



2020-2021
Mark Twain Union Elementary School
District Plan for COVID-19 Instructional
Delivery

MTUESD Governing Board Adopted on August 13, 2020

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



Is ongoing monitoring in place?

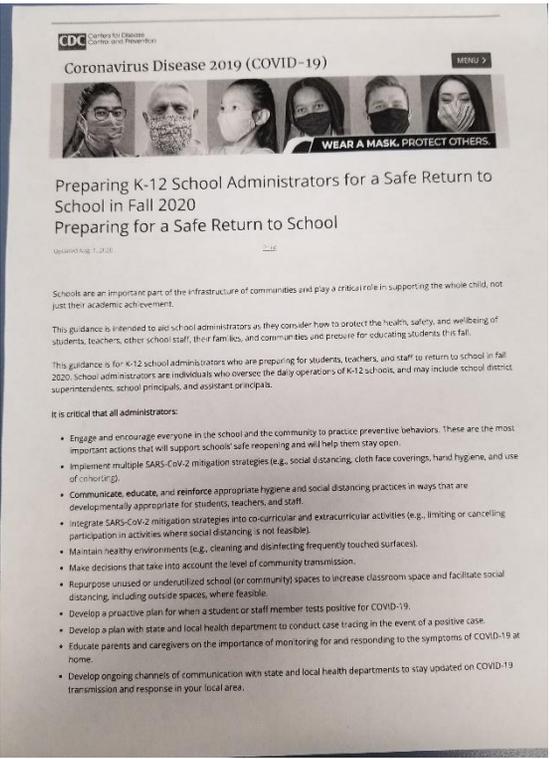
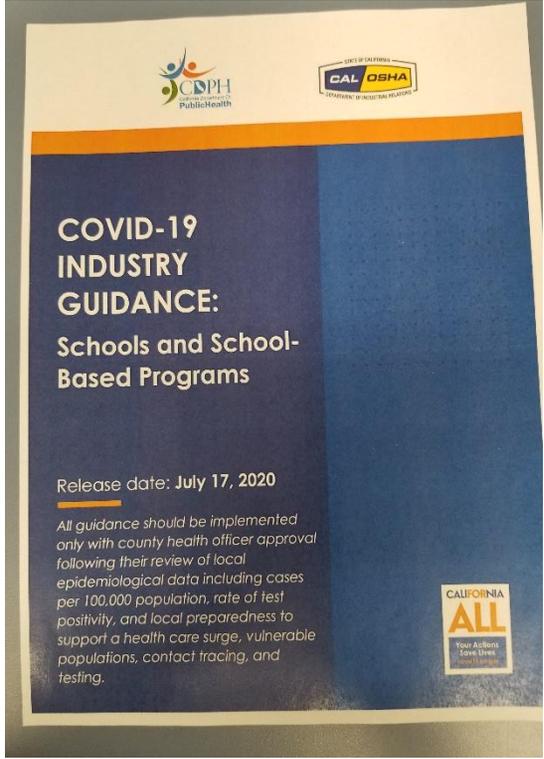
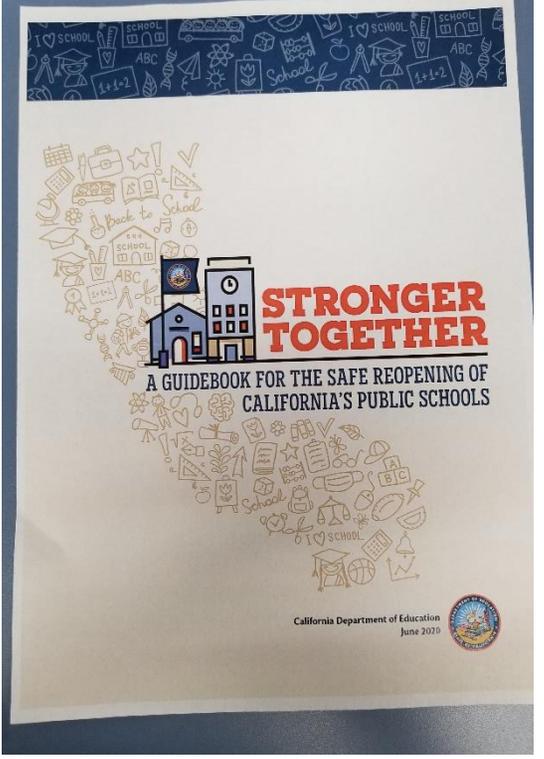
- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



Guidance

This plan has been developed in consultation with the following guidance documents:

<p>Centers for Disease Control and Prevention (CDC)</p>	<p>California Department of Public Health (CDPH)</p>	<p>California Department of Education (CDE)</p>
<p><u>Considerations for Schools- Updated August 1, 2020</u></p>	<p><u>COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs</u></p>	<p><u>Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools</u></p>
 <p>The screenshot shows a CDC webpage with the title "Preparing K-12 School Administrators for a Safe Return to School in Fall 2020". It features a header with "CDC Centers for Disease Control and Prevention" and "Coronavirus Disease 2019 (COVID-19)". Below the header is a row of six photos of people wearing face masks, with the text "WEAR A MASK. PROTECT OTHERS." underneath. The main content includes a sub-header "Preparing for a Safe Return to School" and a list of critical actions for administrators, such as "Engage and encourage everyone in the school and the community to practice preventive behaviors" and "Implement multiple SARS-CoV-2 mitigation strategies".</p>	 <p>The cover of the document is titled "COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs". It features the logos for CDPH (California Department of Public Health) and CAL OSHA (California Occupational Safety and Health Administration). The release date is listed as "Release date: July 17, 2020". A quote on the cover states: "All guidance should be implemented only with county 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." The California Department of Public Health logo is also present at the bottom right.</p>	 <p>The cover of the guidebook is titled "STRONGER TOGETHER: A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS". It features a decorative border at the top with school-related icons like "I ♥ SCHOOL", "ABC", and "1+1=2". The central graphic shows a school building surrounded by various educational icons. The California Department of Education logo is at the bottom right, along with the date "June 2020".</p>

Purpose

The purpose of this plan is to be prepared to reopen Mark Twain Union School District during the COVID-19 pandemic in order to address learning loss and provide continuity of instruction for all students. The health and safety of all students and staff is a priority.

Due to the unprecedented times we find ourselves in, plans developed must be flexible and able to tighten and relax restrictions as the data at the local level changes over time.

This plan describes what protocols will be followed in order to open our school during the COVID-19 pandemic. When schools will open will be communicated at a later date.

Goal

Bring students and staff back to school safely following all health and safety protocols to ensure all students receive a high-quality education and continue to prevent the spread of COVID-19 in the community and on school campuses.

The key principles that drive this plan are:

- 1. Keeping students and staff safe and healthy**
- 2. Flexibility must be provided to accommodate for the unique needs of each school and program**
- 3. Ensuring equity and access**
- 4. Providing learning environments that are engaging and keep learning moving forward**
- 5. Key stakeholders are involved in the planning process**

The plan is consistent with applicable state and local orders. It lays out how the school is ready to protect children and employees who are at higher risk for severe illness and how all students and employees will be screened upon arrival for symptoms and history of exposure. The plan also describes how recommended health and safety actions will be in place and how ongoing monitoring will occur.

Confidentiality and privacy of documentation and information will be maintained at all times under FERPA and HIPAA rules.

MARK TWAIN UNION ELEMENTARY SCHOOL DISTRICT 2020-2021 SCHOOL YEAR PLAN

The COVID-19 pandemic is a dynamic ever-changing situation that requires MTUESD to be able to adjust plans for the school year as conditions change. When conditions improve, MTUESD should be able to relax certain protocols and when cases increase or there are outbreaks in the school or immediate community, MTUESD may need to adjust to more restrictive environments. As MTUESD must plan to reopen while there is still the risk of COVID-19, it must be understood there is a certain level of risk associated with reopening, but that there is also risk to social and emotional health when being in isolation for long periods of time as well as learning loss for some students due to the lack of strong direct instruction daily with highly qualified and dynamic educators. The level of comfort or fear of each individual is varied and schools must be best prepared to meet student and staff needs by offering lower risk learning environments to students and staff who have underlying health conditions or who are not comfortable returning to in-person instruction. A moderate risk learning environment would be best offered to those students who would benefit from in-person learning environments with health and safety protocols in place. As the pandemic is more under control and there is more comfort with relaxing restrictions, a higher risk learning environment should be offered. MTUESD should be able to shift between these plans/modes of operating as the conditions and needs change.

- Lowest Risk to Students and Staff: Students and teachers engage in virtual-only classes, activities, and events. **This plan should be implemented when, due to the increased presence of COVID-19 in the community, local, state and federal guidelines and mandates may require school facilities to close.**
- More Risk to Students and Staff: Small, in-person classes/cohorts, activities, and events. Students will have consistent and limited adult contacts throughout their day of in-person instruction. Seventh and eighth grade students will participate in a modified rotating schedule when on campus. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes). **This plan should be implemented when COVID-19 cases are diminishing in the community and local and state regulations for shelter-in-place are lifted allowing modified school operations. Students will attend in a Monday/Thursday Cohort or a Tuesday/Friday Cohort and be on-site for a minimum day time. Wednesdays and two days not on site, will be full-distance learning.**
- Highest Risk to Students and Staff: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities. **This plan should be implemented when California enters Stage 4: End of stay at home order. This allows for the gradual opening of larger gathering venues at a pace consistent with public health and safety. Gradually resume remaining activities and travel. Plans should include the continual monitoring of critical indicators to alter scope of reopening if necessary to protect public health and safety.**
- **When COVID-19 is no longer a threat and/or a vaccine is in wide distribution, schools may return to normal operations.**

Campus Admittance

<u><i>Lowest Risk Plan</i></u>	<u><i>More Risk Plan</i></u>	<u><i>Highest Risk Plan</i></u>
Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	Phase 2 - 3	Phase 4
<u>Instructional Delivery Model:</u> <u>100% Distance Learning</u>	<u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> • Campus will be maintained by essential office staff, food service, transportation, custodial, teaching, and administrative staff. • Masks or Face Shields and physical distancing required at all times. • Oral symptom screening conducted daily at arrival for employees. • Those individuals with medical notes, may access campus with pre-arrangement through supervisor/principal to minimize any contact with others. • Hours extending beyond the contracted day, can be utilized by all staff after alerting supervisor/principal via email, text, or phone call. • Instructional Supplies/Assignment pick up and delivery will be Wednesdays, 6:30 a.m. – 1:00 p.m. in the cafeterias. 	<ul style="list-style-type: none"> • The school will quarantine any student, parent, caregiver, visitor, or employee showing symptoms of COVID-19. • Employees and Students will be monitored throughout the day for indicators of illness. <p><u>Arriving on School Site/District Office, Employees:</u></p> <ul style="list-style-type: none"> • Under order of the Calaveras Public Health Offices, employees must be checked daily at the start of shift or prior to participating in an event. If any employee exhibits any of the COVID-19 symptoms, they must consult their personal physician. They must provide doctor approval for return OR stay home until 14 days from last exposure to COVID-19 and at least 10 days have passed since symptoms first occurred. Symptoms: Temperature of 100.4F or greater; cough, fatigue, chills, shortness of breath/difficulty breathing; muscle/body aches; new loss of taste or smell, headache, nausea, vomiting (unrelated to eating, pre-existing medical issue, mental health issue). • All staff will wash hands when entering campus or new work area. • Employees who are exhibiting symptoms on campus will be quarantined immediately or assisted in going home safely. Employees who are sick may not return to work according to the CCDPH standards of wellness. • Once an employee has been cleared to begin work day, the employee shall comply with PPE requirements <p><u>Arriving on School Campus, Students</u></p> <ul style="list-style-type: none"> • If any student exhibits any of the COVID-19 symptoms, they must consult their personal physician. The parent 	<ul style="list-style-type: none"> • The school will quarantine any student, parent, caregiver, visitor, or employee showing symptoms of COVID-19. <p><u>Arriving on School Site/District Office, Employees:</u></p> <ul style="list-style-type: none"> • Employees will be expected to self-monitor prior to arriving on campus/site/District Office. Staff will be encouraged to continue with the effective precautions of washing/sanitizing hands regularly, and social distancing. <p><u>Arriving on School Campus, Students:</u></p> <ul style="list-style-type: none"> • Students may enter at any entrance at school. • All students will be encourage to continue the effective precautions of washing/sanitizing hands regularly, and socially distancing. • Parents may accompany students to classroom. <p><u>Arriving on Campus, Visitors and Groups</u></p> <ul style="list-style-type: none"> • Facility Use Permits will be approved judiciously and the group will be required to purchase district custodial time for deep cleaning after the event.

or guardian will be contacted immediately and will need to provide doctor approval for return OR stay home until 14 days from last exposure to COVID-19 and at least 10 days have passed since symptoms first occurred. Symptoms: Temperature of 100.4 F or greater; cough, fatigue, chills, shortness of breath/difficulty breathing; muscle/body aches; new loss of taste or smell, headache, nausea, vomiting (unrelated to eating, pre-existing medical issue, mental health issue).

- Students will wash hands upon entering the classroom.
- All students will enter the campus at the designated entry points **without** parent escort.
- Students may not arrive to campus prior to 7:45 a.m., unless on bus, and remain on campus after 1:00 p.m. unless pre-arrangements have been made. Students may not congregate, and socially distance while waiting to enter.
- Upon reaching the designated entry point, students in grades 3 through 8 will be **required** to wear a face mask or face shield and remain wearing until departure from campus or bus. TK to 2nd grade students will be **encouraged** to wear a face mask or face shield.
- If students, at some point during the school day, show symptoms or signs of COVID-19, the student will be placed in designated quarantine until a parent or guardian arrives for pick-up. They will not be able to return until a doctor has given permission or 14 days of home quarantine has taken place.
- Students who have non-COVID-19 pre-existing severe illnesses will be supported through full-distance learning.
- Instructional Supplies/Assignment pick up and delivery will be Wednesdays, 6:30 a.m. – 1:00 p.m. in the cafeterias.

Arriving on Campus, Visitors and Groups

- Parents and guardians may not enter campus at will.
- All visitors and parents/guardians must report to the office to sign-in and be screened.
- The District/Sites will not be authorizing any facility use permits.

	<ul style="list-style-type: none"> • Delivery individuals are required to wear gloves and face mask or face shield upon entering into office. 	
--	--	--

Communication

<u><i>Lowest Risk Plan</i></u>	<u><i>More Risk Plan</i></u>	<u><i>Highest Risk Plan</i></u>
Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	Phase 2 - 3	Phase 4
<u>Instructional Delivery Model: 100% Distance Learning</u>	<u>Instructional Delivery Model: Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> • There will be communication to students from teachers and/or designees (such as support personnel) on a daily basis for instruction and attendance. • Daily attendance must be entered into Infinite Campus by 3 p.m. daily per teacher. Any student attending an evening or make-up session will be submitted to school secretary for attendance update. • MTUESD Supt or Designee will communicate to employees and families about new information related to COVID-19. Anticipated topics to include: <ul style="list-style-type: none"> ▪ Attendance Information ▪ Guidelines of Distance Learning ▪ Symptom Reporting and when to quarantine or stay home. ▪ Site Specific Information ▪ Tips for Parents and Self-Care activities for families and children • Teachers will hold a In-Person/ ZOOM/GoMeeting/Google or FB meeting with families (parent & child) regarding attendance and work expectations the week of August 24 – 28. 	<ul style="list-style-type: none"> • There will be communication to students from teachers and/or designees (such as support personnel) on a daily basis. • MTUESD Supt or Designee will use email, auto-dialers, FB, the district website, letters/handouts communicate to employees and families about new information related to COVID-19. Anticipated topics to include: <ul style="list-style-type: none"> ▪ Attendance Information ▪ Guidelines of Distance Learning ▪ Symptom Reporting and when to quarantine or stay home. ▪ Site Specific Learning and School Community Information • Teachers will hold a ZOOM/GoMeeting/Google or FB meeting with families (parent & child) regarding attendance and work expectations the week of August 24 – 28. • Students will be meeting with teachers and/or designees (such as support personnel) on a daily basis for the three days each week of distance learning. 	<ul style="list-style-type: none"> • The District and Site Staff will use email, auto-dialers, FB, the district website, letters/handouts communicate to employees and families about new information related to COVID-19. Anticipated topics to include: <ul style="list-style-type: none"> ▪ Attendance Information ▪ New COVID-19 information. ▪ Site Specific Learning and School Community Events information

Health (Hygiene, Physical & Mental Health Care)

<u><i>Lowest Risk Plan</i></u>	<u><i>Higher Risk Plan</i></u>	<u><i>Highest Risk Plan</i></u>
Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	Phase 2 - 3	Phase 4

<u>Instructional Delivery Model:</u> <u>100% Distance Learning</u>	<u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> ● Information will be given to families regarding self-care tips and resources for adults and children during isolation and pandemic ● Staff will check-in regularly with families on needs for resources. ● The school counselors will connect with students and families of concern. ● Referrals will be made to Department of Social Services and the County School Nurse for specific concerns limited to specific students. ● Handwashing by all will occur when: <ul style="list-style-type: none"> ▪ Arriving and Departing Home or School ▪ After sharing items or areas ▪ Upon entering a new space from outside ▪ Before and After Using Restroom ▪ Before eating or Food Preparation ▪ After coughing, sneezing, blowing nose, or touching face. ▪ Before or after putting on gloves ● Hand sanitizer will be near all work areas in every classroom. TK – 2nd grade students will only use hand sanitizer with adult supervision. ● Training will be provided on proper handwashing techniques and PPE use. 	<ul style="list-style-type: none"> ● Information will be given to families regarding self-care tips and resources for adults and children during isolation and pandemic ● Staff will check-in regularly with families on needs for resources. ● The school counselors will connect with students and families of concern. ● Training will be provided on proper handwashing techniques and PPE use. ● Handwashing by all will occur when: <ul style="list-style-type: none"> ● Arriving and Departing Home or School ● After sharing items or areas ● Upon entering a new space from outside ● Before and After Using Restroom ● Before eating or Food Preparation ● After coughing, sneezing, blowing nose, or touching face. ● Before or after putting on gloves ● Hand sanitizer will be near all work areas in every classroom. TK – 2nd grade students will only use hand sanitizer with adult supervision. ● Referrals will be made to Department of Social Services and the County School Nurse for specific concerns limited to specific students. ● Teachers and staff will address, within the classroom, minor health issues associated with children such as minor/small cuts, tooth loss, mild aches and pains. Staff will provide encouragement and directions for the child to care of self to the extent possible and provide 6 feet distance. ● Children will report to the office for acute COVID-19 symptoms, scheduled medications, care required on a health plan designated by a pre-existing health condition, rashes and more serious health issues that require more solitary and focused attention. Parents/families will be called upon child being sent to the office for care. ● District school nurse will be available at sites via telephone to support as needed via the site administrator or office staff. 	<ul style="list-style-type: none"> ● Traditional avenues for referring for school nurse and mental health services will be used. ● Teachers and staff will address, within the classroom, minor health issues associated with children such as minor/small cuts, tooth loss, mild aches and pains. Staff will provide encouragement and directions for the child to care of self to the extent possible. ● Children will report to the office for acute COVID-19 symptoms, scheduled medications, care required on a health plan designated by a pre-existing health condition, rashes and more serious health issues that require more solitary and focused attention. Parents/families will be called upon child being sent to the office for care.

Personal Protective Equipment (PPE)		
<u><i>Lowest Risk Plan</i></u>	<u><i>Higher Risk Plan</i></u>	<u><i>Highest Risk Plan</i></u>
Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	Phase 2 - 3	Phase 4
<u>Instructional Delivery Model:</u> <u>100% Distance Learning</u>	<u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> • All essential staff* in all areas and those delivering goods and supplies to any district facility must have a face mask or face shield in all common areas. If working in an area where there are no other adults, the staff member may remove the face mask or face shield. • Essential staff who are servicing students in-person shall be given appropriate and additional PPE to reduce COVID-19 risk. <p>*Individual staff members who have compromised health or breathing issues may provide doctor's documentation and will be given accommodations to the extent practical.</p>	<ul style="list-style-type: none"> • Children in grades 2 or lower will be encouraged to wear a face mask or face shield. Children in grades 3 through 8 are required to wear a face shield or face mask. • Training and information will be provided on the proper use, the benefits/requirements for the different types of face coverings, and care of reusable/cloth coverings. • All employees are required to wear face coverings in classrooms in the presence of children, in common areas, or departments where multiple employees share a workspace. Face shields not worn in conjunction with a face mask must wrap/curve to the ears and reach the chest. • Schools must exclude students in grades 3 - 8 from campus if they are not exempt from wearing a face covering under the CDPH guidelines and refuse to wear one provided by the school (CDPH, page 8). • Students in grades 3 – 8 will wear face coverings when outside, moving about on campus, in the classroom, on buses or other school transportation, and while waiting in common areas as arriving and departing school. • Students may remove masks when eating or drinking. 	<ul style="list-style-type: none"> • All employees and students will be encouraged to wear face coverings when in areas of high traffic such as the cafeteria or events on school sites.

Social Distancing

<p><u>Lowest Risk Plan</u> Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer</p>	<p><u>Higher Risk Plan</u> Phase 2 - 3</p>	<p><u>Highest Risk Plan</u> Phase 4</p>
<p><u>Instructional Delivery Model:</u> <u>100% Distance Learning</u></p>	<p><u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u></p>	<p><u>Traditional Schedule with Precautions</u></p>
<ul style="list-style-type: none"> ● All essential staff in all areas and those delivering goods and supplies to any district facility must maintain a minimum distance of 6 feet. ● Employees will be scheduled to use shared tools/equipment, such as copy machines to minimize the number of people in a small work area. 	<ul style="list-style-type: none"> ● All school sites will limit the number of people to areas so that 6 feet can be maintained as much as can be reasonable while still performing the duties required. ● The district will restrict the number of students in a classroom at any one time by establishing 2 cohorts attending alternating days. Cohort 1 will attend on Monday and Thursday; Cohort 2 will attend on Tuesday and Friday; Students on a 504 Plan or IEP will have attendance addressed to maximize learning. ● Libraries, Computer Labs, and Play Structures, Cafeterias will not be used by students. Gymnasiums will have minimal use only by schedule and administrator approval. ● Outside areas will be assigned to particular classes to assist with distance. ● Support personnel will be assigned to specific groups to diminish adult contact across many grades. ● Staff rooms will have a maximum number of 5 utilizing the space at any given time. ● Employees will avoid congregating in common and office areas. 	<ul style="list-style-type: none"> ● Staff and students will be encouraged to maintain a physical space of 1.5 – 3 feet when possible.

Breakfast & Lunch Distribution

<p style="text-align: center;"><u><i>Lowest Risk Plan</i></u></p> <p>Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer</p>	<p style="text-align: center;"><u><i>More Risk Plan</i></u></p> <p>Phase 2 - 3</p>	<p style="text-align: center;"><u><i>Highest Risk Plan</i></u></p> <p>Phase 4</p>
<p style="text-align: center;"><u>Instructional Delivery Model:</u> <u>100% Distance Learning</u></p>	<p style="text-align: center;"><u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u></p>	<p style="text-align: center;"><u>Traditional Schedule with Precautions</u></p>
<ul style="list-style-type: none"> ● Grab-&-Go style lunches and breakfasts will be available for drive-through pick-up one time per week on Wednesdays, times will be advertised through FB, Website, and Auto-Dialer notifications. 	<ul style="list-style-type: none"> ● Grab-&-Go lunches and breakfasts will be served with protective sheeting separating servers and students. ● Students will wait with 6-foot separation in designated areas for both breakfast and lunch. Food will be eaten outside in designated areas or in the gym during inclement weather. ● Nutrition breaks will be staggered with movement break and group snacking will be prohibited; Students are welcome to bring their own snacks, but will not be allowed to share items. ● Cohort 1 (M/TH) will take home a lunch and breakfast for Tuesday, Wednesday and Friday; Cohort 2 (T/F) will take home a lunch and breakfast for Wednesday, Thursday, and Monday ● Families who have chosen full distance learning will pick-up meals on Wednesdays when they pick-up and drop-off work. 	<ul style="list-style-type: none"> ● Breakfast and lunches will be served in traditional areas. ● Nutritional breaks will be organized, however only individually-professionally packaged and store-bought items will be allowed to be shared; no homemade or home packaged items. Students may bring their own homemade or home packaged items, but not share with others.

Facility Upkeep & Care		
<u><i>Lowest Risk Plan</i></u> Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	<u><i>More Risk Plan</i></u> Phase 2 - 3	<u><i>Highest Risk Plan</i></u> Phase 4
<u>Instructional Delivery Model: 100% Distance Learning</u>	<u>Instructional Delivery Model: Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> ● Students will be assigned a chrome book or I-PAD for use at home. ● Paper/Hard copy work will be returned to school on Mondays and place in quarantine for 5 days prior to staff grading/evaluation. ● Regular cleaning will occur daily to meet standards of COVID-19 precautions. ● During regular school hours the staff bathrooms and 1 set of general bathroom, (both sites) and the portable-keyed bathroom at MT will be cleaned hourly at each site. 	<ul style="list-style-type: none"> ● Staff and students will avoid sharing learning and work tools, supplies/ materials, and aides. ● Classroom teachers will have disinfectant and wipes in classrooms that are safe to be where students are present. ● All students and staff will be trained on how to clean PPE's and personal surfaces, learning and work tools, supplies/materials, and aides. ● Employees will disinfect surfaces of tables, desks, chairs, phones, and copy machines prior to use and after use. ● Employees will only use cleaning/disinfecting products that have been chosen and provided by the MTO Manager and utilize adequate ventilation as indicated in training. ● Restrooms will be cleaned 1 time per hour while students are on site, Monday – Friday. ● Cleaning/Disinfectant records will be kept and posted daily in rooms. ● Chromebooks assigned to students for use on distance learning days will remain at home and not brought to school. ● Student supplies, books, and materials will be kept in individualized areas and not shared. ● Quarantine areas will have individualized space for students and staff who are ill and waiting. Upon 	<ul style="list-style-type: none"> ● Rooms will be sanitized and cleaned daily. ● All student restroom will be cleaned and restocked mid-day and at end of the each day. Trash in common playground areas will be collected mid-day and at the end of each day.

	<p>departures, a custodian will report to the area to do a deep sanitizing prior to use by another.</p>	
--	---	--

<p align="center">Employee Training and Testing</p>		
<p align="center"><u><i>Lowest Risk Plan</i></u> Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer</p>	<p align="center"><u><i>More Risk Plan</i></u> Phase 2 - 3</p>	<p align="center"><u><i>Highest Risk Plan</i></u> Phase 4</p>
<p align="center"><u>Instructional Delivery Model:</u> <u>100% Distance Learning</u></p>	<p align="center"><u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u></p>	<p align="center"><u>Traditional Schedule with Precautions</u></p>
<ul style="list-style-type: none"> ● There will be no mandated COVID-19 testing of employees, but training and information will be provided to employees to consult with personal physician regarding any concerns or symptoms. ● Instructional Staff will be encouraged to participate in reading opportunities and professional development focused on providing best practices for distance learning. ● All staff will participate in training and staff development for 4 days, August 18 – August 21, 2020. ● As more information and training opportunities are present, designated staff will participate. ● All staff will participate in annual mandated trainings. 	<ul style="list-style-type: none"> ● Surveillance COVID-19 testing as required by CDPH will occur so that every staff member is tested every other month. ● Instructional Staff will have be encouraged to participate in reading opportunities and professional development focused on providing best practices for distance learning. ● All staff will participate in training and staff development for 4 days, August 18 – August 21, 2020. ● As more information and training opportunities are present regarding COVID-19, designated staff will participate. ● All staff will participate in annual mandated trainings. 	<ul style="list-style-type: none"> ● All staff will participate in training and staff development for 4 days, August 18 – August 21, 2020. ● As more information and training opportunities are present, designated staff will participate. ● All staff will participate in annual mandated trainings. ● All staff will be encouraged to participate in trainings, as available, to improve their individual skills within the construct of their job.

<p align="center">Student Instructional Day</p>		
<p align="center"><u><i>Lowest Risk Plan</i></u> Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer</p>	<p align="center"><u><i>More Risk Plan</i></u> Phase 2 - 3</p>	<p align="center"><u><i>Highest Risk Plan</i></u> Phase 4</p>
<p align="center"><u>Instructional Delivery Model:</u> <u>100% Distance Learning</u></p>	<p align="center"><u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u></p>	<p align="center"><u>Traditional Schedule with Precautions</u></p>

<ul style="list-style-type: none"> • Off-site at home unless a 504 Plan or Individualized Educational Plan designate otherwise. Positive Attendance and Assignment Completion and Virtual Engagement required for all students. • First day for students is August 24, 2020 and the calendar for breaks is followed. • TK-8 will have synchronous learning (with teacher or support person directly) in the a.m. • 7th and 8th grade will be rotating on a schedule with 3 classes each day in a.m. • All grades will have p.m. contacts via email, ZOOM (Asynchronous activities) with check-in. 	<ul style="list-style-type: none"> • Students split into 2 cohorts: 1 and 2. Cohort 1 attends on Tuesday/Thursday and Cohort 2 attends on Wednesday/Friday for a minimum day schedule. • Positive Attendance and Assignment Completion is required for both on-site days and virtual days. • First day for students is August 24, 2020 and the calendar for breaks is followed. • There will be at least two attendance times, in the afternoon and evening for students to access instruction and have attendance recorded for the virtual learning portion of the Blended Learning model. • Students participating in Full Distance learning while the District offers Blended Learning, will be assigned a Distance Learning teacher with instruction and attendance taken in a schedule unique to the Distance Learning groups. Student-Teacher daily contact is required. 	<ul style="list-style-type: none"> • All students attend each day. • First day for students is August 24, 2020 and the calendar for breaks is followed. • Positive Attendance and Assignment Completion is required.
--	---	---

Transportation		
<u><i>Lowest Risk Plan</i></u> Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer	<u><i>More Risk Plan</i></u> Phase 2 - 3	<u><i>Highest Risk Plan</i></u> Phase 4
<u>Instructional Delivery Model:</u> <u>100% Distance Learning</u>	<u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u>	<u>Traditional Schedule with Precautions</u>
<ul style="list-style-type: none"> • No transportation needed except for those students who receive services under a 504 Plan or IEP (Individualized Education Plan) as required to access the services and programs. 	<ul style="list-style-type: none"> • Students split into 2 cohorts: 1 and 2. Cohort 1 attends on Tuesday/Thursday and Cohort 2 attends on Wednesday/Friday for a minimum day schedule. • Bus transportation will be provided for those students assigned to a route. The number of routes available on any given day will be 3 in total. • Students may only use transportation for home to school and may not alter or add additional riders for special activities or appointments. Students who must ride an alternate route for day care must be approved by principal and MOT Manager at least 48 hours prior. • Students may not access a bus from another stop or route in which they are not assigned. • Students at the bus stop must be parent-screened for COVID-19 symptoms. Only those student who are symptom-free may access the bus and/or bus stop. 	<ul style="list-style-type: none"> • All students attend each day. • 3 Routes available for to and from school transportation at full capacity. • Transportation rules and guidelines found in handbook will be enforced. • Face Coverings, Sanitizing and Disinfection protocols will be followed as directed by CCDPH. • Students enter and exit buses only at assigned bus stops.

	<ul style="list-style-type: none"> • Any student entering the bus where the bus driver observes indicators of the COVID symptom will assign the student a quarantine seat for the duration of the ride and notify by radio the school office. This is discretionary with regard to the bus driver assessment and will err on the side of caution. The student will exit the bus prior to the other riders and report to school office. • 3rd grade – 8th grade must wear a mask or face shield the entire time on the bus to and from school. • Students will sit one student per bus seat; Siblings will be required to sit together both to and from school to ensure required social distancing transportation guidelines. • Students will be assigned seating so that loading and unloading is consistent with the order of entering and exiting for stops. • Bus unloading will be at a designated entry point on campus away from entry points for other arrivals. • Bus seats and floors will be disinfected and sanitized prior to each student loading. • While students will be transporting their lunches and breakfasts for distance learning days, they are absolutely prohibited from eating or drinking while being transported. 	
--	--	--

Closures & Re-Opening after August 24, 2020

<p align="center"><u>Lowest Risk Plan</u></p> <p>Phase 1; or any 14-day quarantine period that may occur due to an order by the county public health officer</p>	<p align="center"><u>More Risk Plan</u></p> <p>Phase 2 - 3</p>	<p align="center"><u>Highest Risk Plan</u></p> <p>Phase 4</p>
<p align="center"><u>Instructional Delivery Model:</u> <u>100% Distance Learning</u></p>	<p align="center"><u>Instructional Delivery Model:</u> <u>Blended Learning: On-Site & Distance Learning</u></p>	<p align="center"><u>Traditional Schedule with Precautions</u></p>
<ul style="list-style-type: none"> • The COVID-19 Team which will include but not be limited to: the District Nurse, administrators, health aides, and school office workers, will respond to and investigate the illness and all possible exposures. Families will be notified. Protocols will be reviewed and updated based on the findings. 	<ul style="list-style-type: none"> • .When a child or staff member becomes ill, they will report to a quarantine space and be monitored in person or via phone by staff and District School Nurse. • For serious symptoms, 9-1-1 will be called. • The school will cross report any suspected positive cases with HIPAA and FERPA regulations and rules strictly adhered to in order to ensure all state and federal confidentiality compliance policies. 	<ul style="list-style-type: none"> • The COVID-19 Team which will include but not be limited to: the District Nurse, administrators, health aides, and school office workers, will respond to and investigate the illness and all possible exposures. Families will be notified. Protocols will be reviewed and updated based on the findings.

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • The Superintendent or designee work with the Public Health officer regarding partial or full closure when a positive case has been confirmed. • The Superintendent or designee will communicate partial and full closures to all families via notes home, auto-dialers, emails, texts, notices on the District website and social media. • Meal and materials pick up and work drop off will be on Wednesdays, times to be advertised on FB, website, and auto-dialers. • Confidentiality and privacy of documentation and information will be maintained at all times under FERPA and HIPAA rules. • MTUESD will close both elementary schools if at least 5% of the student body and/or staff at either site are diagnosed with COVID-19 within a 14-day period. This would equal approximately 15 student cases and/or 5 on-campus staff. | <ul style="list-style-type: none"> • Areas where a positively infected individual was will be closed and cleaning will not commence for 24 hours to reduce likelihood of spread. • Sick students and staff may not return to school until they have met the CDC criteria to discontinue home isolation. (These will be explained and given to parent/guardian in writing) including 3 days with no fever and at least 10 days since symptoms first appeared. • MTUESD will close both elementary schools if at least 5% of the student body and/or total staff at either site are diagnosed with COVID-19 within a 14-day period. This would equal approximately 15 student cases and/or 5 on-campus staff. • Distance Learning will be offered to the student during home isolation once the student is well enough to resume virtual learning. • The COVID-19 Team which will include but not be limited to: the District Nurse, administrators, health aides, and school office workers, will respond to and investigate the illness and all possible exposures. Families will be notified. Protocols will be reviewed and updated based on the findings. • The Superintendent or designee will check the State and local orders and health department notices daily for transmission data or closures in the area and adjust accordingly. • The Superintendent or designee work with the Public Health officer regarding partial or full closure when a positive case has been confirmed. • The Superintendent or designee will communicate partial and full closures to all families via notes home, auto-dialers, emails, texts, notices on the District website and social media. • In the case of a full or partial closure, all students impacted will move to Distant Learning. Once on-site learning can begin, families will be given at least 24-hours notice of when Blended Learning will resume after a partial closure. • Meal and materials pick-up and work drop off will be on Wednesdays, times to be advertised on FB, website, | <ul style="list-style-type: none"> • The Superintendent or designee work with the Public Health officer regarding partial or full closure when a positive case has been confirmed. • The Superintendent or designee will communicate partial and full closures to all families via notes home, auto-dialers, emails, texts, notices on the District website and social media. • Confidentiality and privacy of documentation and information will be maintained at all times under FERPA and HIPAA rules. • MTUESD will close both elementary schools if at least 5% of the student body and/or staff at either site are diagnosed with COVID-19 within a 14-day period. This would equal approximately 15 student cases and/or 5 on-campus staff. • This would equal approximately 15 student cases and/or 5 on-campus staff. • Families and staff will be given a 3-day notice for resuming Blended Learning, if there was a full district closure. |
|--|---|---|

	<p>and auto-dialers at each school site in the event of closure.</p> <ul style="list-style-type: none"> Families and staff will be given a 3-day notice for resuming Blended Learning, if there was a full district closure. 	
--	---	--

This plan was developed in consultation with regional education leaders, district/school leadership, and the Calaveras County Public Health Officer. It considers the feedback from students, families, and staff collected through survey data and staff meetings, as well as, Town Hall meetings.

Reopen Planning Team members included:

1. *Paula Wyant, Superintendent*
2. *Josh O'Geen, Copperopolis Principal*
3. *Gary Pogue, Mark Twain Principal*
4. *Bernadette Moran, Senior Accountant*
5. *Kathy Six, Account Clerk*
6. *Roy Blair, Director of Business Services*
7. *Nicole Paulson, Human Resources Coordinator*
8. *Bill Davis, Maintenance, Operations, and Transportation Manager*
9. *COVID-19 Blended Committee: Michelle Duncan, Destanie Smith, Trisha Crawford, Shannon Gosney, Sara Tutthill, Jeff Airola, Carol Aardal, Jessica Handgis, Melissa High, Tami Hidebrand, Molly Teale, and Sonya Garrison*

The plan has been reviewed by our County School Nurse, County JPA Risk Advisor, Calaveras County Superintendent, Calaveras County Public Health Officer, Parent Stakeholders on July 29 and July 30 and via on-line beginning August 3, 2020.

This plan was approved by our local board on August 13, 2020

Appendix of Resources

- [American Academy of Pediatrics: Covid 19 Planning Considerations](#)
- [CDC Considerations for Schools](#)
- [CDC Get Your School Ready for Pandemic Flu](#)
- [CDE Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)