

WARNER UNIFIED SCHOOL DISTRICT

# *Welcome Back to School*

**REOPENING SCHOOLS  
DURING THE COVID-19  
PANDEMIC**

**REVISED PLAN - OCTOBER 2020**



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# Message from the Superintendent

The COVID-19 pandemic has changed every aspect of education in a short period of time. Unfortunately, we still have a long road ahead of us, as the pandemic seems far from over. With that said, I am very comfortable that the Warner Team will be able to overcome any challenges that are in front of us. At this time, the overwhelming majority of the staff and community believe the best scenario for our students would be to reopen school and have them back in class.

In developing this plan we consulted the following:

- CDC Guidance on Reopening Schools
- CDPH Guidance for Schools and School-Based Programs
- CDE Guidance on Reopening Schools
- SDCOE Reopening Checklist
- Warner Staff Survey/ Warner Parent Survey

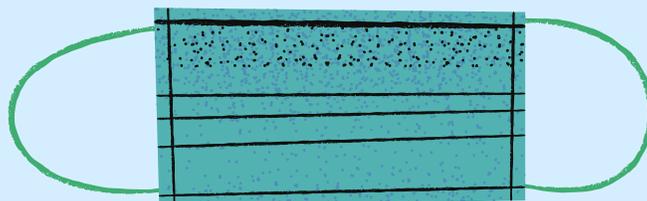
Warner Unified faces unique challenges to re-opening. The first challenge relates to transportation. We provide transportation to the overwhelming majority of our students. Additionally, our busing routes cover long distances.

Warner also has a large disparity in the digital divide. Many of our students rely on a cell phone with spotty internet for their connection. They do not have the devices nor the internet required to facilitate online distance learning.

Very few of San Diego's other school districts have to contend with the busing issue and most areas in the county have better connection options. Warner Unified will continue to look for partnerships to change this.

As we roll out this plan, we expect there to be hiccups and setbacks. Understand we are trying our best and we ask for your patience. Our top priority will be the safety of students and staff. Our second priority will be providing the best education that we can.

Sincerely,  
David MacLeod



# Public Health Orders & Local Conditions

The plan to reopen Warner Schools is consistent with the June 15th lifting of the public health order that closed schools on March 13th, 2020. The plan meets all the guidelines put forth by the County Public Health Order. It also considers all guidance from the California Department of Public Health and the California Department of Education.

## COVID-19 Prevention Procedures

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include:

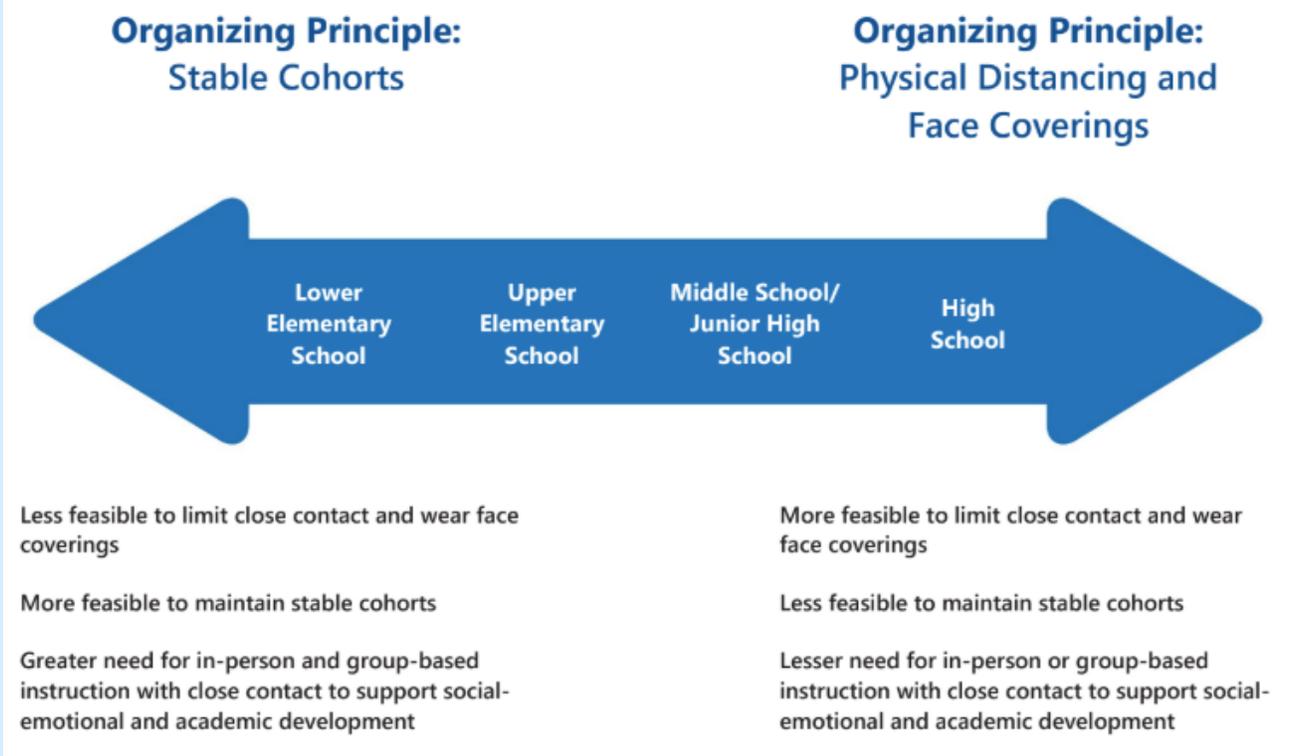
1. minimizing the number of people who come into contact with each other
2. maximizing the physical distance between people
3. reducing the time that people spend in close proximity to others,
4. measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively where possible.



These strategies may be easier or harder to implement in different age groups or settings. For example, a school may be able to ensure that younger elementary school students have fewer contacts by having students stay in one classroom, but young students may be less able to wear face coverings consistently or maintain physical distancing during age-appropriate social and educational activities. In contrast, high school students encounter more individuals in a typical school day but are likely to have greater ability to maintain physical distancing and to more consistently use face coverings. (See Figure 1.) For these reasons, the requirements, recommendations, and considerations for minimizing disease transmission on school campuses necessarily vary by age group.

**Figure 1. Organizing Principles for Preventing COVID-19 Transmission by Age Group**



## **Screening**

Daily symptom screening of all staff and students for COVID-19 symptoms, including fever, will occur each day before entering the school or school bus. Upon arrival, staff will report immediately to the district office or high school office for screening. Students will have temperature taken before getting on the bus. Parents will symptom screen before heading out to the bus. Students being dropped off will only be dropped off at a designated location where they will then be screened.

All screening will consist of a temperature check and a quick Q&A on how they feel. Parents will be encouraged to do a temperature check before bringing the student to school or the bus stop. Students that are discovered to have a fever of 100° or higher will be quarantined in the health office and a family member called to come and retrieve them. Staff will be immediately sent home if discovered with a fever.

Students will wear face coverings or face shields through out the day. Students with specific medical issues prohibiting them from wearing a mask will be exempt from wearing one as will students with IEPs who have been determined to be unable to wear one.

Students do not need to wear a mask when in class and are physically distanced from others. All efforts will be made by teachers and staff to provide as much distance between students in the classroom. This will vary based on class numbers and classroom size. Classrooms with desks will have them spaced apart and all facing forward. Classrooms with tables will be provided plastic protection visors for use between students.

The school staff will be vigilant for any bullying, harassment, or intimidation related to COVID-19 or any other issue. Students will be compliant with screening procedures and will be asked to stay home when experiencing any symptoms associated with COVID-19.

## **Recommended Symptom Screening Response**

**1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**

Yes – STAY HOME and seek medical care.

**2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.**

Yes – STAY HOME and seek medical care and testing.

**3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?**

- Fever
- Cough
- Shortness of breath/trouble breathing
- Chills
- Night sweats
- Sore throat
- Muscle/body aches
- Loss of taste or smell
- Headache
- Confusion
- Vomiting
- Diarrhea

Yes – STAY HOME and seek medical care and testing.

## **Additional Requirements**

- Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Positive test results:
  - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
  - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from the date of last exposure even if they test negative.
  - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
  - Documentation of negative test results must be provided to school administration.
- Recommendations
  - In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  - Encourage routine monthly testing of all staff. Testing is now widely available at testing sites and through healthcare providers throughout the community.
- Considerations
  - Provide parents and staff with information regarding nearby testing sites, which is available through [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html).

## **Busing**

The procedure for picking up students in the morning by a school bus is as follows:

1. Parents will take their child's temperature and symptom screen in the morning before heading to the bus stop or school.
2. Students will social distance as they wait for the school bus to arrive.
3. Students will have their temperature taken and then enter the bus. They will also be asked if they have the following symptoms:
  - Fever
  - Cough
  - Chills
  - Muscle Pain
  - The difficulty of breathing or shortness of breath
  - Sore Throat
  - New loss of smell or taste
4. Students who don't pass screening or have a fever will not be allowed on the bus.
5. Parent must remain with their child at the bus stop until the child has passed the screening and is allowed on the bus.
6. Students will sit together by families. All efforts to socially distance the students on the bus will be made by having students sit in assigned seating. Students will be required to wear masks while being transported.

The bus will be disinfected before each run.



# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

## **Staff Policies for Social Distancing and Masks**

Students and staff will wear face coverings or face shields and physical distancing will be maintained while on school property or when working off of school property. Staff will comply with symptom screening. Staff will stay at home when experiencing any of the symptoms identified by the CDC as potential COVID-19 symptoms.

## Mask Guidelines

CDC recommends that you wear masks in public settings around people who don't live in your household and when you can't stay 6 feet away from others. Masks help stop the spread of COVID-19 to others.

### Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.



## Caution: Gaiters & Face Shields



Evaluation is on-going but effectiveness is unknown at this time



Evaluation is on-going but effectiveness is unknown at this time

## Special Situations: Glasses



If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging

## Special Situations: Children



If you are able, find a mask that is made for children



If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin



Do NOT put on children younger than 2 years old

## How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

## How to take off a mask



1

Carefully, untie the strings behind your head or stretch the ear loops



2

Handle only by the ear loops or ties



3

Fold outside corners together



4

Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

## How to Clean

Masks should be washed regularly. Always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask.

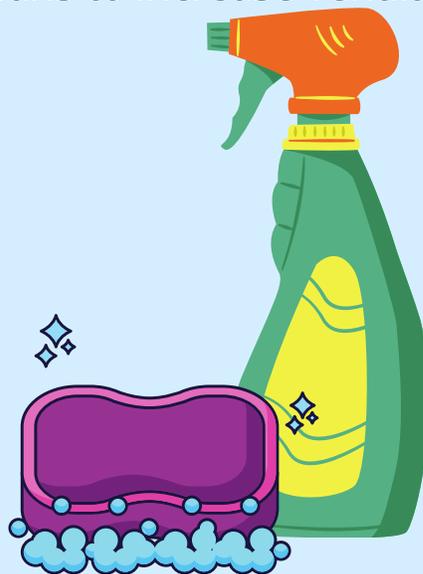
- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

For more information, visit our [How to Wash Masks](#) web page.



## Cleaning & Disinfecting

- Staff and students will clean desks with soap and water daily and as necessary.
- Restrooms will be cleaned regularly, approximately every ninety minutes, by trained custodial staff.
- Students use of the restroom will be focused on reducing groupings to avoid gatherings.
- Frequently touched areas will be cleaned throughout the day by trained custodial staff.
- To the extent possible, schools will create a staggered schedule for shared playground areas and encourage use of larger areas such as fields in support of physical activities.
- Classrooms will be encouraged to open windows, when practical, and utilize fans to increase ventilation.



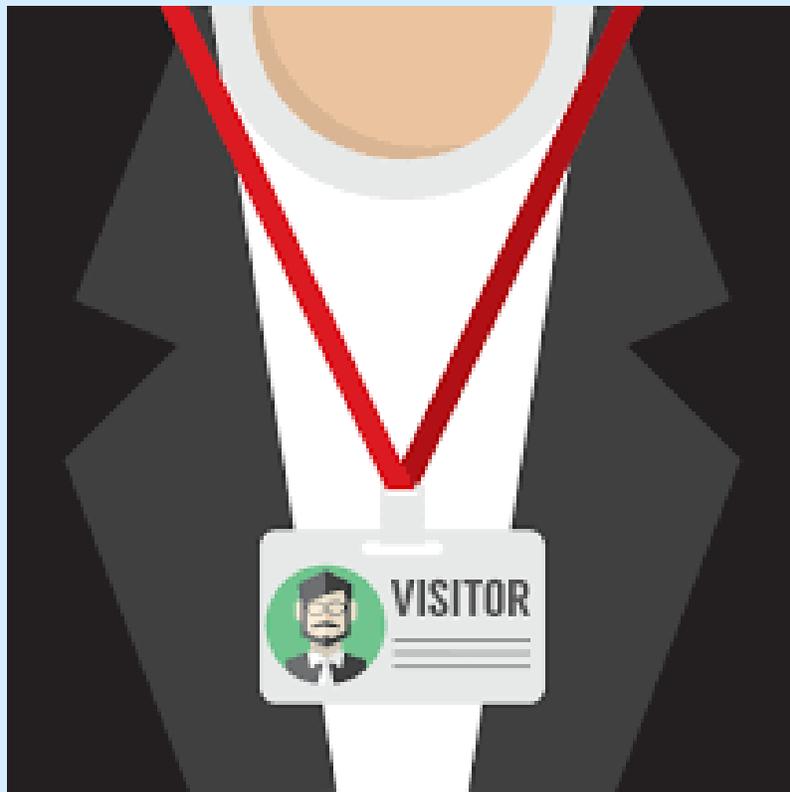
## Handwashing

- Warner Unified will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Students and staff will wash their hands before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
- Students will use hand sanitizer upon entry to the classroom.
- Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels or a similar product to dry hands thoroughly.
- Students and staff will use hand sanitizer when hand washing is not practicable.
- Each class and public area, such as school offices, will have hand sanitizer for individuals to use upon entry.



## **Visitor & Volunteer Policies during COVID-19**

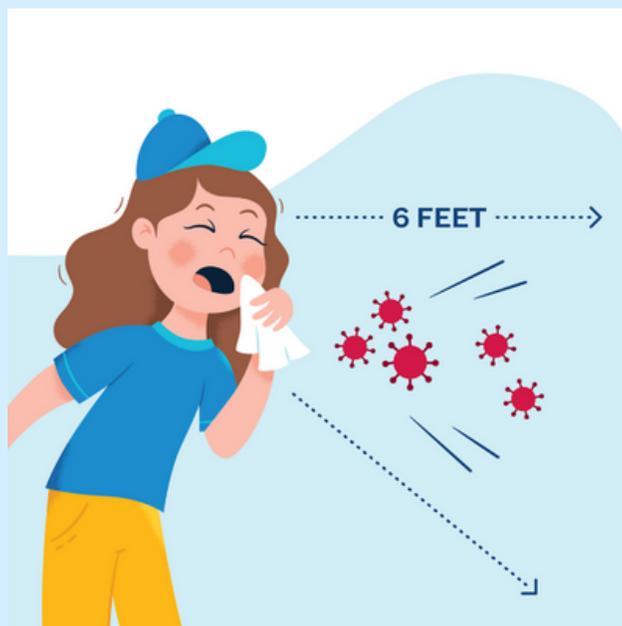
Alternative means will be employed to allow visitors to conduct school business without entering the school, such as phone conferences and zoom meetings. Only visitors with urgent matters will be allowed to enter school grounds. Visitors will be screened upon entering the district office for temperature and symptom screening. Volunteering will be canceled during COVID-19.



## **Procedures for Implementing Physical Distancing**

- Staff Arrival - All staff will check-in at the table outside of either the district office or at the high school office. They will complete the quick screening survey and take their temperature.
- Students that arrive by car will head to the district office where they will be screened and have their temperature taken.
- Students that arrive by bus will have had their temperature and screening completed prior to boarding the bus.
- Students will get their breakfasts and then go directly to class in the morning. Teachers will be waiting for them. Students will eat until class begins. Students will be encouraged to eat outside when weather permits.
- Students will wear a mask any time they are moving about campus.
- The teacher's desks will be 6 feet from any student. The teacher and instructional aid will wear a face shield or mask throughout the day. The teacher can approach a student to help them, but the student needs to have his/her mask on.
- Students can have their masks off when sitting at their desks. Students desks will be moved apart as much as the class size and student number allow. Plastic dividers will be placed on tables to separate space between students in classrooms that don't have desks.
- All office spaces will accommodate physical distancing. Plastic barriers will be erected to help accommodate this.
- 1 person, in addition to the rooms' occupant, will be allowed in common areas such as the copy room and teacher box area.
- The staff lounge will have a limited number of chairs to accommodate physical distancing. A capacity limit will be posted.

- Breakfast and lunch will be dished out in the cafeteria. Social distancing will be observed as students wait for their food. Markings will be placed on the ground to space students. Hand washing or hand sanitizer will be required before meals.
- Recesses will be broken up by the following categories to help separate students. Preschool and Kindergarten, 1st & 2nd grade, 3rd & 4th Grade, 5th & 6th grade, Middle School, and High School.
- Students will have staggered exit times to help separate students while loading the school buses.
- Locker rooms will be closed for PE class. Students will need to dress appropriately and bring their own water bottle, towel, and deodorant each day.
- The Gym & Weight Room will have proper marking to show physical distancing. Equipment will be sanitized between use.
- Sports will comply with the CIF rules and guidelines. Middle School Intramural sports will not be offered this year.
- Before & After School programs (TBD)
- Field trips and other activities (TBD)



## Physical Modifications & PPE

- The school district has been busy over the summer ordering Personal Protection Equipment (PPE) and making modifications to the campus environment.
  - PPE for screening
  - PPE for caring for sick children
  - PPE for cleaning and disinfecting
  - Hand sanitizer
  - Disposable masks for staff and students
  - Thermal scan thermometers (2 for each location)
- All classrooms were deep cleaned while school was out. We have taken this opportunity to redesign and prepare each classroom for better physical distancing.
- The district and high school offices have marked locations for people to stand when entering. We also have installed plastic dividers between the office workers and visitors.
- We have placed markers and signs on campus as reminders to physically distance as well as signs that state capacity limits for rooms.
- We have worked with our custodial workers to create a schedule to deep clean offices and classrooms when not in use. Staff and teachers will also sanitize their areas between uses.



## **Staffing at School**

Warner Unified will shift personnel and try to meet the new COVID related requirements with the staff it currently has on hand.

- Bus drivers will provide symptom screening. We will add more time to the route time to accommodate the screening. We are adjusting our routes as well as adjusting the number of students per bus.
- Office staff will do the at school screening.
- We are adjusting our maintenance - custodian focus to be more on deep cleaning.
- We are working with AWE & CSEA on how COVID-19 will impact our working conditions.
- We have surveyed the staff and determined who is in the high-risk categories and are making as many accommodations as possible.
- Adjusting job duties, hours, and assignments and working with Human Resources, legal, and the unions/bargaining units.

## **Instructional Programs**

Warner Unified will provide the following two options of instruction for parents to choose for their child:

- **Option 1** : Regular instruction at school with the proposed safety protocols in place. The student is expected to attend school every day and will receive in-person instruction from a teacher. We believe this is the best option as it promotes collaborative learning, improves social skills, and the teaching style can be modified according to student needs and strengths.

- **Option 2:** Independent online study program. The independent study program is best for students or families that are at high risk. It requires the parents to sign a master contract with our counseling office that will layout the classes that are to be completed in the trimester or semester schedule. Students will be locked into this program and can only switch back once the semester or trimester is completed. The program will consist of completing online classes with the help of a coach. The student will meet with their coach weekly. The school district will help families with internet options as well as provide a device for the student to be successful. There are however areas that the internet might not be an option and thus this program would not work for every family. The independent study program really benefits students that are motivated. Parents must be engaged in overseeing their child's education and need to ensure their child is completing the work in a timely fashion.

## **Remediation**

iReady will be required for students to make up learning loss due to the 2020 school closure. iReady assesses the student's strengths and areas of focuses and then constructs an online learning path for him/her to make the most gains.



## **Preparing for Partial or Total Closure**

Warner Unified will check state and local orders as well as health department notices daily about transmission or closures in the area and adjust operations accordingly. When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, the following steps will be implemented:

- In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Give standard guidance for isolation at home at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff, unions and the community.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Implement plans to continue food and nutrition services and instruction for students during closures.
- Maintain regular communications with the local public health department.

# Steps to Take in Response to Confirmed or Suspect COVID-19 Case and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> </ul>	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> <li>• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation</li> <li>• If student/staff test positive, see Scenario 3 below</li> <li>• School administration notified</li> </ul>	<p><i>For the Involved Student Family or Staff Member:</i>            Template Letter: Household Member or Close Contact With COVID-19 Case</p>
<p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test.)</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine for 14 days               <ul style="list-style-type: none"> <li>○ In stable elementary classroom cohorts: entire cohort</li> <li>○ In other settings: use seating chart, consult with teacher/staff</li> </ul> </li> <li>• School administration notified</li> <li>• Public Health Department notified</li> </ul>	<p><i>For Positive Case Student Family/Staff:</i>            Template Letter: COVID-19 Case</p> <p><i>For Student Families and Staff Members Identified as Close Contacts:</i>            Template Letter: Household Member or Close Contact With COVID-19 Case</p> <p><i>For All Other Student Families and Staff Members:</i>            Template Letter: COVID-19 Case in Our Community</p>

## Steps to Take in Response to a Negative Test

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>Can return to school/work immediately</li> </ul>	No action is needed

## **Training & Communications**

Warner Unified will communicate with its staff and parents regularly to update them of any changes to our COVID-19 preventive measures policies. Once this plan has been finalized and board approved, it will be shared out to all parents and staff members.

During registration, families that opt for the independent learning model will be trained on the software and the expectations of the program. Warner Unified has 2 full professional days before school starts where the staff and our regular substitutes will be trained on the new policies. Our SPED director will reach out to 3rd party vendors like our Occupational Therapists and Speech Therapists and brief them on the new policies.

