MUSD COVID-19 REOPENING PLAN

2020-2021

MEADOWS UNION SCHOOL DISTRICT

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MUSD Committees and Purpose

In response to the challenges brought on from the COVID-19 pandemic, the District has formed four different committees which have been designed to address specific purposes. The goal is to establish a sense of safety and take precautionary measures as per the County, State, and Federal guidelines that will require coordination and preparation to create a healthy working and learning environment for all our staff, students, and families.

Committee:	Purpose:
Reducing Transmissions Among Employees	Safety protocols for reopening school
Maintaining a Healthy Work Environment	Social-Emotional needs & wellbeing of all stakeholders
Instructional Planning	Create an instructional program for ALL learners
Maintain Healthy Business Operations	Human Resource protocols and procedures

Each of the committees contained representation of both classified, certificated, and district staff as well as information gathered from District Stakeholder Surveys. Each committee developed goals and collaborated on outcomes as well as cross-collaboration amongst committees to ensure that we create one cohesive and safe reopening plan. Meadows Union School District will ensure that our students receive rigorous curriculum and instruction as well as addressing the social-emotional needs of our students.

Safety Protocols:

MUSD will adhere to the recommended health and safety protocols from Federal, State, and County Guidelines

1. **Personal Protective Equipment (PPE)**
   - Wear face coverings at all times (additional information below)
   - Wear gloves while cleaning and disinfecting
   - Use disinfectant cleaner regularly to clean and wipe surfaces and high touch areas
   - All staff will implement regular cleaning of high touch areas withing their work environment
   - Teachers will implement regular classroom cleaning and disinfecting procedures throughout the day
   - Implement and follow hand washing schedule for ALL staff and students
   - Hand sanitizer will be available throughout the campus for staff and students

2. **Face Coverings**

Face Covering: Reopening Framework Guidance	
Age	**Face Covering Requirements**
TK-2nd Grade	Strongly Encouraged
3rd-8th Grade	Yes, unless exempt
Staff	Yes, unless exempt

   - ALL staff and students will utilize face coverings as indicated by the Centers for Disease Control and California Department of Public Health, unless those exempt
   - School site will have face covering options for students in TK-2nd grade to ensure adequate use
   - Guidance recommends that students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained, and at a minimum face coverings should be worn:
     - While waiting to enter the school campus
     - While on school grounds (except when eating or drinking)
     - While leaving school campus
     - While on a school bus
   - School site will have a supply of disposable face coverings for anyone who is unable to provide their own

3. **Facilities and Cleaning**

MUSD will implement strict procedures for cleaning , disinfecting, and sanitizing regularly to prevent the spread of germs, including coronavirus. Although custodians are a primary source of achieving this goal, it is also the responsibility of **ALL school staff** members to clean and disinfect their high traffic areas within their classroom, office, cafeteria, lounge, etc.

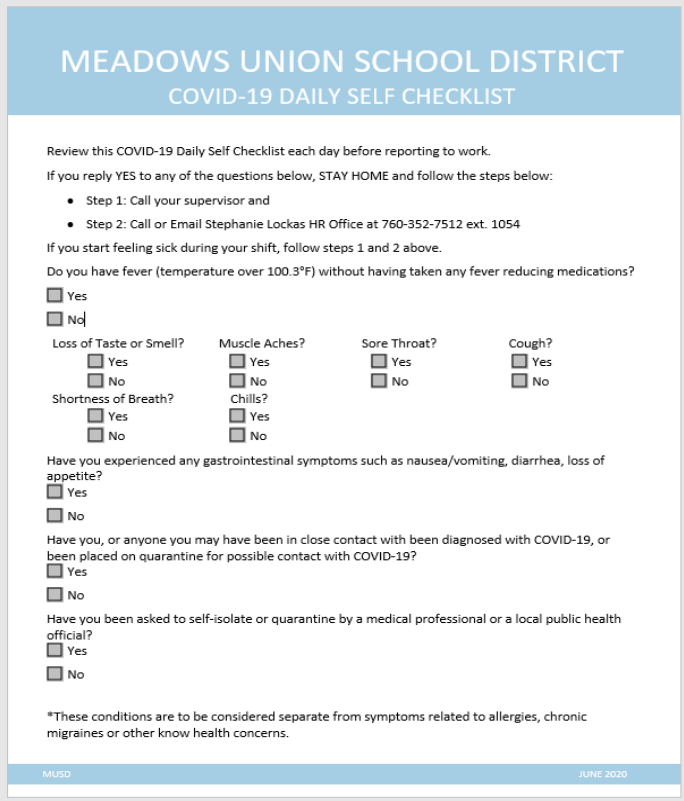
   - School will determine a schedule for cleaning and disinfecting common areas in accordance with the Centers for Disease Control (CDC) guidance for schools and childcare centers

- School will be equipped with cleaning and sanitation supplies (i.e., hand sanitizer, gloves, cleaner, etc.)
- High touch areas and surfaces in individuals' work areas will be regularly cleaned in accordance with the Centers for Disease Control (CDC) guidance for schools and childcare centers
    - Countertops (desks and tables)
    - Chairs
    - Door handles
    - Light switches
    - Computer and mouse
    - Telephones
    - Sink fixtures and restrooms
    - Dispensers (paper towel, soap, hand sanitizer)
    - Refrigerators and microwaves
    - Copy machines, printers, and other office material
- Cleaning supplies will be available near shared resources in addition to providing all teachers disinfecting spray to use on classroom surfaces especially high touch areas periodically throughout the day

4. Health and Wellness Check-Ins

Anyone entering the school site will be required to report to designated check-in area

- Temperature check will be required
- Daily checklist questionnaire (Staff will complete Daily Check-In Google Form)
- Student arrival and pick up times will be staggered and at designated locations to facilitate more effective and safe check-in and pick-up procedures following social distancing guidelines



MEADOWS UNION SCHOOL DISTRICT

COVID-19 DAILY SELF CHECKLIST

Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply YES to any of the questions below, STAY HOME and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Call or Email Stephanie Lockas HR Office at 760-352-7512 ext. 1054

If you start feeling sick during your shift, follow steps 1 and 2 above.

Do you have fever (temperature over 100.3°F) without having taken any fever reducing medications?

☐ Yes
☐ No

Loss of Taste or Smell? ☐ Yes ☐ No

Muscle Aches? ☐ Yes ☐ No

Sore Throat? ☐ Yes ☐ No

Cough? ☐ Yes ☐ No

Shortness of Breath? ☐ Yes ☐ No

Chills? ☐ Yes ☐ No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

☐ Yes
☐ No

Have you, or anyone you may have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

☐ Yes
☐ No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

☐ Yes
☐ No

*These conditions are to be considered separate from symptoms related to allergies, chronic migraines or other know health concerns.

MUSD JUNE 2020

5. Health Office

A health office will be designated on campus and will conform to the guidelines to support health and safety and should be PRIMARILY used by students exhibiting symptoms and for those with severe injuries

- Health office will establish two treatment areas: General Waiting Area (Triage) and Students with COVID Symptom Area
- Health Office will stock and use Personal Protective Equipment (PPE)
- Staff will be on the lookout for COVID-19 symptoms throughout the day
- If a student is exhibiting symptoms, they will report to the Health Office until a parent or guardian picks them up without delay

MUSD will continue to provide essential health and well-being care with students but under modified conditions. Students will be triaged by teachers and other staff to determine whether a visit to the health office is necessary. Each classroom and or learning space will be equipped with a fully stocked first aid kit to allow students and teachers to treat minor injuries and conditions, thereby allowing the Health Clerk to care for other needs. The Health Clerk will need to be called for telesupport to help determine if a visit to the health office is warranted in order to minimize the number of students outside of the classroom and in the health office. Below are general guidelines that will be used to triage students:

Symptom Condition Need	Treat in the Classroom	Call and Send to Health Office
Minor toothache/primary tooth comes out	X	
Small paper cuts, abrasions, picked at scabs	X	
Wound care/ice packs for small bumps/bruises	X	
Localized bug bites	X	
Minor headaches or fatigue with no other symptoms	X	
Mild stomachache or nausea	X	
Readily controlled nose bleeds, where student can deliver self-care	X	
Scheduled mediations that cannot be administered by classroom staff and student cannot self-administer		X
Scheduled specialized health care		X
Altered levels of consciousness/concussion		X
History of heart issues or other health issues		X
Choking that may require CPR or AED		X
Difficulty breathing		X
Had injury/complaining of neck pain-DO NOT move, keep calm, call 911		X
Sudden vision impairment		X
Diabetic “lows” or unconscious		X
SEVERE bleeding or other traumatic injury; Call 911		X
Severe abdominal or groin pain		X
Seizures: do not hold down, remove objects that may cause injury		X
Symptoms of COVID19: SEE COVID-19 FLOW CHART BELOW		X

COVID-19 Screening Flow Chart

Student Presents to Health Office with symptoms

(mask student)

VERBAL

When did the symptoms begin?

Recent Travel? Recent exposure to someone ill?

VISUAL

Flushed Cheeks, Rapid or Difficulty Breathing, Fatigue or Extreme Coughing

PHYSICAL

Temperature: 100 degrees F

Children with COVID 19 may experience the following signs or symptoms over the course of the illness

- Fever or Chills
- Cough
- Nasal Congestion/Runny Nose
- Sore Throat
- Shortness of Breath
- Diarrhea
- Nausea/Vomiting
- Fatigue
- Headache
- Muscle or Body Aches
- Poor Feeding or Poor Appetite

Other:

- Rash
- Red Eyes
- Cracked/Swollen Lips
- Red/Swollen Tongue
- Swelling Hands/Feet
- Stomach Pain

VERBAL, VISUAL, PHYSICAL CONCERNS

CALL 911

- Trouble Breathing
- Pain/Pressure in Chest
- New Confusion
- Inability to Wake or Stay Awake
- Blush Lips or Face

NO

YES

ALLOW 10 minute rest

IMPROVING

YES: Return to Class

NO

ISOLATE, Send Home, and Advise to Seek Medical Care

Follow Up with Student/Family. Notify Administrative Personnel of Suspected COVID-19 Case

6. **Student Lunches**

- Families should provide detailed information on registration forms regarding any special dietary needs or food allergies their child may have
- Students **MAY NOT** bring in lunch and **MUST** eat provided school lunch
- School meals will be provided to students at their scheduled time in their classroom, in designated areas to avoid large groupings, or will be provided through Grab and Go model at the end of their school day
- Students designated to eat outside their classrooms will be escorted to the lunch tables or other areas of the campus to be seated in location to keep 6 feet distance between cohort group
- Designated staff will provide supervision in classrooms
- Meals will be provided with disposable food service utensils and dishes. If disposable items are not feasible, the District will ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water
- If food is offered at any event, pre-packaged bags will be provided

7. **Bus Safety Procedures**

- MUSD will reduce the number of students on the bus to allow for social distancing
- Parents will be asked to check their child's temperature and symptoms at home each day before leaving home to the bus stop
- Parents will be instructed **NOT** to send their child to school if they have a temperature above 100 degrees **OR** if they have any illness symptoms
- Symptom screening shall be performed prior to passengers entering the bus
- Face coverings shall be worn at all times by students and staff during transportation with exception of students whose disability or medical condition prevents them from wearing a face covering
- Staff will have access to current emergency contact information in order to reach parent or guardian should a student be determined symptomatic
- Hand sanitizer will be utilized for students, driver, and other staff passengers for use before and while exiting bus
- Students will maintain physical separation at all times during entering and exiting bus as well as seating with social distancing guidelines during transportation
- Windows will be opened in order to maintain air flow
- Buses will be sanitized after each use

MUSD will provide training to all stakeholders and have signs and social distancing markings to remind everyone of the rules, roles, and responsibilities to reinforce a safe environment.

Instructional Plan:

1. Attendance

AB77: *"Document daily participation for each student on each day. A student that does not participate in Distance Learning shall be documented as absent. Each school shall ensure that a weekly engagement record is completed for each pupil for each whole or partial day of distance learning. A student who does not participate daily in either in-person instruction or Distance Learning, shall be deemed absent, to be reported in the school's chronic absenteeism rates in its local control and accountability plan."*

- Each grade-level will schedule daily ZOOM meeting where instructor will take attendance via Teacher VUE
- Student will be considered present through Daily Participation and or Live Interaction
- MUSD will provide teachers with a Student Communication Monitoring Form in order to provide adequate documentation of our students' Distance Learning participation in addition to collecting student work and assessments.

Daily Participations: Is defined to include evidence of participation in online activities

Daily Live Interaction: Two-way live communication between certificated employee and peers

2. Grading Policy

MUSD Grading Policy will be applied to all instructional models for the 2020-2021 school year

3. Cohorts

To limit the number of contacts and promote safety, students will work with the same group of students each day to help minimize transitions and contact during in school instruction (Cohort A, Cohort B, and Cohort C)

4. Instructional Minutes

During the 2020-2021 school year, the **MINIMUM** school day for a local educational agency (LEA) is as follows:

- TK and Kindergarten 180 minutes
- 1st through 3rd grade 230 minutes
- 4th through 8th grade 240 minutes

Distance Learning: Instructional time shall be based on the time value of assignments and certified to, by an employee of the LEA who possesses a valid certified document

Blended Learning: Instructional time shall be based on In-Person Instruction and Distance Learning combined to meet the equivalent of a minimum day instruction

5. Instructional Model: Distance Learning

AB77: Distance Learning is *"Instruction in which the student and teacher are in different locations. Interaction, instruction, and check-ins between teachers and students will be through the use of a computer or other device, via videos or audio instructions, some use of print materials will be used, when applicable."*

- MUSD Instructional Platform: Google Classroom
- MUSD Video Communication Platform: ZOOM
- MUSD Mobile Messaging Platform: Remind APP
- Teachers will provide instruction utilizing district adopted curriculum & supplementals in the following content areas:
    - Reading
    - Writing
    - Math
    - Science/Social Studies
    - Integrated and Designated ELD
    - Digital Citizenship
    - Social-Emotional Learning (SEL) lessons/activities (Capturing Kids Hearts & Zones of Regulations)

- Teachers will create a grade level Distance Learning Student Schedule
- Weekly lesson plans will be posted on Google Classroom
- ZOOM meetings will be hosted by the teacher for Daily Interaction & will be on a grade-level schedule
- Grading will be applied to Distance Learning
- Attendance will be taken Monday-Friday including RSP, ELD, and Interventions through Daily Participation and or Daily Interaction

MUSD WILL DISTRIBUTE CHROMEBOOKS, CONSUMALBES, AND MATERIALS TO ALL STUDENTS BEFORE THE FIRST DAY OF SCHOOL

6. Student and Parent/Guardian Responsibilities for Distance Learning

Students	Parents/Guardian
✓ Follow Digital Citizenship & Distance Learning (DL) Classroom Agreement ✓ Follow DL daily work schedule ✓ Participate and engage via Daily Participation and Daily Interaction ✓ ALWAYS do their BEST ✓ Submit classwork and homework assignments on time ✓ Ask for help when needed	✓ Follow Distance Learning School & Parent Agreement ✓ Ensure your child adheres to Digital Citizenship and the Distance Learning Classroom Agreement ✓ Ensure your child is participating and engaging in Distance Learning daily including attendance in their daily Zoom scheduled block ✓ Ensure your child completes and submits required classwork, homework, and assessments ✓ Communicate with your child's teacher

7. ELD

AB77: Integrated ELD and Designated ELD will be taught and will be part of the instructional minutes. Integrated ELD will be incorporate throughout all subject content areas, whereas Designated ELD will be taught in its own separate block of time.

8. Students with Special Needs

- Students with Special Needs and or IEPs will participate in cohorts and will have full access to Advisory, Class Schedule, Group Instruction, and Office Hours
- Teacher, Special Education Designee, and Parent will collaborate to identify most appropriate schedule based on the student's Learning Plan, Strengths, Interests, and Needs

9. Teacher Schedule for Distance Learning

- Monday thru Friday 8:00 am -3:00 pm

10. Instructional Model: Blended Learning

AB77: MUSD in compliance with CA Guidelines (AB77) will offer in-person instruction to ALL students. Instruction in Blended Learning is supervised and controlled by a certificated employee (teacher) while students are engaged in educational activities through In-School Instruction and Distance Learning (On-Line Instruction). In order to comply with Social Distancing regulations and meet the needs of our students receiving an Individualized Educational Plan, we have designed Cohort **A**, Cohort **B**, and Cohort **C**.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-School	**Cohort A** Distance Learning	**Cohort A** In-School	**Cohort A** Distance Learning	**Cohort A** Distance Learning
Cohort B Distance Learning	**Cohort B** In-School	**Cohort B** Distance Learning	**Cohort B** In-School	**Cohort B** Distance Learning
Cohort C In-School	**Cohort C** In-School	**Cohort C** In-School	**Cohort C** In-School	**Cohort C** Distance Learning

- Cohort **NOT** in school will follow the Distance Learning Instructional Model
- Cohort in school will receive instruction in designated classroom
- Teachers will provide instruction utilizing district adopted curriculum & supplementals in the following content areas:
    - Reading
    - Writing
    - Math
    - Science/Social Studies
    - Integrated and Designated ELD
    - Digital Citizenship
    - Social-Emotional Learning (SEL) lessons/activities (Capturing Kids Hearts & Zones of Regulations)

- Teachers will create a grade level Blended Learning Student Schedule

- Weekly lesson plans will be posted on Google Classroom
- Grading will be applied to Blended Learning
- Attendance will be taken Monday-Friday including Distance Learning Cohort, RSP, ELD, and Interventions

11. Student and Parent/Guardian Responsibilities for Blended Learning

Students	Parents/Guardian
✓ Follow Digital Citizenship, Distance Learning (DL) Classroom Agreement School and Classroom Rules, Procedures ✓ Follow DL daily and In- School work schedule via Daily Participation and Daily Interaction ✓ ALWAYS do their BEST in Blended Learning ✓ Submit classwork and homework assignments on time ✓ Ask for help when needed	✓ Follow Distance Learning & Blended Learning School and Parent Agreement ✓ Ensure student attends school on their Cohort days ✓ Ensure your child is participating and engaging in Distance Learning on their Cohort days and attendance in their Distance Learning Zoom scheduled block ✓ Ensure student adheres to Digital Citizenship and the Distance Learning Classroom agreement as well as following in-classroom rules and procedures ✓ Ensure your child completes and submits required classwork, homework, and assessments ✓ Communicate with your child's teacher

12. Teacher Schedule for Blended Learning

- Monday thru Friday 8:00 am -3:00 pm

Human Resources:

2020-21 Meadows Union School Covid-19 Guidance

Protocol 1: If an employee tests positive for COVID-19

Contact Stephanie Lockas (HR) 760-352-7512 ext. 1054 immediately. HR notifies the COVID-19 Team.

↓

HR arranges for:

If employee is at home, instruct to stay home. If employee is at work, send home immediately.

↓

HR arranges for employee to complete Employee Contact Form/Employee Symptom Questionnaire. Forms and results to be send directly to HR.

↓

HR reviews completed Employee Contact Form & Employee Symptom Questionnaire. HR then determines whether the employee has had prolonged direct contact with other employees to determine potential exposure. A potential exposure means having close contact within 6 feet of an individual confirmed or suspected of COVID-19.

↓

Employees Exposed:

a) If employee exposed is deemed essential AND telecommute IS possible, employee may work from home.

b) If unable to telecommute, exposed employee must self-quarantine and should not return to work sooner than 14 days after the 1st symptom or full resolution of symptoms, whichever is longer. Must also be free of fever for at least 72 hours without the use of medication.

Returning to Work

↓

Employees who have been diagnosed with COVID-19 must not return to work until they provide a negative nasal swab test and a dr. has released them back to work.

↓

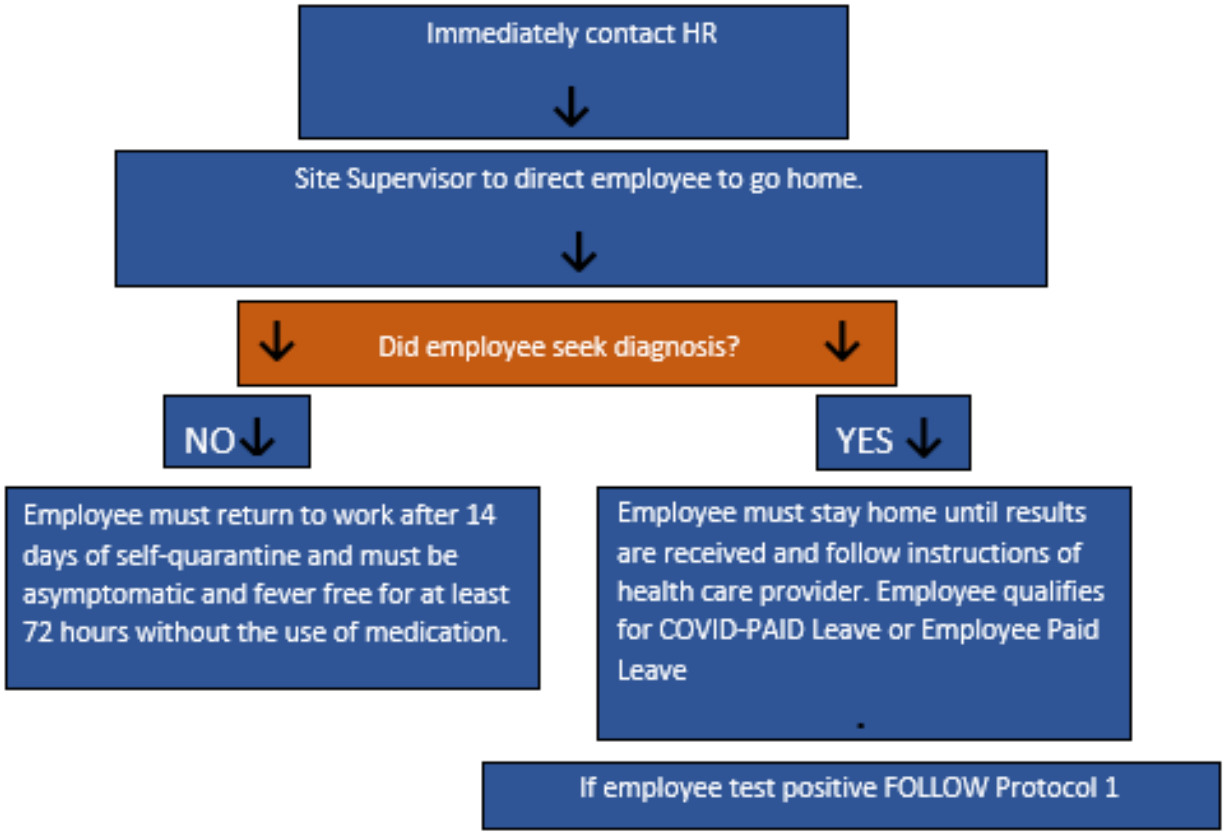
If an employee has been at school facility within the prior 14 days, operations must be closed for a minimum of 48 hours to allow for further evaluation.

↓

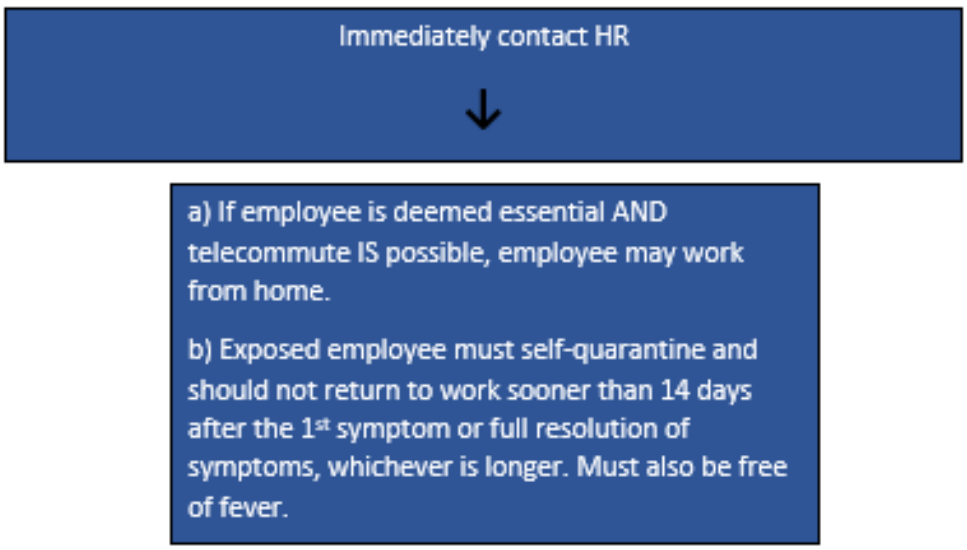
Administration prepares "Potential Exposure" notice to employees and vendors, if applicable.

HR Contact: Stephanie Lockas 760-352-7512 ext. 1054

Protocol 2: If an employee displays symptom of COVID-19 (fever OR cough, sore throat or difficulty breathing)



Protocol 3: If an employee is exposed to a family or household member or co-worker who has tested POSITIVE, but the employee tests negative and/or displays no symptoms



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