



“Anything is possible when we do it together”

Covid-19 Safety Plan 2020-2021

Beckman Elementary school

We Pledge to be safe.

We pledge to be responsible.

We pledge to be respectful.

Objective: Provide details to the re-opening of school amidst Covid -19 that will increase the health and safety of our students and staff with the board-approved Level 3 implementation level (100% / 5 days per week)

Resources: LUSD communication pieces, SJCOE Planning document, school maps and procedures implicit to Beckman Elementary

NOTE: This document will provide some guidance, solicits a lot to think about, and will evolve into a document that will allow us to begin school. It also notes which items we feel we need in order to provide a safe environment, and it notes questions we still have. Some protocol will be district-wide, while other details can be determined by each site. Furthermore this is a fluid document subject to change as district, state, and site needs mandate.

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Self-Screening for Symptoms (District Protocol)

- Parents/guardians are expected to conduct the online self-screener with their children before sending them to school (please see COVID-19 health screener directions on our website): <https://resources.finalsite.net/images/v1617303374/lodiusdnet/cbgwz8jxptlqgz120zbe/SymptomScreenerInstructions-Students.pdf>
- All staff will be expected to conduct the online COVID-19 health screener before reporting to work (Download “Schools Self Screening” app. on your phone or go to <https://lodiusd.selfscreening.org/log-in>).
- Individuals with COVID-19 symptoms are not to be on campus or District facilities.
- Schools may implement procedures to take temperatures:
 - Students with a temperature of 100.4 will be escorted to the sick room to await guardian pickup.
 - School has designated a classroom for isolating potentially ill students. In the sick room students will be triaged to determine whether the student can remain on campus.
 - Office staff will contact parents to pick up the child.
 - If no parent arrives at school, the child stays in the isolation area and the principal contacts the Child Welfare and Attendance (CWA) office for support in contacting parents/guardians.

Exposure/Positive Case Protocols (District Protocol)

The District will revise the following protocols as necessary to comply with new state requirements of AB 685 and any updated procedures from County Public Health Services.

- Definition of Exposure: 15 cumulative minutes of exposure within six (6) feet, over a 24-hour period, to either a symptomatic person with laboratory-confirmed COVID-19 in the period from two (2) days before symptom onset until they meet criteria for discontinuing home isolation; or an asymptomatic person with laboratory-confirmed COVID-19 in the two (2) days before the date of specimen collection until they meet criteria for discontinuing home isolation.
- Exposure: When someone is within three feet of a known case for a total of at least 15 minutes within a 24 hour period.
 - Individual is to self-quarantine for 10 days.
- Known case: Someone who has tested positive for COVID-19.
 - Individual is to self-isolate for 10 days from the time of a positive report.
- Vaccinated people with a current exposure to someone with suspected or confirmed COVID-19 are **not required to quarantine** if they meet all of the following criteria: ≥2 weeks following receipt of the last vaccine dose ≤3 months following receipt of the last vaccine dose Has remained asymptomatic since the current COVID-19 exposure
- The principal serves as the site contact for the San Joaquin County Public Health Services.
- Parents/guardians of children who have symptoms, test positive, or were exposed are to contact the school as soon as possible and are not to send their child to school.
- Employees who have symptoms, test positive, or were exposed are to contact their supervisor as soon as possible and are not to be at their assigned work site.
- If the school is notified of a confirmed case, the principal makes a report to the Director of Maintenance and Operations.
- Parents/guardians of students in the class(es) are notified if their child may have been exposed.
- Staff are notified if they may have been exposed.

- A student confirmed or exposed may participate in remote learning.
- All staff and parents of students who may have been exposed are notified of a confirmed case but not all are required to stay off campus unless exposed.
- The Business Services Department tracks confirmed and exposed cases.

Return to Campus/Work Site (District Protocol)

- Individuals may return to campus or assigned work site when they have been symptom free, including no fever, without use of fever-reducing medication, for 24 hours, **and**
 - For exposure: after the 10 day self-quarantine
 - For confirmed positive case: after the 10 day self-quarantine
- Individuals who test positive who never develop symptoms may return ten days after the date of their first positive tests.

Testing of Students and Staff (District Protocol)

- The District will follow requirements from San Joaquin County Public Health Services.
- Students or staff who experience COVID-19 symptoms or have been exposed will be directed to seek medical attention from their health care provider.
- Staff and parents will be given information about testing locations and available opportunities for testing.
- Staff will be encouraged to get tested every two months.
- The District has partnered with Azova to offer free COVID-19 testing to all Lodi USD employees. A staff member has the ability to request a COVID-19 test once every two months and/or when a confirmed outbreak has occurred at their site. Information can be found on the “getting a COVID-19 test” document.

Closures (District Protocol)

The District will consult with County Public Health Services regarding confirmed cases and in determining closures of individual classes.

- Public Health protocols for closing a school and/or District:
 - If 5% of the school population has reported positive tests within a fourteen day period, the school will close and move to all Distance Learning.
 - If 25% of the schools in the District close, all schools in the District will close and all schools will move to all Distance Learning
- The District will work with County Public Health Services on a timeline for returning to in-person instruction in regards to any closure.

Emergency Information

At the beginning of each school year, parents and guardians must update information on Aeries Parent Portal (online). Your contact information will be used to contact parents/guardians in case of illness, accident or other emergency. It provides the school with vital information for the safety and protection of each student. Also, it provides valuable information about health concerns your child may have. Please complete in full. The parent/guardian must provide their home phone number, parents’ work phone number and at least one name of a friend or relative who can take responsibility for signing the student out of school in case of an emergency. Only individuals whose names appear on the emergency contact list may check a student out from school. Don’t forget to notify the office when there is a change in phone numbers or address. To change an address, proof of new residence is required.

Medications

We are happy to care for your child if medication is needed at school. However, all medication taken at school **MUST** be prescribed by a licensed health care provider (Physician). A **“Consent for Medication Administration”** form **MUST** be signed by the Physician **AND** a parent/guardian. This includes **ALL** medications including over-the-counter medication. Medication that is found at school without proper documentation will be confiscated. **“Consent for Medication Administration”** forms can be picked up at the Front Office. The signed form is good for one (1) school year.

Immunization Requirements

LUSD maintains a "No Shots/No School" policy. **Students not up-to-date with all immunizations as required by California Immunization Law AB-381 will not be enrolled or allowed to attend school.**

Injuries and Accidents

Injuries and accidents should be reported immediately to the staff member on duty. All accidents will be recorded on an accident report form and a copy will be forwarded to the District Office. If a pupil is seriously injured, school personnel will attempt to telephone parents/guardians or family member listed on the students emergency card. For a minor injury, first-aid will be given.

Personal Protective Equipment (PPE) by Staff Members and Students (District Policy)

- Disposable masks will be provided to students who need them.
- Gloves, masks, and face shields provided to all staff.
- All students will wear a face covering.
- All staff will wear a face covering.
- All individuals visiting the office or other area as authorized must wear a face covering.
- The District has purchased cloth masks, and face shields with drapes for staff.
- Disposable masks are available at each school site.
- Individual trifold desk shields for every student
- If a medical condition presents a special circumstance for a student, the parent is to meet with the principal.
- If a student does not have a face covering, one will be provided and an office staff member or administrator will contact the parent.
- Gloves are available for staff to be used when needed.
- Gowns are available for identified staff (nurses, special education staff) to be used when needed.

Sanitizing Supplies and Safety Materials

- Hand sanitizers in every room. Hand washing stations near all portables
- Disinfectant spray bottle for every room (All classrooms, pod offices, and other rooms).
- Non-touch thermometers are available for staff use
- Air purifiers are available for classrooms: 3 layers of H13 HEPA filters, removes 99.9% of particles, child safety lock, and quiet mode.
- Soap and towels will be checked daily in classrooms/offices with sinks.
- Soap and towels will be checked in restrooms frequently each day.

Custodial Responsibilities (District Policy)

- Custodial staff clean high touch areas (doorknobs, light switches, etc.) throughout the day.
- Classrooms will be disinfected using a spray method (Oxivir spray) at the end of each day.
 - Teachers/students will be advised to clear desks and counter spaces at the end of each day.
 - **Clorox 360 or oxivir will be used to disinfect every room on a daily basis..**
- Cafeteria tables will be wiped down between meal service times.

- Common areas such as school office spaces and staff workroom areas will be cleaned daily utilizing the Oxivir spray or Clorox 360..
- Restrooms will be cleaned daily under standard cleaning/disinfecting protocols.
- Kitchens will be cleaned daily under standard cleaning/disinfecting protocols..
- Air purifiers have been installed in classrooms and regularly occupied areas: 3 layers of H13 HEPA filters, removes 99.9% of particles, child safety lock, quiet mode (see video [here](#)).
- Site specific Need - Clean/sanitize kindergarten classrooms (K1 and K2) and restrooms before the PM students arrive (11:20-11:40)

Buses (District Policy)

- Masks will be worn by everyone on the bus (unless medical verification is on file with the Transportation Department).
- Hand sanitizer will be available for students before they enter the bus.
- Students will be distanced, to the extent possible.
- Siblings may sit together.
- Windows will be open to allow for ventilation, to the extent possible.
- Transportation for general education students may be limited to accommodate distancing.

Arrival/Departure Entrances/Exits

Arrival and Breakfast:

- There will continue to be four points of entry. A gate for 5/6 by the staff parking lot, a kinder gate, a 3/4 and SDC gate, and lastly a 1/2 gate. Students must enter the gate for their grade level even if they have a sibling of a different grade. Families are not allowed on campus during drop off and dismissal.
- Breakfast will be grab and go and will be eaten in the classrooms in the morning or at the brain break/recess time as determined by the classroom teacher.
- No recess in the morning as students will go directly to their classrooms.
- Students will enter no earlier than the times listed below and line up directly in front of the classroom (7:45-8:00 AM K, 8:15-8:30 1st-6th, 10:55-11:10 PM K)
- There will be staff on duty to greet students as they enter, take the child's temperature, and supervise students at each gate and in the courtyard as students walk to their classroom..
- Students with a temperature of 100.4 or higher or constant coughing be referred to the sick room to be triaged.
- School has designated room 29 as the sick room.
- Office staff will contact parents to pick up the child.
- If no parent arrives at school, the child stays in the isolation area and the principal contacts the CWA office for support in contacting parents.

Departure:

- School staff will assist students in keeping space while entering and exiting campus.
- **All students will use the gate they enter in for dismissal. If siblings meet to walk home together, they must exit their own gate and walk and meet each other in front of the school.**
- All students and parents are to wait by the front entrance wearing masks. Dismissal is as follows AM K 11:30, 1-3 2:30, 4-6 2:35, and PM K 2:35.
- **Parents/guardians** must wait outside at the front or in their cars until the bell rings to meet your child(ren) during dismissal. Parents should continue to drive around the parking lot in a loop to keep the traffic flowing for parents to pick up students. If a parent does not want to continue looping around they

must park in a designated parking spot and walk to pick up their child. Children cannot go across the parking lot through traffic without an adult. Students are expected to leave campus immediately after dismissal, except for appointments with teachers or participation in an after school activity.

Point of Entries and Exits:

- There will continue to be four points of entry. A gate for 5/6 by the staff parking lot, a kinder gate, a 3/4 and SDC gate, and lastly a 1/2 gate. Students must enter the gate for their grade level even if they have a sibling of a different grade. Families are not allowed behind campus gates during drop off and dismissal.

Spacing for Lining up and Movement around the Campus

- Each class will have a designated space to line up for class with markings to help students space from each other.
- Dots have been painted outside the three gates to help students and families line up with social distancing before and after school.
- Dot for line up spots all around the campus for each class
- Dots in the Courtyard to help with social distancing

Visitors

Only students, staff, and individuals with authorization from office staff will be on campus. Only vital adult visitors/volunteers are welcome to visit the school, but they must report to the office first to sign in.

- Anyone with Covid-19 symptoms or tested positive are not allowed on campus.
- Limit non-essential visitors on campus.
- Any visitors need to wear masks on campus and keep 6 feet apart from others.
- No more than 3 visitors in the office (Two at the front and one waiting for assistance) at a time.

Student Celebrations

No student celebrations until further notice.

Instructional Time for a Full Return with Safety Measures (see page 12 & 13)

AM Kindergarten – 8:05-11:30

PM Kindergarten – 11:10-2:35

1st-3rd Grade – 8:30-2:30

4th-6th Grade - 8:30-2:35

Each class will have a designated space to line up for class with markings to help students space from each other.

Spacing in Classrooms

- Maximize space between seating and desks. Distance teacher and staff desks at least six feet away from student desks. Students are to be at least 3 feet apart.
- Remove unnecessary furniture from classrooms
- Students are to remain in the same space and in groups as small and consistent as practicable.
- Minimize the movement of students and staff as much as practicable.

Student Materials

Avoid any communal sharing if possible.

- Students are highly encouraged to bring their own water bottles.

- Teachers will not use the same student manipulative materials between groups until cleaned. Students should use their own assigned set of textbooks and workbooks.

Student Gatherings and Meetings

No large gatherings such as assemblies. No more than three classes will be allowed outside at one time and students will be divided into primary and intermediate playgrounds.

Staff Gatherings and Meetings

Staff will meet with committees, grade level, and whole staff on a needed basis. Utilize Zoom, Google Meet or GoToMeeting if all possible. If staff meets in small groups, everyone is to adhere to safety measures and social distance protocols.

- Minimize the movement of staff as much as practicable.
- Minimize congregate movement all throughout the campus (classrooms, pod offices, front office, library, hallways, cafeteria, and staff workroom and lounge) as much as practicable.
- Do not use rooms and offices in pods as a shortcut to get to your classrooms.

Lunches

- Lunches will be staggered to ensure minimum student mixing.
- Students will line up and walk with space between each student.
- Playground equipment will be available. Students will need to use a hand sanitizer or wash their hands before and after usage.
- Play structure will be open. Students will need to use a hand sanitizer or wash their hands before and after usage.
- Playground water fountains will be used only for filling bottles (Disposable cups will be available in classrooms for students who do not bring their own water bottle)
- 1st/2nd lunch together, 3rd/4th lunch together, 5th/6th lunch together. However, their lunches will be flipped by grade level. For example, first will play as second eats and then after 15 minutes they will switch. This will enable social distancing.
- Students will not eat inside the cafeteria with the exception of kinder and preschool.
- Students will walk through the cafeteria to get food and will eat outside socially distanced. In the event of a rainy day students will eat in the classrooms with supervision.
- On minimum days, all lunches will be given at the end of the day for consumption at home as we are doing now.
- Distance Learners - Two central locations in the district will be determined for parents to pick up meals.
- Food service workers and staff in routine contact with students will use gloves and facial coverings.
- Serve individually plated or bagged meals.

Recess & Playground

- Recesses will be staggered by each grade level to the extent possible.
- Students will line up and walk with space between each student.
- Playground equipment will be available. Students will need to use a hand sanitizer or wash their hands before and after usage.
- Play structure will be open. Students will need to use a hand sanitizer or wash their hands before and after usage.
- Playground water fountains will be used only for filling bottles (Disposable cups will be available in classrooms for students who do not bring their own water bottle)

Student Restrooms

- Student stalls and sinks are marked off for social distancing and to limit the amount of students in the bathroom at a time.
- Wait outside until space becomes available
- Two social distancing spots/stickers outside each restroom

Music and P.E.

Music and P.E. will no longer be on Zoom for in-person learners. P.E. will be done outdoors. Music will be done indoors unless students have to sing or blow into an instrument at which time music will move outdoors. Band will occur outside.

Library (Subject to Change to In-Person Visits)

- K and 1 receive a crate of books each week
- 2-6 grade students select books on Destiny during their library time from home room
- School librarian delivers books to each class every Friday
- Distance learners will be able to come and pick up books from the office
- District purchased extra classroom library books
- More online books/programs

Counseling

- Counselors will be able to meet with students. They will be pulled out and counseled outside in a safe socially distanced setting which may include sitting outside or taking a walk with their counselor.

PBIS

- We are still a PBIS school and incentive school.
- Teachers are using class DOJO to give points which are then used to purchase items from our Bobcat Store.
- Items chosen by students will be delivered to students at their classrooms.
- Please continue to encourage your student to make good behavior choices and earn bobcats (DOJO points)

Office, Staff Workroom, Lounge, and Staff Restroom

- Staff wear masks in these areas.
- Oxivir will be available in the workroom and staff lounge.
- Utilize hand sanitizer or oxivir before and after use of machines, equipment,
- Staff lounge will remain open for dining as an option.

Staff Restrooms – wait outside until a stall becomes available

Workroom – 3 people max. Wait outside

Office Restroom – Only use in emergencies and one person at a time. Do NOT form a line outside the restroom.

Substitute Teachers

- Office staff will provide substitute teachers with a packet with site safety procedures.
- Substitute teachers will be screened for symptoms before starting the school day.
- If a teacher is able to prearrange with a substitute teacher, work out Zoom information for distance learners and lesson plan.

- If a teacher was unable to prearrange Zoom and lesson plan with a sub, leave the lesson plan in the classroom or provide a lesson plan to the office and ensure that admin is added as an alternative host (not co host) to your Zoom.

Cell Phones:

Cell phones are permitted on campus. However, student use of cell phones is limited. **Cell phones are not to be used during school hours and must be turned off before coming on to campus and placed in their backpack at all times. If a staff member witnesses a cell phone being used at an inappropriate time, it will be confiscated and will have to be picked up in the office by a parent/guardian.**

Use of the Office Telephones

Students may only use the office phone with the permission of a staff member if absolutely necessary. Arrangements should be made before leaving home for pickup during rainy weather or to stay late for after-school activities. To preserve the integrity of the learning environment, class instruction will **not** be interrupted for routine matters. The office cannot deliver phone messages to students except for a family emergency. This not only disrupts instruction, but the learning environment for all. Please communicate necessary information to your child **before** he/she leaves for school.

Parking Lot Safety Reminders

To maintain student, parent and staff safety, please adhere to the following reminders:

- Please drive slowly and pay attention to students exiting and entering their cars.
- The area immediately in front of the school is for emergency vehicles and pick up/drop off only. Please do not park your car in the student Drop Off/Pick Up area. Unattended vehicles are subject to towing and/or ticketing. If your child is not out front, you will need to continue to move with the flow of traffic in a loop until your child is out front. If you do not wish to drive around, then park in a designated spot and walk to pick up your child.
- Obey the crossing guards. No jaywalking. No motioning to your child to cross alone. Cross at crosswalks only.

Fire Drills

Fire drills are conducted each month. During fire drills, students and staff vacate buildings when the alarm sounds. Students and staff practice exiting buildings swiftly, calmly, and quietly. Building doors will be unlocked for emergency personnel access. Teachers instruct students in safe departure procedures, routes, assembly areas, and protocols for alerting emergency personnel. Students and staff will remain at their safe location until the all-clear announcement has been given. Social distancing will still be maintained as students exit classrooms and move to a designated spot.

Lockdown/Active Shooter Drills

They are practiced on a regular basis. Staff will lock their doors, turn off lights and secure their rooms. Students are expected to remain silent, out of sight and away from windows and doors. All cell phones will be silenced. Should an actual active shooter event occur, all students, staff and administration will remain on lockdown status until notified by emergency personnel that the danger no longer exists.

Earthquake Drills

They are conducted every other month. The duck and cover method is utilized to ensure the safety of our students in the event of an earthquake.

Training Students and Staff

2020-2021

BECKMAN ELEMENTARY BELL SCHEDULE

ACTIVITY	REGULAR DAY	MINIMUM DAY	RAINY DAY
<u>BREAKFAST</u>			
	Delivered to classroom		
<u>SCHOOL START</u>			
AM K	8:05	8:05	
PM K	11:10	8:05	
1st-6th	8:30	8:30	
<u>LUNCH</u>			
AM K	11:10-11:30	Same as Hybrid.	Same as regular day
PM K	11:10-11:30	Grab and Go	
1st/2nd/	11:20-11:55	at the end	
Carpenter/Frischkorn		of the day.	
11:20-11:35	1st-Eat 2nd- Play		
11:40-11:55	2nd-Eat 1st-Play		
3rd/4th	12-12:35		
12:00-12:15	3rd- Eat 4th-Play		
12:20-12:35	4th-Eat 3rd-Play		
5th/6th/	12:40-1:15		
Bratcher			
12:40-12:55	5th-Eat 6th- Play		
1-1:15	6th-Eat 5th-Play		
<u>AFTERNOON RECESS</u>			
1st/2nd	1:15-1:30		
3rd	1:35-1:50		
<u>DISMISSAL</u>			
PRIMARY	2:30	12:35	
INTERMEDIATE	2:35	12:45	
AM K	11:30	11:05	
PM K	2:35	11:05	