

Franklin-McKinley School District's COVID-19 School Guidance Checklist

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Date: 4-1-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Franklin-McKinley School District

Number of schools: 16 and 1 District Service Center

Enrollment: Approx. 6,600

Superintendent (or equivalent) Name: Mr. Juan Cruz, Superintendent

Address: 645 Wool Creek Drive

Phone Number: 408-283-6000

San Jose, CA 95126

Email: Jason.Vann@fmsd.org

Date of proposed reopening: April 19, 2021

County: Santa Clara County

Grade Level (check all that apply)

Current Tier: Orange

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

Type of LEA: Elementary Public School

1st 4th 7th 10th Pre-school

This form and any applicable attachments were posted publicly on the school district's website prior to reopening.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Jason E. Vann, Asst. Supt., post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that FMUSD's reopening plan address the following, consistent with guidance from the California Department of Public Health and the Santa Clara County Public health Department:

Stable group structures (where applicable):

Based on current State and County recommendations, groups will be no larger than 24 students and 2 adults in a classroom. Classrooms vary in size so the ratio of students to teacher may be smaller. In all cases we will ensure that adults remain at least 6 feet apart from students unless there is a more immediate safety issue requiring closer proximity. Special Day Classrooms tend to have lower ratios to best support the student so those rooms maintain those smaller ratios.

The District is continual looking at ways to provide a stable group for middle school classes. At this time the 2 best models we can implement requires teachers to shift from classroom to classroom and have the students remain in the same room to maintain cohorts. This may require the reassignment of students to a new teacher to maintain stable cohorts. The second model we may implement creates stable Extended Learning Groups for middle school that meets in-person after distance learning has been completed.

We will continue to review updated State and County guidance that helps our District better manage safety guidelines that directly impact middle schools and 7th and 8th grader classrooms in K-8 school sites. Any changes will be communicated to parents prior to implementation.

If stable groups cannot be maintained for certain class types (i.e., elective classes, after school sports, etc.) the classes will either remain in a Distant Learning model or will not be offered at this time.

Entrance, Egress, and Movement Within the School:

To manage the movement of children, signs will be placed on school site property to direct students and staff on how to move from entrance to classroom; Principals will work with site staff to train students and adults on entrance, egress and movement within the school. Student's parents and guardians will not be allowed onto school grounds that are within the school perimeter. Allowances will be made for students with special needs.

Face Coverings and Other Essential Protective Gear:

The District will ensure that all staff and all students wear masks while on school property. Administration will train staff and students on the benefits of wearing face coverings and other essential protective gear (e.g., gloves gowns, booties, etc.), when necessary. All sites will have spare masks for staff and students in case masks are lost or damaged while on school property or when the student or staff members forget to bring their own mask.

Health Screenings for Students and Staff:

Staff and students will complete daily screenings using either the Company Nurse application or completing screening questionnaires. The application will ask the standard questions to determine if a person is symptomatic. If the person fails the test, they should not come to or enter the school site. Each site admin and District Service Center administration has access to the results and can check in on the person that has failed the screening and discuss next steps (e.g., get a COVID-19 test, consult with physician, quarantine and isolation procedures, etc.)

We will also have the ability to take a staff member's or child's temperature as they enter the school site or throughout the day if they do not feel or look well. If a staff member or student does not feel well, they will be directed to an isolated observation area until they can safely leave the premises on their own or with a family member or friend that can pick them up and take them home.

Healthy Hygiene Practices:

All school site classrooms and common areas and departments will have hand sanitizer and/or wash stations available to them to promote healthy hygiene practices. Where possible non-touch washing and hand sanitizing units will be added (e.g., in adult bathrooms or common areas). If needed gloves are available in the front office.

Identification and Tracing of Contacts:

Each school site and District Service Center have a designated person to help identify COVID-19 cases and complete contact tracing procedures. For school sites it will be the Principal or Vice Principal. For the District Service Center, it will be the head of each department. The identification and the tracing of contacts procedures include identifying the positive case and close contacts as soon as possible, reporting these cases to District's COVID-19 Designee, closing off impacted areas, and notifying staff and the family of the students that have been impacted by positive cases or close contacts. Lastly, the site COVID-19 Designee will inform the school sites staff and students not impacted by the COVID-19 case of next steps. Typically, if there is a positive case inside a classroom the whole classroom will need to quarantine for a minimum of 10 days. The District's COVID-19 Designee will coordinate notifications to the Santa Clara County Public Health Department of any positive cases and close contacts related to COVID-19.

Physical Distancing:

The following is the current maximum and minimum distances between students in classrooms.

Maximum 6 feet

Minimum 3 feet based on California Dept of Public Health

Staff Training and Family Education:

Clear, age-appropriate information about COVID-19 will be available to staff, students, and parents/caregivers prior to campus reopening. Schools will incorporate regular updates to their school communities throughout the school year.

All staff members will receive up-to-date information regarding relevant health and safety procedures whether working remotely or in an office or on campus. When schools open to in-person learning, all staff will be trained in all safety and health procedures. The District Nurses, along side Human Resources, will coordinate appropriate staff training for staff members who work directly with students on school property.

☑ **Testing of Staff:**

Staff asymptomatic testing cadence is currently at once every two weeks but adjusted for holidays, school breaks and rainy days. Testing is currently performed outside on Wednesday's and Thursday's. The District will increase this to every week in the month of April excluding Spring Break. Asymptomatic testing is mandatory for staff that are coming onto school property to work. Results are typically available within 48 hours of completing the test. If the test is positive, staff must immediately notify the immediate supervisor and Human Resources. The staff member must also isolate immediately in accordance with Santa Clara County Public Health Department requirements.

Close Contacts to a positive case will also need to quarantine in accordance with Santa Clara County Public Health Department requirements. Human Resource will keep a record of all Close Contacts.

A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person. In addition, while face coverings do reduce the likelihood of COVID-19 transmission, they have no impact on the determination of whether someone is a close contact and should quarantine.

☑ **Testing of Students:**

Santa Clara County is currently in the Orange Tier and as a result testing for a student is only required when they appear to be symptomatic or they are a close contact to a positive case. If our County or immediate area reverts back to the Red or Purple Tier student testing will be required at a minimum every two weeks. Students and their families can book an appointment for a free test at sccfreetest.org.

Students will be instructed 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. They may not report to any school or district office facility while awaiting test results and must follow the protocol for positive or negative test results communicated by the school site.

Identification and Reporting of Cases:

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Santa Clara County Public Health Department [Reporting Requirements](#) and the California Department of Public Health's [Reporting Requirements](#).

Communication Plans:

The district and each school will share updates related to COVID-19, when available, with staff, students, parents/caregivers, and the community at large through all the District's communication modalities (e.g, Remind App, email, phone call, letter, etc.). COVID-19 is likely to persist and circulate like other respiratory viruses throughout the spring and into the summer.

- The ongoing research currently shows COVID-19 causes mild symptoms in the majority of children and young adults. District teams are carefully watching any new findings while also taking into account the impact on the physical, mental, and emotional well-being of students and staff members.
- The District is actively monitoring the County Health dashboard information and research about the impact of COVID-19 on the adults and children in a school community.
- Each school will communicate through multiple means with all staff members and families of students who may have come into contact with a confirmed case of COVID-19. Any notification of known cases and/or close contact cases will comply with FERPA and HIPAA rules.

Consultation:

The District has consulted with representatives from the following organizations to ensure clear communication and improvement of our safety protocol at our 16 school sites and District Service Center

Labor Organization

• **Name of Organization and Dates Consulted:**

- **Name:** Franklin-McKinley Educators Association
 - **Date:** *Monthly since April of 2020*
- **Name:** Classified School Employee Association
 - **Date:** *Monthly since April of 2020*

Parent and Community Organizations

• **Name of Organization and Dates Consulted:**

- **Name:** Catholic Charities USA
- **Name:** Educare California of Silicon Valley
- **Name:** **Franklin-McKinley Children's Initiative**
 - **Date:** *Monthly since April 2020*