



Oroville City  
Elementary  
School District

Welcoming Students Back  
with Safety In Mind

2021-22

# **Oroville City Elementary School District School Reopening Guidance**

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## Superintendent's Message

Dear Families:

Oroville City Elementary School District (OCESD) prides itself on “Excellence in Education,” a culture we have developed through focusing on the health, academics and safety of our students.

As we navigate this ever-changing world, our entire OCESD staff is working harder than ever to adapt and overcome in order to provide the best possible education for our students. We know the past months have been incredibly difficult for our families, and we are committed to supporting where we can. It is our mission and goal to keep students safe, healthy and inspired to reach their greatest potential regardless of the educational program you choose at this time. We know there are strengths and weaknesses to each model and we look forward to the day that we can return to the traditional model of education.

In our Reopening Guide, we have laid out the structures and framework for following State and our local Public Health departments guidelines in order to be compliant and responsible when it comes to our students. I want you to know that this plan is fluid and can change as guidelines and conditions change. As we evaluate our programs, those too can evolve as we continually look for ways to improve. Thank you for your patience and understanding as we navigate through this new way of educating our students.

We recognize the academic, physical and social emotional needs of our students are best served through stability, consistency and familiarity. OCESD has therefore developed this Reopening Guide to welcome our students back with their safety in mind. Through a concerted effort between OCESD and state and local public health officials, we have developed an approach built from the State's guidelines for resuming in-person instruction.

The safety procedures within this guidebook are aimed to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. Through teamwork with our families, staff and students, we plan to reopen our schools and stay open by adhering to the procedures set out in this guidebook.

While we hope that these health and safety measures provide some peace of mind, we must remain flexible and adaptable to the potential starts and stops associated with reopening schools. We will continue offering our Independent Family Learning Center (IFLC) homeschool program.

I would personally like to thank all of our families and each of our staff members for working diligently to ride the waves of uncertainty since the pandemic began. Your steadfast commitment to our students has demonstrated true collaboration, kindness and adaptability; characteristics we hope to instill in our students.

Sincerely,

Spencer Holtom  
OCESD Superintendent

## General Measures

Per State guidelines, the Oroville City Elementary School District will continue to review guidance, consult, communicate and collaborate with the following agencies regarding current disease levels, testing capabilities, and control measures locally to ensure we are providing the healthiest learning environment for students and staff.

- Butte County Public Health
- Butte County Office of Education
- California Department of Public Health
- California Department of Education
- Surrounding Districts

In accordance with state guidelines, OCESD has contingency plans in place for the possibility of closure of classes, groups, or entire facilities when persons associated with the facility or in the community test positive for COVID-19.

Furthermore, OCESD will continue to review and update health plans for high-risk individuals to ensure proper support and accommodations are provided.

OCESD has reviewed Cal/OSHA requirements and has an effective plan to protect employees.

## Promoting Healthy Hygiene Practices

### Hand Washing

OCESD is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

### Hand Sanitizer

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

### Physical Distancing

Each school campus has put measures in place to increase physical distancing in hallways, classrooms, walkways, bathrooms, and other areas of the campus. Students will be encouraged to not congregate together especially in high traffic areas.

### Work Areas

Staff and students will avoid sharing phones, work supplies, and office equipment when feasible; never share Personal Protective Equipment (PPE). Take time to clean work area(s) as needed during the day.



# Personal Protective Equipment (PPE) and Supplies

## 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.

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

\*\*Face coverings are required 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.

If a student or staff member does not have a face covering, one will be provided to them.

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. Students who refuse to wear face coverings at school will be referred to IFLC which is our Independent Study Program or to Distance Learning.

## Staff

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

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OCESD aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:

- Soap
- Tissues
- No-touch trash cans
- Face coverings
- Face shields (staff)
- Hand sanitizer
- Medical grade cleaning supplies
- Plexiglass dividers in front offices
- Desk shields

## Cleaning, Disinfecting, and Ventilation

OCESD will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

OCESD has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites.

- Portable hand washing stations have been provided
- All classrooms have hand sanitizer bottles
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled)
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitizing supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitizing

### Frequently Touched Surfaces

High-touch areas such as door handles, light switches, sink handles, bathroom surfaces, tables, and desks will be cleaned daily, or more frequently as needed.

### Ventilation

OCESD has replaced all HVAC system filters with MERV-13 filters, which are proven more effective against COVID 19. Filters will be changed at least quarterly. Fresh air will be circulated into classrooms, shared spaces, and offices as required by the building code.

# Distancing Measures

## Outside the Classroom

Additional information will come from the individual schools.

OCESD has reviewed and is implementing District-wide measures minimizing contact between students, staff, and families in the following areas where practicable:

- Entry and exit schedules for each school have been established
- Transportation seating considerations
- Reconfigured recess schedules and reducing sharing of equipment
- Minimizing the mixing of classes and congregate movement through hallways and common areas during passing periods
- Minimizing large gatherings on campus, i.e., elimination of in-person assemblies and school-wide events
- Campus access will be limited to staff, students, and parents/guardians on official business ONLY.

## Inside the Classroom

Educate students on developmentally appropriate physical distancing procedures.

Additionally we are committed to the following:

- Maximizing fresh airflow
- Maximizing space between seating and desks to achieve a minimum of six feet of social distancing as practicable
- Minimize the mixing of classes as much as practicable, and limit small group interactions
- Minimize the sharing of materials and equipment as practicable. Each student will have their own tools as practicable. If materials and equipment must be shared, best efforts will be made to clean and disinfect between uses, and students will be continually practicing good hygiene habits, such as hand washing and/or hand sanitizing

## Staff and Family Education

OCESD is committed to train staff and provide educational materials, protocols, and resource lists for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports

# Health and Wellness Checks

## Wellness Checks

Families and staff will be required to do a daily screening for symptoms of COVID-19 using screening protocols listed on the following pages before arriving at school or the bus stop. This includes the taking of temperatures.

Staff who are vaccinated will not be subject to weekly COVID testing. The District is providing weekly COVID testing for all unvaccinated staff.

## Stay Home When Sick

Staff and students should stay home when sick, not feeling well, or have come in close contact (CDC defines close contact as anyone who has been within 6-feet of an infected individual for at least 15 minutes, 2 days before illness onset) with someone who tested positive for COVID-19. Individuals who have a temperature of 100.4 and above must stay home.

## COVID-19 Symptoms Include

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

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

This list does not include all possible symptoms. Health officials will continue to update this list as we learn more about COVID-19.

## Visitor Policy

Campus access will be limited to staff, students, and parents/guardians on official business ONLY.

Visitors will be permitted on campus by appointment only, and will be required to wear a face covering. Visitors will also need to complete the screening process and show proof of vaccination or negative COVID test. Visitors must avoid campus if they exhibit any COVID-19 symptoms.



## Daily COVID-19 Checklist for Students & Staff

Students or Staff should not be physically present on any OCESD campus or facility if any of the following symptoms are present. Additionally, students should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

### **COVID-19 Symptoms Include:**

- Fever (100.4 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Health officials will continue to update this list as we learn more about COVID-19.

# When Someone Has Symptoms at School/Tests Positive or is Exposed to COVID-19

## **Students or Staff\* Who Present with Symptoms While at School:**

- Students will go to a designated triage room until they can be picked up by a parent or guardian. Students who are not picked up in a timely manner may be transported to medical facilities.
- Staff members must leave OCESD campuses or facilities and inform their supervisor prior to leaving
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff members will be directed to a District testing site. Students can contact their physician or access free testing in Butte County @ <https://www.buttecounty.net/ph/COVID19/Testing>. Many local pharmacies also offer testing.
- School/classroom may remain open in consultation with public health officials

## **Students or Staff\* Who Test Positive for COVID-19 (with or without symptoms):**

- Must Quarantine for 10 days from the onset of symptoms
- May return to campus 10 days after symptoms first appeared
- You are fever-free for 24 hours without taking any fever-lowering medication (Tylenol and/or Motrin)
- School work will be provided to students to complete during this time
- School/classroom may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known positive case that occurs at their school site

## **Students or Staff\* Who are Exposed to COVID-19 (whether testing negative or positive):**

- Must Quarantine for 14 days after the last-known contact with the person with COVID-19
- May return to campus 14 days from the last-known exposure to COVID-19 (this requirement is due to the time it takes to develop the virus if a person is infected)

## **Students or Staff\* Who are Exposed to COVID-19 (but do not get tested):**

- Must Quarantine for 14 days after the last-known contact with the person with COVID-19
- May return to campus 14 days from the last-known exposure to COVID-19 (this requirement is due to the time it takes to develop the virus if a person is infected)

## **Maintaining Healthy Operations**

OCESD is committed to maintaining healthy operations with an added emphasis on:

- Monitoring student absenteeism and the types of illnesses and symptoms experienced
- Monitoring staff absenteeism and have a roster of trained back-up staff
- Maintain communication systems that allow staff and families to self-report symptoms while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA) and state law related to the privacy of educational records
- Support students and families with a higher risk for severe illnesses by providing an IFLC option
- Communicate and consult with the Butte County Health Department to stay current with COVID-19 activity and guidance
- Identify a staff liaison(s) at each site to be responsible for responding to COVID-19 concerns

\* Staff should contact their supervisor immediately.

## Partial or Total School Closures

State and local health orders will be monitored to see if operational adjustments are needed.

Administration will confer with our district nurse and/or seek guidance from local Public Health Officials if the need for partial or total closure of a classroom(s) or school(s) is necessary due to positive COVID-19 cases(s) of staff, student(s), or visitor(s)/volunteer(s). The State or Public Health Officials may also order the partial or full closure of a school/district due to the level of community spread.

OCESD has contingency plans in place for the following instances if needed:

- Closing of a classroom
- Reducing the number of students on campus
- Closing of a specific school/site
- Transitioning to Distance Learning during quarantine
- Communication plan for staff and community

State Guidelines for schools, state district or individual school closure is recommended based on the number of cases, the percentage of teachers/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of students & staff are infected or potentially infected in a 14 day time period. This may also depend on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigations or other local epidemiological data.

## Frequently Asked Questions

### What is the State's criteria for closing a school?

Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of students & staff are infected or potentially infected in a 14-day time period. This may also depend on the size and physical layout of the school.

### What is the State's criteria for closing a school district?

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

### If a school district/individual school is closed, when will it reopen?

Districts will typically reopen after 14 days, in consultation with the local public health department.

If public health officials order total closure of schools, OCESD students will default to full distance learning with virtual instruction by their teacher. This model is 100% online and home-based.

### Does the State of California "Blueprint for a Safer Economy" tiered system affect school opening and closures?

No, the "Blueprint for a Safer Economy" tiered system does not affect school opening and closures in Butte County.

### Elementary & Middle School

Because of the large numbers of Chromebooks checked out to families, students may have limited access to shared devices while at school and will be assigned one device for the entire day when feasible. Students who have checked out a device for distance learning will be required to bring that device to school with them each day. During distance learning quarantines, devices will continue to be available for check-out if students do not have access to one at home. If a family did not check out a Chromebook and prefer to not have their student use a shared device, they can bring in a personal device (Bring Your Own Device - BYOD) to class. Please ensure devices are fully charged and ready for use. Shared devices will be cleaned frequently.

### Internet Accessibility

All efforts will be made to ensure students have access to the Internet. Families that do not have access should contact their student's principal to ensure availability of a district mobile hotspot. The district will make every effort to ensure connectivity to all households, but supply is limited and may be reserved for those students who have no access. Other accessibility requests will be provided based on need with principal's input and guidance.



## Transportation During Reopening

Bus Transportation during the 2021-22 school year will be limited due to driver and substitute driver shortages. In addition, bus stop locations may have changed. We are working with the Oroville Union High School District's Transportation Department to maximize the number of student bus riders. If you have questions regarding transportation for General Education students, please contact the Oroville Union High School District Transportation Department at 538-2300 x1126. Any questions regarding transportation for students enrolled in special education programs should be directed to 532-3000 x3010.

### Loading and Unloading of Buses

- Load students onto the bus from “rear to front” and unload students from the bus “front to rear” to avoid students walking past each other
- Encourage students to maintain physical distancing while loading and unloading at school sites
- Encourage students to practice social distancing while waiting at bus stops
- Buses and touchable surfaces will be sanitized

### Seating and Physical Distancing

- Students will be physically distanced on bus benches utilizing an “x” placed on the seat
- Students must wear a face covering, unless exempt
- A protocol will be developed for students who may have issues with wearing a mask while on the bus such as Special Education students due to sensory issues
- All bus drivers must wear a face covering, unless exempt, when physical distancing is not possible
- A supply of masks for each bus will be made available in the case a student does not have one
- Develop procedures for drivers to follow if the driver believes they are showing COVID-19 symptoms
- Notify families/students of the District's transportation process, including adjustments due to COVID-19



## Student Supports

We believe it is in the best interest of students to provide as much normalcy as possible when school reopens. To help address learning gaps, social-emotional health needs, emotional trauma, and the potential for needing to relearn basic socialization skills, we are prepared to meet students where they are academically, socially, and emotionally and offer additional support. These supports are available and they may be modified in their delivery and format. Examples of supports available are listed below.

### Social-Emotional Supports

- School-based counseling
- Suicide prevention training for all certificated staff
- Mental health therapies
- Positive Behavior Interventions & Supports (PBIS)
- Restorative practices
- Socio-emotional learning /curriculum

### Academic Supports

- Identification and prioritization of essential learning standards
- Formative assessments for learning gaps
- Tiered Levels of Support in small groups
- Added tutoring for identified students
- Web based supplemental support curricula in both English-Language Arts and mathematics

### English Learners

Designated English Language Development will be delivered during the week. Integrated English Language Development will continue to be delivered in all content areas to ensure access to rigorous curriculum and success in standards of a story in both hybrid and distance learning models. English language support staff will also be available to assist students and families in content area curriculum and digital platforms.

### Special Education

Instruction and services will be provided and incorporated within the same schedule and guidelines as general education to the greatest extent possible. In addition, special education staff will collaborate regularly with general education teachers in order for students to access the general education curriculum with the modifications and accommodations in their Individual Education Plan (IEP).

Depending on the program that you pick for your child, learning plans will be developed and shared with parents to document all supports and services, daily or weekly schedules, resources, platforms, and log-in information.

### **Traditional In-Person Learning**

The traditional learning model is what we've always done in OCESD...providing high-quality educational excellence in person, five days a week for TK-8 students. OCESD is committed to returning to traditional learning as soon as it is safe for students and staff and allowable by local and state public health departments. Our traditional in-person model will include added services for social-emotional supports and intervention supports in academics and other SEL, PBIS, and academic interventions outlined in our ESSER III Plan.

### **Independent Family Learning Center (IFLC)**

The IFLC is a FREE Independent/Home School option for Butte County Families in Grades K-8. We feature personalized family education that is specifically designed to meet student & family needs. Families will work 1:1 with a credentialed teacher who guides the family through the State requirements for students. The IFLC provides all necessary curriculum, 1:1 teacher support, teacher office hours, open weekly tutoring sessions, elective choices, parent coaching, community resource assistance, and enrichment opportunities. Families interested in this option should contact their school principal.



### Nutrition Services During Reopening

#### Elementary

- Minimize self service (ie: elimination of salad bars and “food share table”)
- Continue to use staggered lunches and provide options for students to eat in outdoor/indoor spaces as feasible
- In the case of inclement weather, continue to implement standard processes of students eating in classrooms under noon duty supervision
- Staff to wear masks and/or face shields

#### Middle School

- Offer staggered lunches and provide options for students to eat indoor/outdoor spaces as feasible
- Remove self serve options (no inside “service-speed lines”); utilize snack bar lines at all sites
- Use disposable products whenever possible
- Increase cleaning and sanitizing in frequently touched areas

#### Meal Preparation

- Use pre-packaged meal items whenever possible
- Staff to use disposable prep supplies, ie: aprons, gloves, masks, face shields, etc., whenever possible
- Staff will be trained on current health and safety protocols and employee expectations (ie: handwashing procedures)

Questions? Call our Food Services Office at (530) 532-5690, ext. 4153

