

August 10, 2020

District Direction: Meeting with Individual Students

During this time of all Distance Learning, school districts in San Joaquin County are permitted to have staff meet with individual students in person per San Joaquin County Office of Education and San Joaquin County Public Health Services: *Guidance Amendment #3: 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19*, August 7, 2020.

Meetings with individual students will be scheduled for activities that cannot be done remotely. Examples include, but are not limited to: special education assessments, assessments for English Learners, teacher meet-and-greet, orientations. Staff conducting individual student meetings will be issued a no touch thermometer for the duration of all Distance Learning to be used to take temperature of self and student. Staff are to remain 6 feet away from parent and student throughout the process unless the activity cannot be accomplished in that manner.

Scheduling the Meeting

- The staff member scheduling the appointment will notify site administration and will communicate with the parent regarding start/end times and the *Parent Protocols for Meetings with Individual Students*.
- If a meeting will be held in a district facility other than a school site, the staff member scheduling the meeting will notify the manager of the appropriate department.

Face Coverings

- All parties must wear a face covering.
- A face shield and drape are permitted in lieu of a mask for those who cannot wear a mask due to a medical condition or if the activity requires a visual of the student or staff face.
- If a student does not have a face covering, one will be provided.

Lodi USD COVID Screener Form

- Staff involved in the meeting will complete the COVID Screener the morning of the meeting. The meeting will be rescheduled if any symptom or exposure to COVID-19 is revealed.
- The staff member conducting the meeting will meet the student at the front of the school at the scheduled time and complete the COVID Screener for the student by asking the student/parent the questions and taking the student's temperature. Parents bringing their child to school are to remain in the car or at a distance, as practical, to help answer the screening questions and ensure that their child gets to the front of the

school safely. The meeting will be rescheduled if any symptom or exposure to COVID-19 is revealed.

- Staff and student Screener forms are to be submitted to the school office.

Meeting Location

- Meetings will be held at a Lodi USD facility.
- After the Screener Form has been completed and no symptom or exposure is revealed, the staff member will escort the student to the meeting location.
- A parent may accompany a child if previously arranged with staff.
- Meetings will occur outdoors when possible.
- If indoors, a large enough space will be provided to allow for social distancing of 6 feet.
- If an assessment protocol or other activity requires less distance, a Plexiglas barrier will be provided.

After the Meeting

- The staff member will escort the student to the front of the school after the meeting.
- If a parent picking up their child is not at the front of the school at the designated time and the staff member cannot contact the parent, the administrator should be notified. The staff member is not required to supervise the student.

Sanitization

- Hand sanitization will be conducted prior to and after the meeting either through hand washing or alcohol-based hand sanitizer.
- Surfaces, chairs, and materials/equipment utilized will be sanitized prior to and following each meeting by the staff conducting the meeting.

This protocol does not apply to the school scheduled essential document/materials distribution events.