library	The library has been reopened for all students. Students access the library during their class time.
Kitchen/Cafeteria	Only the Kitchen Staff and office personnel are allowed in the Kitchen area and the Cafeteria. If you need items from either place, please work with the office personnel in obtaining the item(s).
Staff Bathroom Hallway	The hallway to the staff bathroom is available to all staff. The handles to the bathroom and the bathroom will be cleaned ongoing throughout the day.
Book Room	The book room is open to all certificated staff and the office staff. Restrict touching items to those only in your grade level which is clearly designated in the room. The handles will be cleaned ongoing throughout the day.
Wellness Room (Room 5)	This room is restricted to the school nurse, office personnel and those who have coordinated with the office for special use; such as, assessments and health consolations. Daily cleaning and specialized cleaning is done based on room usage.

Water fountains	Water fountains will be turned on. Non-touch Bottle filling stations and/or bottled water will be available.
Playground equipment	Students will be able to use playground structures within their recesses, during specifically assigned times.
Buses **First Student's statement	Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19 with products that are on the EPA approved list "N" following product instructions. Also, cleaning will include using ionic sprayers utilizing Signet® Neutral Disinfectant DS1. **First Student has conducted extensive internal evaluations that assessed efficacy, application, dwell time, and compatibility with interior components of the school bus.

Door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs	Frequently touched surfaces in the school will be disinfected daily

Shared objects within the classrooms

Students will have their own individual materials necessary to complete tasks. Each child's belongings will remain separated and in individually labeled cubbies or areas. Students will have their own school supplies and will not share scissors, pencils, pens, markers, crayons, highlighters, or other materials. If a student requires an extra pencil or pen, the teacher will provide one.

Cleaning and Disinfection

Bathrooms and communal areas will be cleaned daily with products that are on the EPA approved list "N" following product instructions. Teachers will be provided with wipes for their classrooms so they may sanitize any additional areas. Purbloc Nano Extended Barrier is a commercial agent that cleans, sanitizes, and protects surfaces through advanced water based technology. It protects surfaces forming an invisible microbiostatic protective barrier that can be applied to both porous and non-porous surfaces. It provides persistent and continuous protection up to 90 days, while being non-toxic, residue-free, and non-leaching. It kills up to 99.9999% of all microorganisms, is effective on the class of envelope viruses, bacteria, and fungi. After PurBloc is sprayed, using an ionizing spray, onto objects, they are COVID-19 resistant for up to 90 days and there is less than a .001 percent chance that they can transmit the virus.

Heating, Ventilation, and Air Conditioning (HVAC) Systems

Each classroom has their own HVAC system. Consistent with current safety recommendations, Banta Unified School District will turn on the HVAC systems for all locations staff will occupy 1 hour before staff will occupy said location. All filters are Level 10 MERK, per protocol.

Cohorting: Has been suspended as of 6/1/2022
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.

Students will be grouped by cohorts that will include students from the same classroom. Parents will also be given the option to maintain their students in a virtual distance learning environment.

Students will receive a 15-minute recess and a minimum of 4 hours of instruction (with the exception of students in kindergarten who may have 15 minutes of instructional time transitioned to be an additional recess with cohort teacher supervision). Movement between cohorts will be minimized, to the greatest extent possible. The groups are intended to be fixed, and stable. Class sizes will be as small as practicable, based on evolving events.

School sites will consider blocking restrooms by wings of campuses to prevent cross exposure between groups of students

Transportation precautions

- All bus routes are continuously evaluated for maximum efficiency.
- Students will sanitize their hands prior to entering the bus
- Students will be distanced, to the greatest extent possible
- Windows will be opened to allow ventilation, to the greatest extent possible
- Masks will be required upon entry on the bus
- Students that are siblings or from the same household will be encouraged to sit nearest to one another

Cafeteria precautions

- Students will eat their breakfasts with their cohorts in their classroom or in the cafeteria, while maintaining maximum possible social distance. There will be identifying markers for students to know where to sit.
- Alternative lunch and recess schedules will be established so multiple cohorts won't interact with each other.
- Lunch may be served at the end of the school day so that students will be able to take their lunch home with them.

Recess precautions

- Students play areas will be sectioned off based on cohorts (see Playground map and cohort play rotation). These will be identified by markers for the students to clearly see and will be monitored by staff.

- Students will line up at the end of recess with 6 feet in between them and other cohorts. Markers will be used to identify where to line up with social distancing. (see Line Up attachment)
- Students will travel back to their classrooms in a lined fashion, with their teacher leading, and maintaining distances from other cohorts.
- Students will be required to sanitize their hands prior to reentering the classroom. Sanitizing dispensers are in every room by the door.

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. **Masking guidelines are optional for staff and students until by order of the County Health Department they are required. Visitors are also allowed back on campus. As of 6/1/2022**

Until the County Health Offices approves, visitors will not be allowed onto campus to restrict the number of individuals on a school campus at one time and to reduce the number of individuals on campus during pick-ups and drop offs. Staff will avoid close contact with other staff and students by wearing masks throughout the day, following the directional signs posted, and maintaining a six-foot distance of others.

Entrances

- Offices will remain locked with no more than two persons (or one small family), socially distanced, allowed into the main office at a time.
- The school site will identify a specific entrance(s) to be used that are designated as entrance only, and it will be clearly marked.
- Students will be unable to congregate outside of school entrances upon drop-off and will be asked to go straight to their cohort line up location.
- Three entrances have been provided and are clearly marked depending on grade level and transportation mode. (See Entrance Map)

Egresses

- Each school site will identify a specific exit(s) to be used that are designated as exit only
- Prior to exiting their classrooms students will be reminded of the importance of avoiding those outside of their cohort when navigating the campus, and will travel in a line, maintaining distance.
- At the end of the school day, students will remain in their cohort, be lined up, and will be lead by their teachers to the bus and exit gate(s). Teachers will be mindful of ensuring that cohorts will remain distanced and will not intermix with other cohorts.

Movement

- Each site will mark the traffic flow for students and staff, to reduce exposure to others (e.g., designated hallways with arrows indication traffic direction) (See Walking Path map)
- Students will be introduced to specific movement paths daily for the first week of returning physically to school

Face Coverings and Other Essential Protective Gear:

.There are no restrictions currently regarding face coverings. As of 6/1/2022
How CDPH's face covering requirements will be satisfied and enforced.

The Banta Unified School District student conduct code will be enforced at all times. Masks or face shields will be required for all staff and all TK-8th grade students. Students who come to school without a mask or lose their mask will be given a mask for their use. To be exempt from face covering requirements, students and staff must have a medical exclusion note on file; and, subject to school district approval. Students not following this requirement will have their parent notified and will be sent home.

Banta Unified School district has provided two cloth masks for each staff member, which may be laundered at home using Centers for Disease Control guidance for How to Wash Masks**.**
Staff may wear PPE or cloth face masks brought from home, as well, as long as they are clean and undamaged using California Department of Public Health and Centers for Disease Control guidance. Masks or masks paired with face shields (depending on the staff assignment) will be required by all staff unless a medical exclusion note is on file. In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Any staff not adhering to the requirement will be subject to progressive discipline identified in their respective Collective Bargaining Agreement.

Personal Protective Equipment (PPE) and Cloth Face Masks
Currently, the San Joaquin County Public Health Department and the San Joaquin County Office of Education recommends that staff wear face masks while at work. The most recent guidance from the California Department of Public Health (CDPH) mandated that face coverings be worn state-wide in several high-risk situations including when inside of, or in line to enter any indoor public space, and several provisions for when engaged in work (whether at the workplace or performing work off-site). The expectation at BESD is that every staff member will wear PPE or a cloth mask when engaged in work, whether at the workplace or performing work off-site, when:

1) Interacting in-person with any member of the public
2) Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time
3) Working in any space where food is prepared or packaged for sale of distribution to others
4) Working in or walking through common areas, such as hallways, stairways, work areas, etc.
5) In any room or enclosed area where other people (except for members of the person's household) are present when unable to physically distance at least 6 feet.

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.

Symptom Screening

Staff	Students	Volunteers
• Self-Screener sent home for each staff member to review before coming to school each day (e.g., staff has screener on their refrigerator at home and reviews it daily before coming to campus) • Temperature checks will be taken on campus and all staff will respond to the Google Survey response daily.	• Self-Screener sent home for each student's parent/ guardian to review with their child before sending them to school each day (e.g., parent has screener on their refrigerator at home and reviews it with children daily before coming to campus) • Temperature checks will be taken daily at the classroom doorway by the teacher.	Restricted access to campus

Banta Unified School District will:

- Coordinate school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Close off areas used by any sick person and do not use before cleaning and disinfecting. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- Advise sick staff members and students not to return until they have met San Joaquin County Public Health Services criteria to discontinue home isolation, at least 10 days have passed since symptoms first appeared and there has been at least 24 hours with no fever without the use of fever-reducing medications and other symptoms have improved.
- Ensure that all students have access to instruction when out of class, as required by federal and state law.

Preparing, Triaging, Monitoring Symptomatic & Sick Space

1) If it is determined that students need additional support and are sent to the office, students should be triaged prior to coming to the office. (See Student Illness Protocol Attached)

2) In general, the office will need to establish the following three areas:

General Waiting Students waiting to be triaged (call office)	**Well Student Area (students that have scheduled medical needs eg. procedures, meds)**	**Students with COVID-19 Symptoms Area (may need multiple spaces)**
● Students with nonCOVID-19 symptoms (e.g., injury, assessments) ● Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home. ● Physical distancing marked off	● Area for well students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs). ● Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home. ● Physical distancing marked off	● Areas for students with possible COVID-19 symptoms; away from others ● Physical distancing marked off or in separate rooms with external ventilation
Staff conducting triage may consider wearing gloves and masks, depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place.	A trained staff member or school nurse provides care. Staff delivering care may need to consider wearing gloves and masks.	Additional non-health compromised staff may be necessary to monitor students in areas not visible by the school nurse or health technician. Staff should wear gloves and masks. Restroom facilities need to be nearby for sick students (separate space) as younger students may have GI symptoms.

Nursing Considerations/Precautions		
Students sanitize/wash hands, Clean area after students leave	Students sanitize/wash hands, Clean area after students leave	Students sanitize/wash hands Students put on masks Non-contact thermometers Isolate student Separate phone (disinfect) Separate restrooms Establish procedures for safely transporting anyone sick home or to a healthcare facility. If you call 9-1-1, will share with the dispatcher if the individual has signs or symptoms of COVID-19. Notify Public Health/contact-tracing team Ventilate the room to outside air after student leaves Clean area 24 hours after

https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

3) Isolate symptomatic students/staff as soon as possible, away from office staff and other students.
4) Have the symptomatic person don a face mask and sit in a room separate from all other students/staff.
5) Staff conducting any assessments on known ill individuals must wear Personal Protective Equipment (PPE).

School sites will have a designated, isolated space specifically for students suspected of COVID-19. These places will be called “Wellness areas.”

<u>Protocol for COVID Suspected Student when on campus</u>

- Teacher phone call to the office saying “Johnny is coming to Room 5 with a yellow slip”
- Ensure student has a mask
- Office staff to go to student and take infrared thermometer with them
- Office staff take infrared reading from a distance

- If student has a fever**,** cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, fatigue, body aches, headache, congestion or runny nose, nausea or vomiting, or diarrhea
    - Keep distance and keep a visual on student while they go to previously designated COVID-19 suspected area.
    - Phone call home
- If student does not have a fever
    - Allow rest for 10 minutes
    - If improve: Go back to class
    - If not: send home (only students with fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, fatigue, body aches, headache, congestion or runny nose, nausea or vomiting, or diarrhea are placed in designated COVID19 isolation room).

<u>How ill staff will be separated from others and sent home immediately</u>

- Staff who exhibit symptoms of COVID-19, will immediately communicate with their supervisor, will follow procedures for requesting a substitute, and will immediately leave campus. Once they complete their COVID-19 testing, they will communicate the results with their supervisor, and, if positive, will follow the identification/ tracing process listed in this document.

<u>Protocol for Students and Staff when they're exposed/ill but not immediately on campus</u>

1) **Staff or students who were exposed to someone with COVID-19 and are sick** must stay at home per San Joaquin County Public Health Services guidelines for 14 days after last exposure.
2) **Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
    - When at least 10 days have passed since symptoms first appeared and there has been at least 24 hours with no fever without the use of fever-reducing medications and other symptoms have improved.
    - If tested positive for COVID-19 but have no symptoms, as long as they continue to have no symptoms, may leave isolation when 10 days have passed since the date of the COVID-19 test.

    https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
3) **Persons with severe to critical illness or who are severely immunocompromised**
    - **a)** At least 20 days have passed since symptoms first appeared **<u>and</u>**
    - **b)** At least 24 hours have passed since last fever without the use of fever-reducing medications **<u>and</u>**
    - c) Symptoms (e.g., cough, shortness of breath) have improved **<u>and</u>**
    - d) Upon notification of San Joaquin County Public Health Services.

<u>Absences for Staff During 2020-2021 School Year</u>

If absent one day, please inform your classroom that you are not going to be online and direct them with the work that needs to be done via our online academic portals: Google classroom, MobyMax, STAR 360, AR, StudySync, Studies Weekly, etc. You do still need to report your absence in

ReadySub before 7 a.m. and make sure you inform your classroom to work on their independent work.

If absent two or more days a sub will be required for academic continuity. Please either include your Google Classroom and Zoom meeting log-in and password information; or, add Dr. Jayne as a co-teacher to your Google Classroom, so that she can assist the substitute with Zoom and Google Classroom.

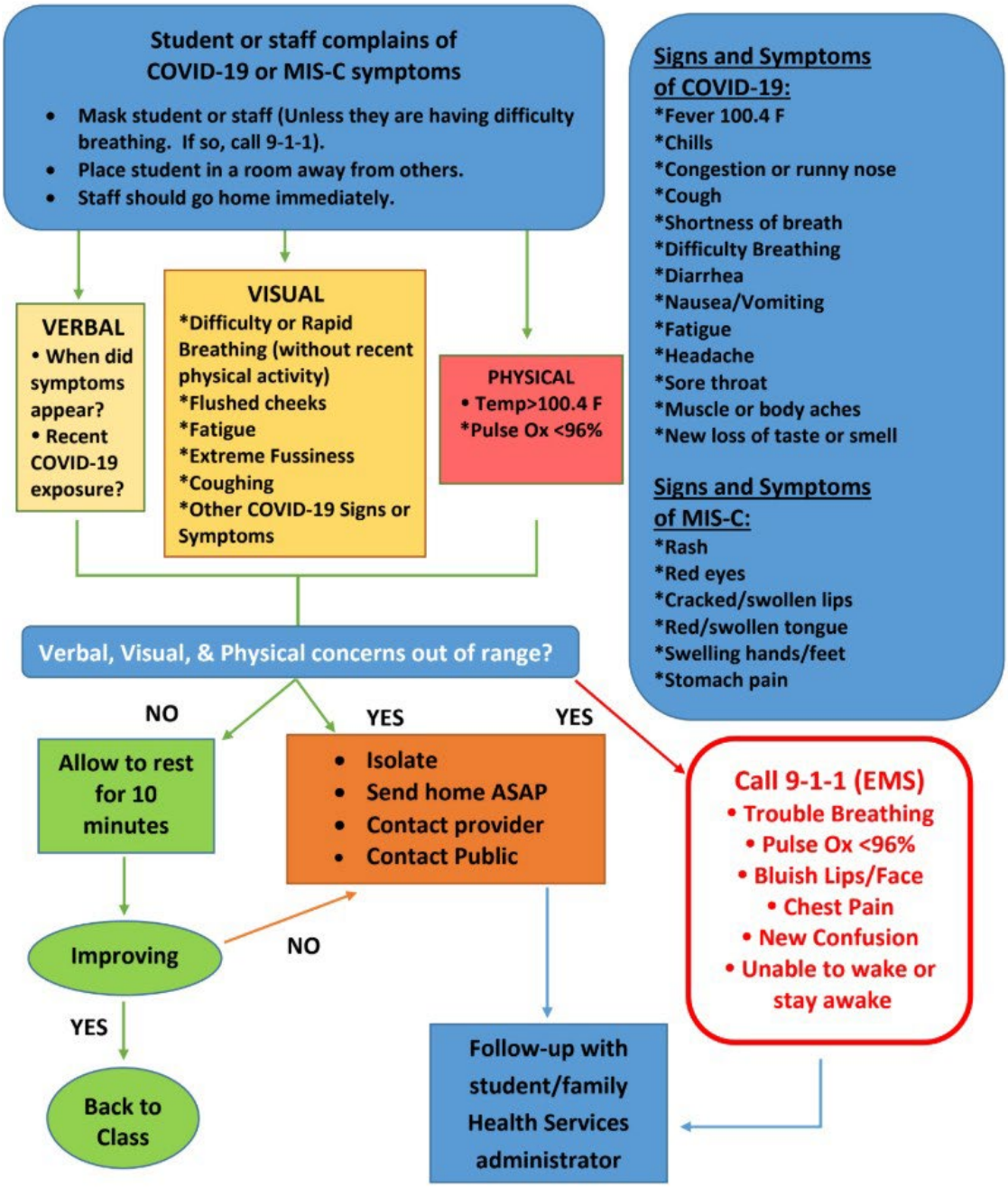
If an absence will last longer than 5 days, or one full academic week, then lesson maps will be provided by the teacher to the administrator and substitute teacher. The administrator will work with the substitute teacher to create lesson plans based on the academic map the teacher has provided. Additionally, add Dr. Jayne as co-teacher on Google Classroom and Zoom so coaching and collaboration can be done on-site with sub while you heal.

COVID-19 Screening Protocol

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Original: July 17, 2020

COVID-19 SCREENING FLOW CHART



Consider using in the office/classroom for screening students and staff.

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

Hygienic object/ promotion of hygiene	Implementation
Hand Sanitizing Station	Each classroom and office has a wall mounted hand sanitizing station that has been installed. Students **and staff** will be asked to use hand sanitizer before they enter and exit their classrooms
Soap	Each bathroom, and classroom with a sink, will be checked daily for soap, and refilled as needed
Sanitation Wipes	Each teacher has disinfecting wipes that has been provided to them
Hand Sanitizer	Each staff member was provided hand sanitizer at the beginning of the school year. Extra hand sanitizers are available as needed.
Reminders	There are posted reminders of appropriate hand washing in each restroom facility on campus. Each classroom has a posting of appropriate ways to cover their mouth. These posters are from the CDE website and are for appropriate age ranges.
Before exiting and entering the classroom	Students will be asked to use hand sanitizer before they enter and exit their classrooms

General Hygiene Reminders

Banta Unified School District School District will:

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; before preparing food; after coughing or sneezing; after touching frequently touched areas (e.g., door knobs, handrails, shared computers)
    - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
    - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
    - Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Students **and staff** will be encouraged to avoid touching their face with their hands as much as possible.

Individuals interacting with those who are feeling ill should perform hand hygiene before and after contact with each student, contact with potentially contaminated material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.[1]

Returning to School 2022 / 2022 Procedural Changes and Special Notes
To Be Done Only if Mandated By County Health and County Office of Education

1. During Phase 1 and 2: Offer childcare for employees. Utilizing aides or teachers will have their own children in their classroom and an aide watches other aides' kids.
2. Utilize bus driver to transport lunch during Phase 1 and 2.
3. Until Phase 4:
    a. **No** visitors on campus (parents, others)
    b. Students in grades TK – 3rd, are dropped off in the front of school. Students in grades 4th – 8th are dropped off at the Mission Church back parking lot (new gate being installed). If they have a younger sibling, they are all dropped off together in the front of the school.
    c. **No** sharing students or team teaching
    d. **No** pullout for RSP or science
    e. Speech pullout may happen
    f. **No** bus transportation
4. Classes will be grouped together all day with no interaction with other classrooms or students.
5. RSP / aides may pull individual students for testing or one to one intervention with protective screens in place.
6. Students will be assigned to where their class will have recess each day

7. Lunch schedule **must** be strictly followed with classrooms arriving at their scheduled time and sitting with their class. Classes will exit together.
8. Breakfast must be served in class
9. Special training will need to happen for student and staff. Aides must keep their distance from all students (except in an emergency) when supervising students at recess and lunch.
10. All staff and students will have a health test each day before entering the classroom. Would like teacher to evaluate their own classes.
11. Student and staff will be required to wear mask at all times. There may be exceptions which will be explained at staff training.

School District will provide:

1. Five extra handwashing stations
2. Hand sanitizing dispensers in each classroom
3. Sanitizing/cleaning wipes
4. Masks
5. Shields for staff
6. Temperature gages
7. Extra cleaning staff

[1] California School Nurses Organization, July, 2020, "CSNO COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings

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 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.

Steps taken when there is a confirmed case of COVID-19 on campus:

1) Staff that has been identified as positive, notifies their immediate supervisor.
2) San Joaquin County Public Health will be immediately notified of any positive case of COVID19
3) The supervisor contacts the district office cabinet member for that department
4) The cabinet director communicates with the Superintendent
5) Superintendent discusses the incident with the District level COVID-19 Response Team

Persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons

The District COVID Response Team includes the superintendent, district school nurse, human resources personnel, and the Chief Business Officer for Banta Unified School District School District. This team meets daily to review cases and conduct contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

School	Contact Person for local health department to contact about COVID-19
Banta Unified School	Rechelle Pearlman, Superintendent rpearlman@bantasd.org

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

Only if Mandated by CDPH as of 6/1/2022

Students will be kept in their separate cohorts; therefore, the ability for physical distancing will be maximized.

ARRIVAL AND DEPARTURE

- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

CLASSROOM SPACE

- Classroom entry and exit routines will be established to support social distancing.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.
- Student desks will be placed at away from one another, to the greatest extent possible.
- Markings will be made on classroom floors to promote distancing.
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

NON-CLASSROOM SPACES

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Staggered passing times when necessary or when students cannot stay in one room.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Cafeteria lunches will be pre-bagged meals with one option per day. Avoid sharing of foods and utensils.
- Staggering recesses and promoting activities allowing for distancing.

RECESS PROTOCOLS

- Students will continuously be reminded of social distancing practices
- Students will enter and exit classrooms following established social distancing routines.
- Recess times may be staggered to reduce the number of students at recess at any one time.

- Use of play structures, balls and other playground equipment will be evaluated based on current COVID-19 community conditions.
- Students will be required to sanitize their hands upon re-entry to the classroom.

- Classroom/ Cohort interaction will be reduced by outlining targeted areas of the yard for play, based on cohort.
- Use of play structures, balls and other playground equipment will be evaluated based on current COVID-19 community conditions, per County Public Health.
- Students **and staff** will be required to sanitize their hands upon re-entry to the classroom.

6. CAFETERIA PROTOCOLS

- Multiple day lunches will be handed to students as they leave the classroom, or enter the bus. During the Blended/Hybrid Model schedules will be staggered to reduce the number of students being served at one time.
- Students will maintain social distancing while eating their lunch.
- Cafeteria meals will be grab and go meals with one option per day (no salad bar option will be offered).
- Specific tables will be designated per cohort.
- Entering and exiting will be assigned to facilitate social distancing.

Staff Training and Family Education:
How staff will be trained and families will be educated on the application and enforcement of the plan.

Training

Staff will be trained and families will be educated on the enforcement of the plan.
Staff will be trained in health and safety actions including: (Keenan options are in parentheses)

- Enhanced sanitation practices
  - (Coronavirus Cleaning and Disinfecting your Workplace- 10 minutes)
- Physical distancing and its importance
  - Including the importance of staff staying in classrooms while on site and maintaining physical distancing and well-ventilated spaces
- Proper use of face coverings, removal, and washing of cloth face coverings
  - (CDC for making and using cloth coverings- 9 minutes)
- COVID-19 specific symptom identification
  - (Coronavirus awareness- 10 minutes)

COVID Safety procedures will be posted at all school sites and on the district website.
All sites will be trained on the specifics of this application and this plan will be communicated/ available to all stakeholders.

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.

To promote rapid testing, a list of testing sites will be disseminated to staff and families of students. Staff and families will be encouraged to see their health care physician or visit a county testing site. Staff and families will be instructed to follow San Joaquin County Public Health Services Isolation or Quarantine Orders and Instructions while waiting for test results.

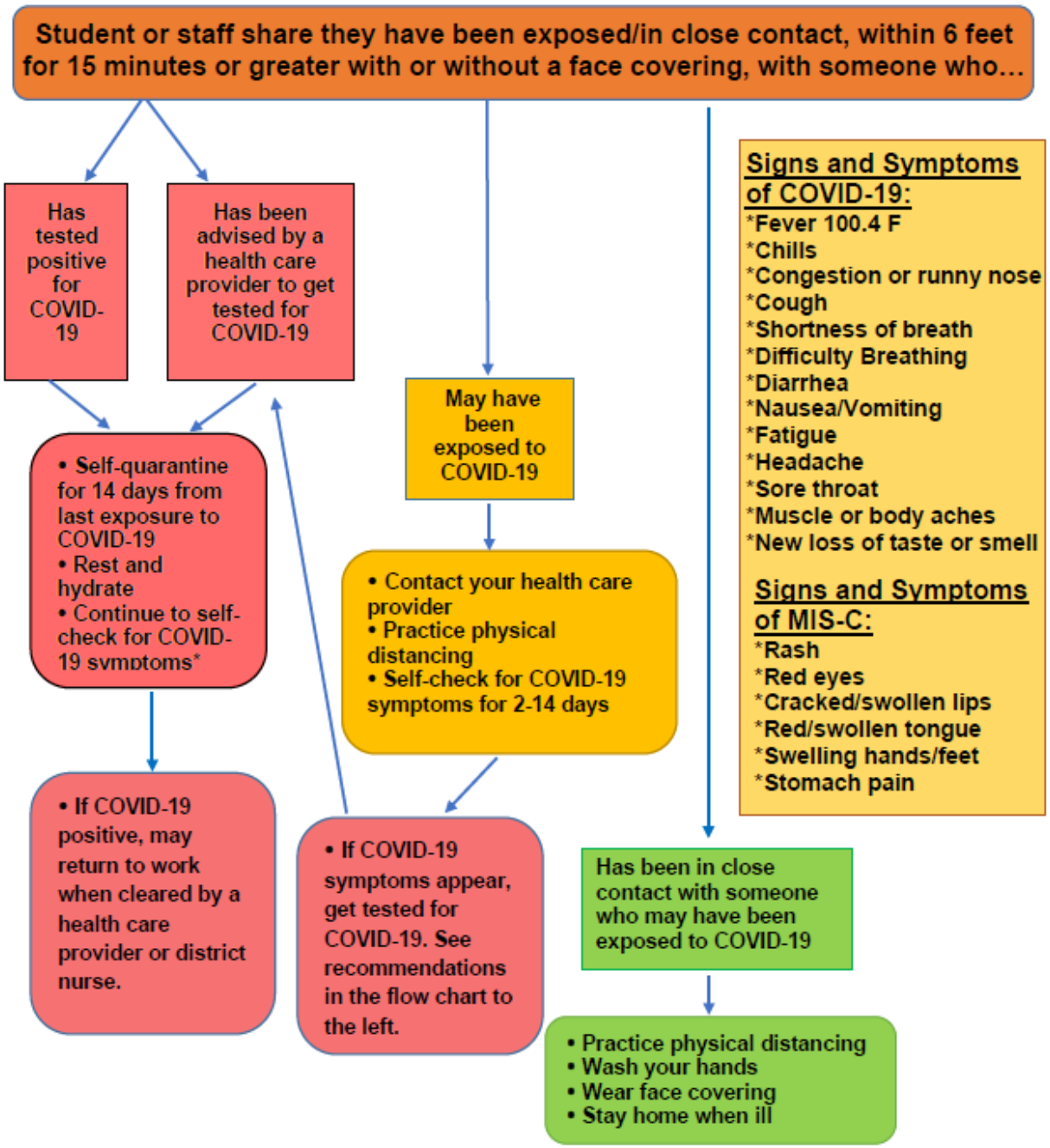
Testing Available for Members/ Patients Only If you need to be tested for COVID-19, contact your health care provider for assessment and referral.	
Adventist Health	Phone: (844) 542-8840 Email: https://adventisthealth.org/
Community Medical Centers	Phone: (209) 636-5400 Email: https://communitymedicalcenters.org/
Dameron Hospital	Phone: (209) 944-5550 Email: https://dameronhospital.org/
Dignity Health Medical Foundation - Stockton	Phone: (209) 475-5500 Email: https://dignityhealth.org/centralcalifornia/medical-group/stockton
Kaiser Foundation Hospital Manteca	Phone: (209) 824-5051 Email: https://healthy.kaiserpermanente.org/
Kaiser Permanente Stockton	Phone: (209) 476-2000 Email: https://healthy.kaiserpermanente.org/
San Joaquin General Hospital and Clinics	Phone: (209) 468-6000 Email: https://sanjoaquingeneral.org/
Sutter Stockton Medical Plaza / Sutter Tracy Community Hospital	Phone: (866) 961-2889 Email: https://sutterhealth.org/
Free Testing Sites If you don't have health insurance or a health care provider, contact these free testing sites.	
OptumServe	Phone: (888) 634-1123 Email: http://lhi.care/covidtesting
Project Baseline (Verily) / Rite Aid	https://projectbaseline.com/

City of Tracy / Planned Parenthood	http://testing.plan-your-care.org/
CVS, Manteca	https://cvs.com/minuteclinic/covid-19-testing

Language for those who have been exposed or may be positive

California School Nurses Organization

COVID-19 POSSIBLE EXPOSURE SCREENING FLOW CHART



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. **Only if Mandated by CDPH**

The triggers for switching to distance learning will be consistent with the following guidelines.

Location	Closure Trigger to start Distance Learning	Closure Reopen
Classroom/ Cohort	- Classroom/ cohort has a confirmed case within a classroom/ cohort	After 14 days and cleaning and disinfection, public health investigation, consultation with the public health department
School Site	- Multiple cases in multiple cohorts at a school site **OR** - 5% of the total number of teachers/student/ staff are cases within a 14 day period **OR** - Otherwise determined by local public health authorities	After 14 days and cleaning and disinfection, public health investigation, consultation with the public health department
School District	- 25% or more of schools in BESD (that are open) have closed due to COVID-19 within 14 days - Consultation with the public health department	After 14 days and cleaning and disinfection, public health investigation, consultation with the public health department

Banta Unified School District
Safe Return to in-Person Instruction and Continuity Plan

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

In coordination with the County Public Health Officer, the Banta Unified School School District will use our website, email and district phone messages to immediately communicate with affected stake holders of **any positive case and** virus exposures.

This communication will be consistent with legal counsel guidance regarding the Family Educational Rights and Privacy Act.

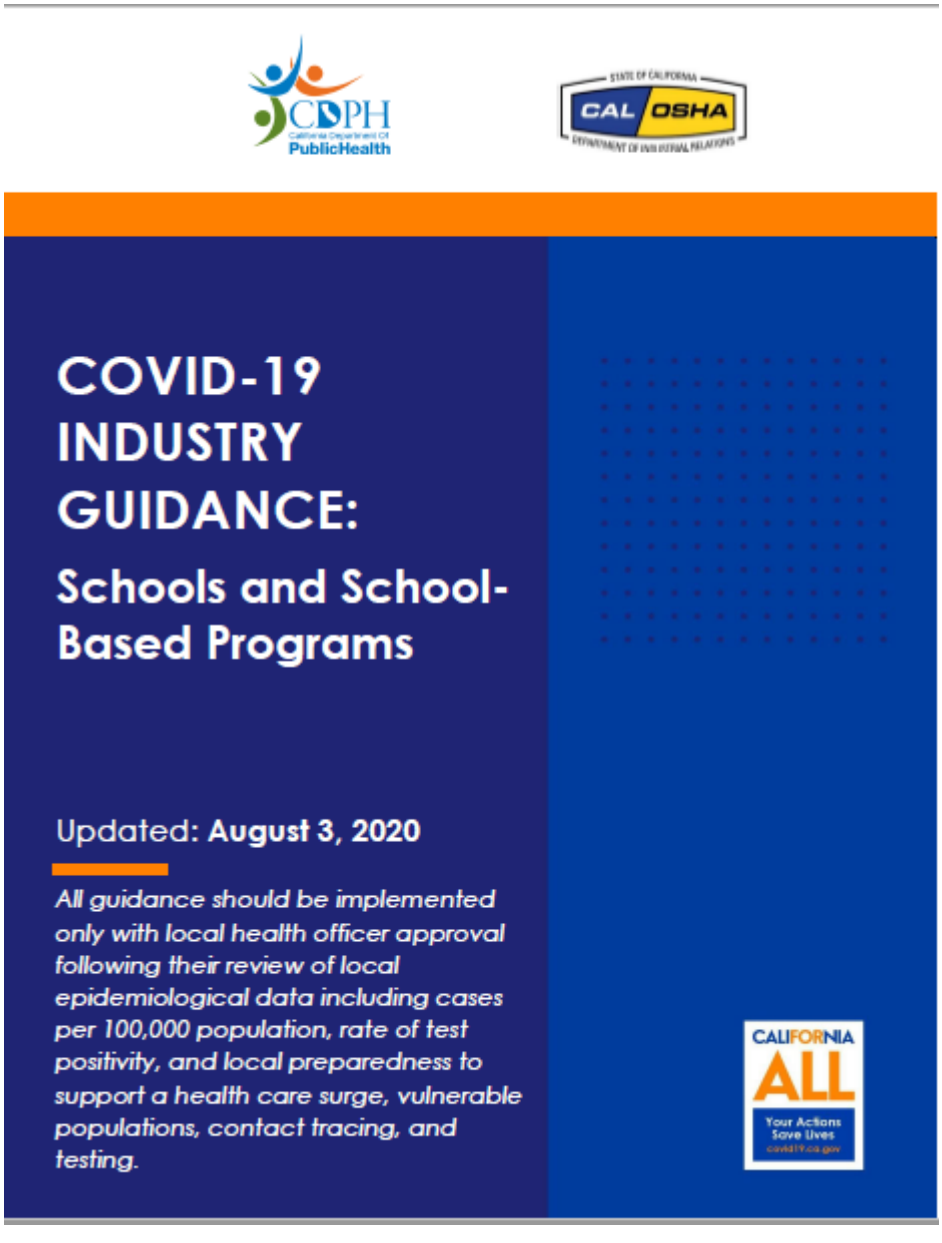
The COVID-19 pandemic has created intense stress and trauma for the stakeholder's that schools serve. Our reopening plan will only be as successful as BESD's ability to maintain trust and credibility through frequent and transparent, two-way communication. This plan is based on guidance provided by the California Department of Public Health.

Banta Unified School District School District's effective communication plan will include:

- Utilizing a variety of communication platforms (e.g., email, text messaging, push alerts, infographics, website posts, social media, news media outlets, printed mailings, etc.).
- Communication methods preferred by our community.
- Multiple language communications.
- Frequent messages that include all critical information to reduce confusion, anxiety, or misunderstandings.
- Use of existing school resources to amplify messaging: school campus signage, marquees, existing handouts, etc.
- Providing contact information for follow-up questions or concerns.
- Developing a dedicated web page on the district website that includes answers to frequently asked questions.
- Consistency of messaging by ALL BESD staff.

BESD's communication strategies will be to communicate the safety measures undertaken by the school, including personal protective equipment (PPE) for students, teachers, and staff, cleaning and sanitization protocols, physical distancing measures and mental health and
well-being supports. BESD will also inform parents about the importance of symptom onset, keeping students home when sick and BESD's processes for parent and guardian visits, pickup, and drop-off.

Appendix A:
OSHA Covid-19 Industry Guidelines



COVID-19 INDUSTRY GUIDANCE:

Schools and School-Based Programs

Updated: **August 3, 2020**

All guidance should be implemented only with local health officer approval following their review of local epidemiological data including cases per 100,000 population, rate of test positivity, and local preparedness to support a health care surge, vulnerable populations, contact tracing, and testing.

OVERVIEW

Communities across the state are preparing for the forthcoming school year. To assist with that planning process, the following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim and subject to updates. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff.

California public schools (traditional and charter), private schools (including nonpublic nonsectarian schools), school districts, and county offices of education, herein referred to as schools, will determine the most appropriate instructional model, taking into account the needs of their students and staff, and their available infrastructure. This guidance is not intended to prevent a school from adopting a distance learning, hybrid, or mixed-delivery instructional model to ensure safety. Schools are not required to seek out or receive approval from a state or local public health officer prior to adopting a distance-learning model.

Implementation of this guidance will depend on local public health conditions, including those listed here. Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased reopening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance should be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families. School leaders should engage relevant stakeholders—including families, staff and labor partners in the school community—to formulate and implement plans that consider the following:

- **Student, Family and Staff Population:** Who are the student, family and staff populations who will be impacted by or can serve as partners in implementing any of the following measures?
- **Ability to Implement or Adhere to Measures:** Do staff, students and families have the tools, information, resources and ability to successfully adhere to or implement the new measures?
- **Negative or Unintended Consequences:** Are there any negative or unintended consequences to staff, students or families of implementing the measures and how can those consequences be mitigated?

This guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues.

1. General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
  - Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found here.
  - Consult with your county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found here.
  - Collaborate with other schools and school partners in your region, including the county office of education.
  - Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.
- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan.
  - Identify contact information for the local health department where the school is located for communicating information about COVID-19 outbreaks among students or staff.
  - Incorporate the CDPH Guidance for the Use of Face Coverings, into the School Site Specific Plan that includes a policy for handling exemptions.
  - Train and communicate with workers and worker representatives on the plan. Make the written plan available and accessible to workers and worker representatives.
  - Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
  - Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
  - Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
  - Identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate

COVID-19 positive person(s) and close contacts. See Section 10 for more detail.

  - Adhere to these guidelines. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.

- Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow this guidance.
- Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19. *See* Section 10 below.
- Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.
- Schools should review the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face-covering use for students and workers into their COVID-19 prevention plan. Some flexibility may be needed for younger children consistent with child development recommendations. See Section 3 for more information.

2. Promote Healthy Hygiene Practices

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
  - Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
  - Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
  - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
    - Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
  - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families, which discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
- Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.
- The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of face coverings and personal protective equipment. Additional information can be found here.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
- Nothing in this guidance should be interpreted as restricting access to appropriate educational services.

3. Face Coverings

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – High School	Yes, unless exempt

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

STAFF

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

4. Ensure Teacher and Staff Safety

- Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Staff should clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.
- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Student Desks
  - Chairs
- Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.
- When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - Custodial staff and any other workers who clean and disinfect the school site must 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 must be kept out of children's reach and stored in a space with restricted access.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
    - If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

6. Implementing Distancing Inside and Outside the Classroom

Arrival and Departure

- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Implement health screenings of students and staff upon arrival at school (see Section 9).
- Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

Classroom Space

- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish 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.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
- Activities that involve singing must only take place outdoors.
- Implement procedures for turning in assignments to minimize contact.
- Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- Consider holding recess activities in separated areas designated by class.

Sports and Extra Curricular Activities (Updated August 3, 2020)

- Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.

- For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (*e.g.*, running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.

- Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.

- Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

- Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

7. Limit Sharing

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.

- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

8. Train All Staff and Educate Families

- Train all staff and provide educational materials to families in the following safety actions:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use, removal, and washing of face coverings
  - Screening practices
  - How COVID-19 is spread
  - COVID-19 specific symptom identification
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - For workers, COVID-19 specific symptom identification and when to seek medical attention
  - The employer's plan and procedures to follow when children or adults become sick at school.
  - The employer's plan and procedures to protect workers from COVID-19 illness.
- Consider conducting the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

9. Check for Signs and Symptoms

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
- Implement screening and other procedures for all staff and students entering the facility.

- Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.
- Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Policies should not penalize students and families for missing class.

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

- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms should 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.
- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing

- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here.
- Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit coffering distances learning.

- Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
- Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

11. Maintain Healthy Operations

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12. Considerations for Reopening and Partial or Total Closures

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the COVID-19 and Reopening Framework for K-12 Schools in California.

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:
  - In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.
  - Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
  - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - Provide guidance to parents, teachers and staff reminding them of

the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

Appendix B:

Injury and Illness Prevention Program Addendum

BANTA UNIFIED SCHOOL SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

Purpose

It is the policy of the Banta Unified School School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Banta Unified School School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

- Fatigue
- Body aches
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.

- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

If an Employee is Sick

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Banta Unified School School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.

- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover.
    - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

Banta Unified School School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g.., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

<u>Electronics</u>

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipe able cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

<u>Cleaning and Disinfecting Building or Facility if someone is Sick:</u>

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
    - Wait 24 hours before you clean or disinfect.
    - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Banta Unified School School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

Appendix C: Plan for Small Cohorts

Banta School District Plan for Bring Back Special Needs Students in Small Cohorts/Group of Children and Youth

(September 10, 2020)

On August 25th, the California Department of Public Health came out with "Guidance for Small Cohorts/Groups of Children and Youth." (See Attached CDPH Guidance for Small Cohorts, and CDPH Guidance for Small Supervised Support at School) The purpose of the state guidelines was to establish a minimum parameter for providing specialized services, targeted serves and support for students while schools are otherwise closed. The state guidelines enable schools to provide supervision and care for students, including specialized services for student with disabilities, English learners, and student who are at a higher risk of further learning loss.

How will the District prioritize who will be able to attend in school program while the overall school is closed?

To answer that question, we referred to the State document from "California For ALL FAQ" (August 25, 2020) which states that "The determination is made at the LEA – and school-level based on the needs of students. Students with disabilities should be prioritized by LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further leaning loss or participating in distance learning, students at risk of abuse or neglect, foster youth and student experiencing homelessness may be prioritized." These guidelines also assert that these special needs students can be taught "in school" in a small cohort of no more than 14 students and two adults. The Banta School District, in order to support these students, have created a three tier fade in approach. The District will move from one tier to the next as it determines is appropriate under current State guidelines and when personnel resources become available.

Tier 1: Students who are currently enrolled in a mild/moderate/severe class (SDC)

Tier 2: Students who meet the requirements in two or more of the higher risk situation.

- Students are in the Resource Specialist Program (RSP)
- English Learners
- Students at higher risk of further learning loss or not participating in distance learning

- Students at risk
- Foster Youth
- Students experiencing homelessness

Tier 3: Students who meet the requirements in one of the higher risk situation.

- Students are in the Resource Specialist Program (RSP)
- English Learners
- Students at higher risk of further learning loss or not participating in distance learning
- Students at risk
- Foster Youth
- Students experiencing homelessness

Cohorts

Cohorts are stable groups of students with no more than 14 students, with no more than two supervising adults who are meeting in a supervised environment for targeted supports and intervention services while the school is closed to in person instruction and in addition to distance learning. Students and adults in a cohort may not interact with students and adults in a different cohort, including interactions between staff assigned to different cohorts. Supervising adults will be assigned to one cohort group and must work solely with that group. Cohorts must be kept separate from one another for special activities such as art, music and exercise. Physical distancing between children in the same cohort will be balanced with developmental and socio-emotional needs of the age group. Physical distancing between adults must be maintained to the greatest extent possible, and adults and students must wear face coverings, pursuant to the CDPH Schools Guidance. The number of students on a given school site should generally not exceed 25% of the school's enrollment or available building capacity. The students in a cohort will stay together throughout the school day.

Additional Specialized Services

Students may receive one-on-one services and supports from other qualified adults, which must be provided individually and cannot be done with other students. Staff who provide specialized services or targeted support, e.g., speech and language or occupational therapy, will be assigned to work with students in as few cohorts as possible and must observe appropriate precautions to prevent transmission. Other staff, e.g., administrators, counselors, or nurses, who are not a supervising adult in a cohort or providing one-on-one services will be prevented from interacting with cohorts unless necessary to respond to exigent health or safety issue.

Appendix D:
Returning to School Phases Chart

Returning to School 2020 / 2021 (Plan in Stages)

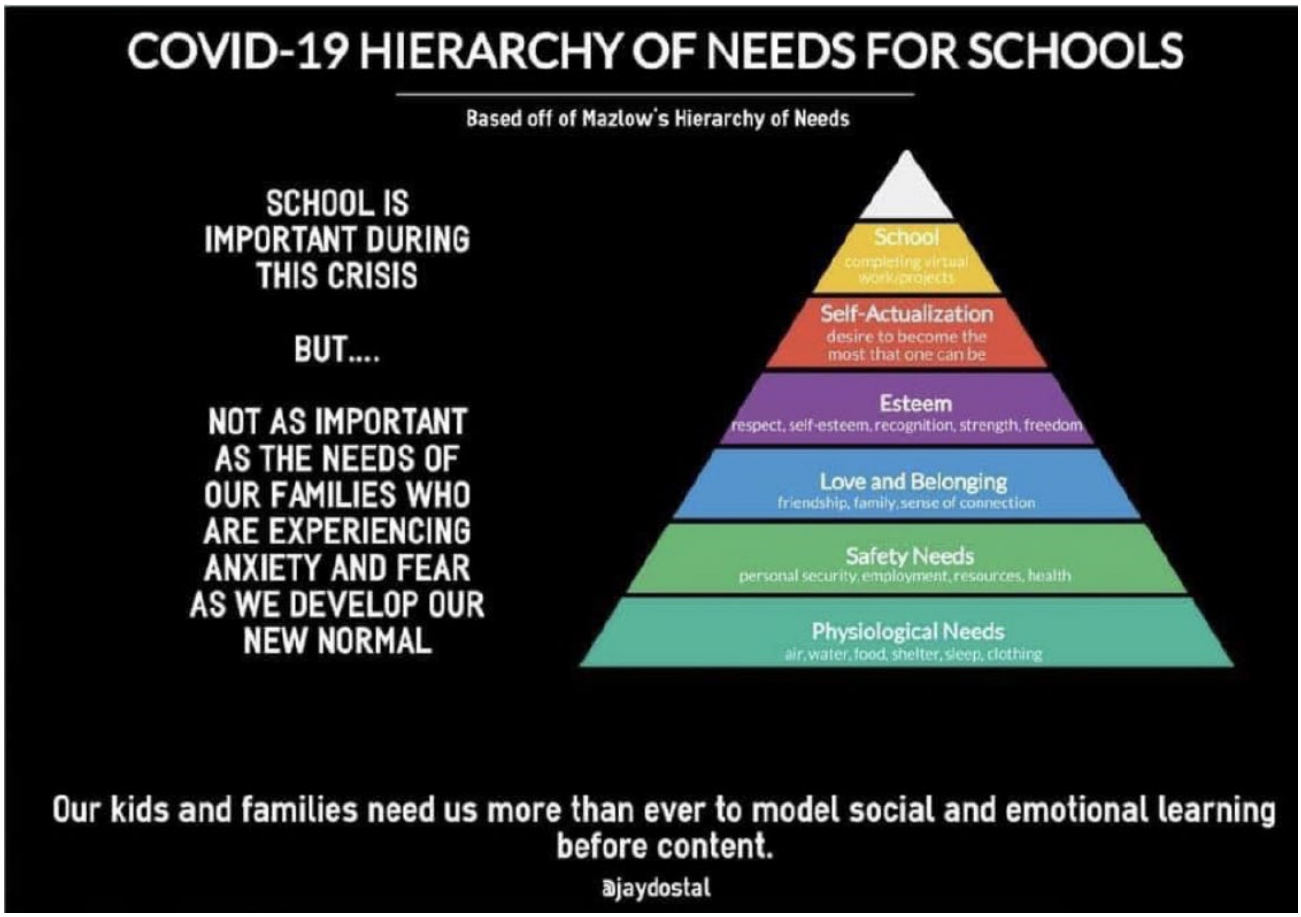
Distance Learning Phase 1	Cohort Model (Pre-Hybrid)	Hybrid Model Phase 2	Regular School Day Phase 3
1. Teachers workday 8:00 to 2:55 2. Teachers report to school and work from their individual classrooms three days a week (Tue, Wed, Thu) until 12:30, then for the rest of the day teachers can choose to work from school full time if they choose to 3. Complete instructional model/curriculum/student expectations 4. Mandatory student attendance. Teachers will take daily attendance. Students who are not engage daily will be considered absent and sch. will follow the SARB process. * 5. All work is graded * 6. Daily Lesson Plan, which reflect minimum minutes * of assigned work: • 60 min ELA • 60 min Math • 60 min Science • 60 min Soc. Stu. • PE: 30 Min. Daily Student Activity Log (min. has been suspended)* • 240 instructional minutes per day plus PE for 1st- 8th grade and 180 min for K 7. Staff meeting will be held on Mondays afternoon after 1:30 8. "Daily live student interaction". * 9. Utilize Google classroom and Docs. 10. District will provide staff development to support teachers. This training may include:	1. Teachers workday 8:00 to 2:55 2. 8:00 teachers report to school 3. In-school: Monday/Tuesday /Thursday/Friday for high-risk students. Distance Learning for all other students. 4. Wed. = Deep Cleaning Day 5. **Monday – Friday 8:20 to 9:00 All Class Daily Check-in** (Cohort and Distance Learning students) 6. Days with no students would be for lesson planning, working with Independent Study Students, In-service Training, and preparation time. 7. 8:10 teacher in the classroom with breakfast in the classroom for high-risk students 8. 8:20 to 12:35 school (High-risk students in class, all other students are distance learning online) No more than 25% of total class will be able to participate in the In-School cohort. For the rest of the day, teachers can choose to work from school full-time if they choose to. 9. Complete instructional model/curriculum/student expectations 10. Mandatory student attendance. Teachers will take daily attendance. Students who are not engage daily will be	1. Teachers workday 8:00 to 2:55 • 8:00 teachers report • 8:20 teacher in the classroom • 8:20 to 8:40 Breakfast in the classroom • 8:40 to 2:10 school • 2:10 to 2:55 Teacher Prep Period • 20 min. recess, 40 min. lunch • PE: Daily Student Activity Log (min. has been suspended)* 270 instructional minutes per day plus PE • No minimum days 2. Class will be spilt into Grp. A and Grp. B. students would attend two days a week with three days Distance Learning. • Grp. A = Mon/Tue • Grp. B = Thu/Fri • Wed. = Deep Cleaning Day 3. **Monday – Friday 8:40 to 9:00 All Class Daily Check-in** (Both Grp. A and B) 4. Days with no students would be for lesson planning, working with Independent Study Students, Inservice Training, and preparation time. 5. Instruction would be: • Good First Teaching • Instruction with practice at home • More project base learning activities/projects	1. Traditional Model. Same Calendar as in the past with teachers reporting to work at 8:00. End of the day 2:55, with Mondays being minimum days 2. District will continue to provide staff development to support teachers. This training may include: • Google Classrooms • Google Docs • MobyMax • Schoolology • Student Learning Videos • Project Base Learning • other 3. District will continue to provide a Google Classroom Consultant to teachers as needed

• Google Classrooms • Google Docs • MobyMax • Schoolology • Student Learning Videos • Project Base Learning • Other 11. District will provide a Google Classroom Consultant to teachers *** As required by CA Senate Bill 98**	considered absent and sch. will follow the SARB process. * 11. All work is graded * 12. Daily lesson plan, which reflect minimum minutes * of assigned work: • 60 min ELA • 60 min Math • 60 min Science • 60 min Soc. Stu. • PE: 30 Min. Daily Student Activity Log (min. has been suspended)* • 240 instructional minutes per day plus PE for 1st- 8th grade and 180 min for K. 13. Staff meeting will be held on Mondays afternoon after 1:30 14. "Daily live student interaction". * 15. Utilize Google classroom and Docs. 16. District will provide staff development to support teachers. This training may include: • Google Classrooms • Google Docs • MobyMax • Schoolology • Student Learning Videos • Project Base Learning • Other 17. District will provide a Google Classroom Consultant to teachers	6. Complete instructional model/curriculum/student expectations 7. Mandatory student attendance. Teachers will take daily attendance. Students who are not engage daily will be considered absent and school will follow the SARB process. * 8. All work is graded* 9. Daily lesson plan, which reflect minimum minutes * of assigned on campus and home instruction: • 90 min ELA • 60 min Math • 60 min Science • 60 min Soc. Stu. • PE: Daily Student Activity Log (min has been suspended)* 270 instructional minutes per day plus PE 10. District will continue to provide staff development to support teachers. This training may include: • Google Classrooms • Google Docs • MobyMax • Schoolology • Student Learning Videos • Project Base Learning • other 11. District will continue to provide a Google Classroom Consultant to teachers 12. SDC Students come Mon, Tue, Thu, Fri.	

Appendix E: School Schedules and Maps

Maps and schedules are not displayed on line for safety reasons.

Appendix F: Educational Planning / Attendance Reporting



Banta Unified School District
Safe Return to in-Person Instruction and Continuity Plan

8/20/2020

California Department of Education

Combined Daily Participation and Weekly Engagement Template

Education Code (EC) Section 43504

Section A – Local Educational Agency (LEA) and Class Information

LEA:		**Month of:**		**Certificated Employee:**	
School Site:		**Week of:**		**Grade Level/Class Title:**	

Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method	Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method
Monday:		**In-person Instruction** ☐ Full Day ☐ Partial Day	**Thursday:**		**In-person Instruction** ☐ Full Day ☐ Partial Day
		Video or Online Synchronous Instruction/Assignment ☐ Full Day ☐ Partial Day			**Video or Online Synchronous Instruction/Assignment** ☐ Full Day ☐ Partial Day
Non-Instructional Day: ☐		**Asynchronous Instruction** ☐ Full Day ☐ Partial Day	Non-Instructional Day: ☐		**Asynchronous Instruction** ☐ Full Day ☐ Partial Day
Tuesday:		**In-person Instruction** ☐ Full Day ☐ Partial Day	**Friday:**		**In-person Instruction** ☐ Full Day ☐ Partial Day
		Video or Online Synchronous Instruction/Assignment ☐ Full Day ☐ Partial Day			**Video or Online Synchronous Instruction/Assignment** ☐ Full Day ☐ Partial Day
Non-Instructional Day: ☐		**Asynchronous Instruction** ☐ Full Day ☐ Partial Day	Non-Instructional Day: ☐		**Asynchronous Instruction** ☐ Full Day ☐ Partial Day
Wednesday:		**In-person Instruction** ☐ Full Day ☐ Partial Day			
		Video or Online Synchronous Instruction/Assignment ☐ Full Day ☐ Partial Day			
Non-Instructional Day: ☐		**Asynchronous Instruction** ☐ Full Day ☐ Partial Day			

Here is what we are working on:

Student Name	Daily Pariticpation					Type of Learning					Attendance					Renegagement Plan Needed	Notes/Note if/when made Parent contact. As it relates to attendance and participation. *May attach email correspondence.
						Synchronous/ Asynchronous/ Both					Mark an "X" when daily participation met					Only mark an X when student has missed 60% of the week (3 days)	
	M	T	W	TH	F	M	T	W	Th	F	M	T	W	Th	F		
testing	PC	PC			PC	A	S	S		B	X	X			X		
student	p	p	p			a	a	b			x	x					-
student 2	p	p									x	A	T				Called Jayne's mom - tardy again

Banta Unified School District
Safe Return to in-Person Instruction and Continuity Plan

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday	Tuesday	Wednesday	Thursday	Friday
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐120	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500
	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500	☐100 ☐200 ☐400 ☐300 ☐500

Section D – Certification

I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent _____ worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class.

Teacher's Printed Name: _____ Teacher's Signature: _____ Date: _____

Print Form

Section E – Instructions

For distance learning, the minimum instructional day consists of 180 instructional minutes for transitional kindergarten and kindergarten, 230 instructional minutes for grades one through three, 240 instructional minutes for all other grade levels, 180 minutes for students enrolled in continuation high school, and for students concurrently enrolled at least part time in a community college, University of California, or California State University, and shall be based on the time value of assignments as determined, and certified to, by a certificated employee (*EC* sections 43501 and 43502).

Each LEA shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments (*EC* Section 43504(e)).

Each LEA shall document daily participation for each student on each instructional day, in whole or in part, for which distance learning is provided. A student who does not participate in distance learning for at least part of an instructional day shall be documented as absent for that instructional day. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the LEA and students or parents or guardians. (*EC* Section 43504(d)).

In Section A enter the following LEA and class information:

- **LEA:** Enter the LEA name.
- **Month of:** Enter the first date of the school month for which the Weekly Engagement Records are being generated.
- **Certificated Employee:** Enter the name of the certificated employee/teacher.
- **School Site:** Enter the school site name.
- **Week of:** Enter the weekly date range for which assignments are made and participation was verified.
- **Grade Level/Class:** Enter the grade level or class title.

In Section B enter the following weekly assignment information:

- **Day of Week:** Enter the date within the weekly date range. If no instruction was provided, select the box next to Non-Instructional Day.
- **Summary of Assignments/Assessments:** List student assignments/assessments for each instructional day.
- **Instructional/Assignment Delivery Method:** Indicate if the instruction or assignments were delivered in person, video or online synchronous, or asynchronous and if full or partial day. If full day is marked, only one instructional/assignment delivery method should be identified. If partial day is marked, more than one instructional/assignment delivery method may be selected.

In Section C enter the following student daily participation information:

- **Student:** List the names of each student in the class.
- **Daily Participation:** For each student for each instructional day, identify if the student participated or did not participate in the instruction/assignments. If the student participated, indicate how student participation was measured. More than one box may be checked. If no participation is verified, the student is absent for the day.

In Section D enter the following certification information:

- **Certification:** Add in the time value of assignments to those the teacher is certifying. If the teacher is certifying to a full instructional day then input "a full day" into the fillable section. If the teacher is certifying to a specific time value in hours or minutes then input the specific number of minutes or hours being certified to into the fillable section.
- **Teacher's Printed Name:** Print the name of the teacher certifying the record.
- **Teacher's Signature:** The teacher certifying the daily participation and weekly engagement records must sign this section. Certification should include a signature consistent with the approved attendance process in place. If the district or county office of education has received approval for the use of electronic signatures with their attendance system, they are able to sign the daily participation and weekly engagement records electronically as well.
- **Date:** Enter the date that the record is signed.

Appendix G: Banta Unified School School District COVID Board Policies

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0470(a)

COVID-19 MITIGATION PLAN

Note: The following policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies. When the Governing Board determines, consistent with state and local orders from health officials, that the need for this policy no longer exists, the following policy should be removed from the district's policy manual.

Due to the unexpected nature of the pandemic, the evolving circumstances, and rapidly changing information about the virus, the topics covered in this policy may not be directly addressed in current law. Therefore, the policy presents options and best practices for districts as they reopen school campuses following extended closures due to the COVID-19 pandemic. Districts are encouraged to consult with local health officials, staff, students, parents/guardians, neighboring school districts, and the county office of education in comprehensive planning for safe operations following campus reopening.

This policy involves a number of working conditions that are often addressed in collective bargaining agreements and, as such, may be subject to negotiations with employee organizations.

Resources that provide additional information, such as applicable state and local guidelines from health officials, school schedules, handwashing instructions, and specific personal protective equipment (PPE) requirements, may be attached as exhibits to augment this policy and should be periodically reviewed and updated as necessary.

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 5141.22 - Infectious Diseases)
(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

Note: Stay-at-home orders, restrictions on social gatherings, and PPE requirements and their impact on the opening and closing of school campuses will vary based on local conditions. CSBA strongly recommends that districts consult state and local health officials for guidance on decisions regarding the opening and closing of school campuses.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open

COVID-19 MITIGATION PLAN (continued)

when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for

a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

COVID-19 MITIGATION PLAN (continued)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

Note: Until COVID-19 is no longer a concern, schools may offer instruction through one of three prevailing approaches: (1) return to full on-campus instruction with social distancing/PPE requirements and modified schedules, (2) continue exclusively with distance learning, or (3) use a hybrid approach that incorporates both on-campus instruction and distance learning. To accomplish any approach that uses on-campus instruction while maintaining social distancing may require the implementation of staggered schedules, such as having half the students on campus one week followed by the other half the following week, having grades 1-3 on campus on Monday and Wednesday and grades 4-6 on Tuesday and Thursday, or teaching Unified School students on campus while secondary students use distance learning.

The following section reflects a hybrid approach, which may be the most practical for the majority of districts, and should be revised to reflect district practice.

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)
(cf. 6158 - Independent Study)

BP 0470(d)

COVID-19 MITIGATION PLAN (continued)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, Unified School level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider

the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Note: Pursuant to the Governor's Executive Order N-30-20, administration of the California Assessment of Student Performance and Progress was waived in spring 2020 due to the COVID-19 pandemic. Districts will need to use other measures to evaluate students' academic progress during that period of campus closure.

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

BP 0470(e)

COVID-19 MITIGATION PLAN (continued)

1. Address student-specific needs arising from the transition back into on-campus instruction

2. Consider whether or not a student has experienced a regression of skills and/or lack of progress

3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance

with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Grading

Note: The district may select or revise any of the items below to reflect district practice. The California Department of Education's (CDE) FAQs on Grading and Graduation Requirements, available on its web site, includes an appendix on Distance Learning Grading Guidance for Teachers which contains a non-exhaustive list of options for assigning final grades for spring 2020 for courses interrupted by COVID-19 and the resulting school closures. Those options are only applicable to final semester grades and may not necessarily apply to shorter periods of campus closure. Grading policies for the 2020-21 school year may be dependent on the date that campuses reopen and/or whether campuses need to be reclosed for an extended period at any time during the year.

Also see CSBA's Sample School Board Resolution on Grading During Emergency School Closures.

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown

occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments

2. Assignment of pass/no pass grades for all courses

3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

Note: The following **optional** paragraph reflects recommendations in the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Schools and Day Camps to conduct temperature checks and/or visual checks of students before they enter the school. CDC recommends that persons who have a fever of 100.4 degrees or above or exhibit other signs of illness not be admitted to the facility.

Temperature checks may also be conducted before students board a school bus. If not practical, districts should implement social distancing on school buses as provided in the section "Social Distancing" below and may require students to wear PPE on the bus as provided in the section "Personal Protective Equipment and Hygiene Practices" below.

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

BP 0470(g)

COVID-19 MITIGATION PLAN (continued)

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

Note: Pursuant to Education Code 48205, student absences due to illness or quarantine are considered excused absences. 5 CCR 306 authorizes the school to require a satisfactory explanation from a student's parent/guardian whenever the student is absent. Pursuant to 5 CCR 421, the Board may adopt policy or a resolution establishing reasonable methods for verifying student absences, and absences due to illness or quarantine may be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or other qualified district employee assigned to make such verification. See AR 5113 - Absences and Excuses for verification methods authorized by the district.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

Note: Pursuant to the Governor's Executive Order N-26-20, districts are not penalized for failure to offer regular school days when campuses are closed due to COVID-19. Although districts are not required to record daily attendance for apportionment purposes when campuses are closed, CDE's FAQs for 2019 Novel Coronavirus encourage districts to track participation and engagement in distance learning at such times. As campuses reopen, districts should follow state guidance, when issued, pertaining to attendance accounting.

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning

repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)

Social Distancing

Note: Public health officials from the California Department of Public Health (CDPH), CDC, and World Health Organization recommend social distancing to help stop or slow the spread of COVID-19. Social distancing requires creating physical space between individuals and minimizing the size and number of gatherings as much as possible. It is generally recommended that space between individuals be at least six feet whenever possible.

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and

outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other

2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes

3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements

4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries

5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries

6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

Note: Item #7 is for use by districts that provide transportation for students. CDC's Interim Guidance for Schools and Day Camps presents examples of bus seating arrangements that may be established to meet the

COVID-19 MITIGATION PLAN (continued)

six-foot social distancing objectives, such as (1) seating one student to a bench on both sides of the bus, skipping every other row, and (2) seating one student to a bench, alternating rows on each side to create a zigzag pattern. Seats that must be left vacant should be marked or blocked.

7. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives

(cf. 3540 - Transportation)
(cf. 3543 - Transportation Safety and Emergencies)

8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

Note: CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, issued March 16, 2020, states that gatherings that bring together people in a single room or single space at the same time, such as school sporting events, should be postponed or canceled until further guidance is released by CDPH. The Governor's Resilience Roadmap issued in spring 2020 establishes four stages for gradually reopening businesses and activities, with large gatherings generally withheld until stage 4.

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

Note: CDC's Considerations for Schools reinforces the value of using cloth face coverings to protect oneself and others, but recognizes that wearing face coverings in all-day settings such as school may be challenging for students, particularly younger students. CDC advises that face coverings be worn as feasible, but especially when social distancing is difficult.

COVID-19 MITIGATION PLAN (continued)

It is also recommended that all staff should use cloth face coverings and that food service workers and other staff who are in routine contact with the public should wear gloves. However, requiring staff to use such equipment may be subject to collective bargaining. Districts are encouraged to review their collective bargaining agreements and applicable memoranda of understanding and consult with legal counsel before requiring staff to use facial coverings.

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Note: The following paragraph reflects a recommendation in CDC's Considerations for Schools and may be revised to reflect district practice.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance.

Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)
(cf. 3514.1 - Hazardous Substances)
(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

BP 0470(k)

COVID-19 MITIGATION PLAN (continued)

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Note: The following section may be subject to negotiations with employee organizations.

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4113 - Assignment)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)

Note: The Governor's Executive Order N-26-20 requires that districts continue to pay employees even if campuses close temporarily due to COVID-19. Furthermore, according to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances such as a pandemic which interrupts district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. See BP 4151/4251/4351 - Employee Compensation.

COVID-19 MITIGATION PLAN (continued)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

Note: Education Code 44978 and 45191 and Labor Code 245-249 establish minimum sick leave entitlements for district employees; see AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. If an employee continues to be absent for up to five months after exhausting all available sick leave, the employee may be entitled to differential pay in accordance with Education Code 44977, 44983, and 45196. In addition, an employee may use leave granted by the Family and Medical Leave Act (FMLA) (29 USC 2601-2654) or California Family Rights Act (Government Code 12945.1-12945.2) for the employee's own serious health condition or to care for a child, spouse, or parent/guardian with a serious health condition; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Note: The remainder of this section reflects provisions for expanded leave granted by the federal Families First Coronavirus Response Act (P.L. 116-127).

29 USC 2601 provides up to 80 hours of paid sick leave for eligible employees for the reasons specified in items #1-6 below. Eligible employees are entitled to their regular rate of pay for leave taken pursuant to items #1-3 (up to $511 per day and $5,110 in total) or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 (up to $200 per day or $2,000 in total). The district must not require an employee to use other paid leave before the employee uses the paid sick leave granted under this Act.

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19

COVID-19 MITIGATION PLAN (continued)

2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19

3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine

5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

Note: Leave granted to an employee who needs to care for a child whose school or child care provider is closed due to COVID-19 (item #5 above) may be extended pursuant to 29 USC 2620. Employees must be restored to their position following such leave, unless the district has fewer than 25 employees and specified conditions are met.

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of $200 per day and $10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

Note: The following notice is available on the web site of the U.S. Department of Labor.

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed

cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

Note: The following **optional** paragraph reflects a recommendation in CDC's Interim Guidance for Schools and Day Camps pertaining to contact-tracing.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In

addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors

and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

Note: The following section reflects CDC's Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), which describes appropriate mitigation strategies based on the level of community transmission of COVID-19 and

COVID-19 MITIGATION PLAN (continued)

the presence of COVID-19 cases within a school. Such mitigation strategies may include closing campuses when the district determines, in consultation with state and local health officials, that keeping campuses open presents a risk to students, staff, and the community.

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference: (see next page)

COVID-19 MITIGATION PLAN (continued)

Legal Reference:

EDUCATION CODE
44978 Sick leave for certificated employees
45191 Leave of absence for illness and injury, classified employees
48205 Excused absences
48213 Prior parent notification of exclusion; exemption
48240 Supervisors of attendance
49451 Exemption from physical exam; exclusion from attendance
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12945.1-12945.2 California Family Rights Act
HEALTH AND SAFETY CODE
120230 Exclusion from attendance
LABOR CODE
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 2
11087-11098 California Family Rights Act
CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended, especially:
2601 Paid sick leave
2620 Public health emergency leave
UNITED STATES CODE, TITLE 42
1760 Note National School Lunch program waivers addressing COVID-19
CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993

Management Resources: (see next page)

BP 0470(r)

COVID-19 MITIGATION PLAN (continued)

Management Resources:
CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
FAQs for 2019 Novel Coronavirus
FAQs on Grading and Graduation Requirements
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020
School Guidance on Novel Coronavirus or COVID-19, March 7, 2020
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Considerations for Schools, rev. May 19, 2020
Interim Guidance for Schools and Day Camps, May 2020
Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020
OFFICE OF THE GOVERNOR PUBLICATIONS
Executive Order N-30-20, March 17, 2020
Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
U.S. DEPARTMENT OF LABOR POSTERS
Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov
Office of the Governor: https://www.gov.ca.gov
Office of Management and Budget: https://www.whitehouse.gov/omb
U.S. Department of Labor: https://www.dol.gov
World Health Organization: https://www.who.int

All Personnel BP 4113.5(a)
4213.5
WORKING REMOTELY 4313.5

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4113 - Assignment)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)

WORKING REMOTELY (continued)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference: (see next page)

WORKING REMOTELY (continued)

Legal Reference:
GOVERNMENT CODE
6250-6270 California Public Records Act
12900-12996 Fair Employment and Housing Act
LABOR CODE
226.7 Mandated meal, rest, or recovery periods
6400 Safe and healthful employment and place of employment
6401 Unsafe workplace
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:
WEB SITES
California Department of Industrial Relations: http://www.dir.ca.gov

Policy CSBA MANUAL MAINTENANCE SERVICE
adopted: April 2020
Instruction BP 6157(a)

DISTANCE LEARNING

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. 4131 - Staff Development)

DISTANCE LEARNING (continued)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 6159 - Individualized Education Program)
(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at

home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. 0440 - District Technology Plan)
(cf. 3311.4 - Procurement of Technological Equipment)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. 6020 - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference: (see next page)

DISTANCE LEARNING (continued)

Legal Reference:
EDUCATION CODE
35182.5 Contracts for electronic products or services; prohibitions
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51740-51741 Authority to provide instruction by correspondence
51745-51749.3 Independent study
51865 California distance learning policy
PUBLIC CONTRACT CODE
20118.2 Contracting by school districts; technological equipment
UNITED STATES CODE, TITLE 20
7131 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate); Internet safety

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
COVID-19 Guidance for K-12 Schools
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines

WEB SITES
California Department of Education: http://www.cde.ca.gov
World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai