



San Pasqual
Union School District
The Little School in the Valley

San Pasqual Union School District
COVID-19
School Safety Plan

(Formerly Safe Return to School Plan)

Dear San Pasqual Families and Staff,

When our school shut down last March, none of us could have predicted what would follow. What first appeared to be a short hiatus from our normal school routine quickly turned into months of quarantine and a complete change to life as we knew it.

When we returned students to campus, we took a balanced approach, valuing in-person education while recognizing that several coordinated interventions greatly reduced, but not eliminated, all health risks to students and staff. As set forth and implemented in our plans, we sought to maximize, to the extent practicable, the practices of screening, sanitation, facial coverings, and social distancing.

By way of review, students were welcomed back to on-campus learning as follows:

- August 2020
 - Preschool
- September 2020
 - Students with Special Needs & English Learners
 - TK, Kindergarten, 1st grade
- October 2020
 - 2nd, 3rd, 4th, 5th grades
- November 2020
 - 6th, 7th, 8th grades
 - Elementary expanded to 5 days/week

Since that time, several classes have been temporarily quarantined due to on-campus exposure. However, to date, there has been no evidence of on-campus transmission of the virus on our school campus. Despite this unpredictable nature of the pandemic, one thing remains clear. San Pasqual Union remains fully committed to the safety, well-being, and academic growth of our students. We rely heavily on the guidance from health officials, including the [San Diego County Health and Human Services Agency \(HHS\)](#) and the [California Department of Health \(CDPH\)](#). We also heed the call from the [American Academy of Pediatrics \(AAP\)](#) who report that the goal of all schools should start with having students present at school.

In our efforts to maintain a safe environment for our students and staff, we have reevaluated nearly all aspects of our school environment. We thank the hundreds of parents, staff, and students who provided input into this plan. We remain grateful for your patience, flexibility, and partnership as we work through these challenging times together.

Sincerely,

Mark Burroughs
Superintendent/Principal, San Pasqual Union School District



School Reopening Guidance & The Big 4

Updated as of 7/1/2020

Guidance Documents

- Please consult the following documents for guidance on school reopening. For additional questions, please contact COVID-Education@sdcountry.ca.gov
 - [CDPH COVID-19 Industry Guidance: Schools and School-Based Programs](#)
 - [CDE Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
 - [SDCOE COVID-19 Recovery and Reopening Plan](#)
 - [San Diego County Public Health Order](#)

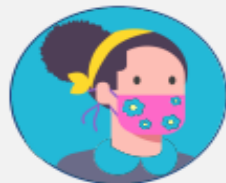


1. Temperature & Symptom Screenings

- Each school is required to implement screening and other procedures for all staff and students entering the facility
- Temperature screenings should be conducted with a no-touch thermometer and screen at a fever threshold of 100 degrees Fahrenheit or more

2. Physical Distancing

- It is recommended that six feet of distance is allowed between individuals where feasible
- Six feet of distance is required between staff and students
- Where six feet of distance is not possible, it is recommended to wear a facial covering



3. Face Coverings

- All staff should use a cloth face covering unless Cal/OSHA standards require respiratory protection. Staff may also wear a face shield
- Schools should consider mandating that students wear face coverings, if feasible. Cloth face coverings are most essential in settings where 6 feet of physical distancing cannot easily be maintained

4. Increased Sanitation

- Schools should teach and reinforce frequent hand washing, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes among students and staff
- Limit use of shared objects and equipment
- Schools should intensify cleaning, disinfection and ventilation



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San Pasqual Union School District SAFE RETURN TO SCHOOL PLAN

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PLAN NOTES

Changes in health conditions, guidance documents, and state/county mandates, coupled with new learnings during plan implementation, will necessitate changes to the plan. As such, the plan will remain fluid and subject to periodic updates as necessary. The most current version of the plan is posted on our [school website](#).

1. General Measures

Communications & Resources

The following sources are utilized for guidance and to monitor local and regional conditions:

[County of San Diego, Health and Human Services Agency](#)

Office: 619-542-4181

County Health Officer: Wilma Wooten, MD, MPH, wilma.wooten@sdcounty.ca.gov

[San Diego County Health Order](#)

Education Sector Lead: Katherine Gordon, katherine.gordon@sdcounty.ca.gov

Education Sector Briefings: <https://zoom.us/j/516756508>, Tuesdays @ 10:00am

Text Alerts: COSD COVID19 to 468-311

[San Diego County COVID-19 Dashboard](#)

[San Diego County Office of Education](#)

SDCOE Chief of Staff: Music Watson, music.watson@sdcoe.net, 858-295-6625

State of California

[Safe Schools for All Hub](#)

[California Department of Public Health](#)

[CDPH Guidance](#)

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- *Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources.*

Non-essential visitors and volunteers to campus are limited. “Essential volunteers” are pre-approved and subject to the same health screening procedures as school employees. Until permitted by local health order, no gatherings on campus will be permitted without social distancing and/or appropriate mitigations (see Section 4, Implementing Distance Inside and Outside the Classroom). Such gatherings would include assemblies and sporting events. Under current conditions, off-campus field trips are not authorized and external community organizations are generally not permitted to utilize the school site or campus resources.

- *Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.*

The San Pasqual Union Health Clerk, in conjunction with a contracted school nurse from Rady Children's Hospital, reviews the medical records of all students to determine students that may be at increased risk of infection. Those determined at risk included:

- individuals with limited mobility
- individuals who have trouble understanding information or practicing preventive measures; and
- individuals who may not be able to communicate symptoms of illness.

As appropriate, health plans are developed in consultation with families and their doctors.

Additionally, San Pasqual Union's specialist team works directly with students and families, especially those with sensory issues, to review IEP accommodations and create individualized plans, as appropriate. Students and families who choose not to return to in-person instruction shall be granted options for distance learning.

- *Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.*

As required by law, annual site-specific hazard assessments are conducted and submitted. The District's [Injury and Illness Prevention Program \(IIPP\)](#) and COVID-19 Prevention Program (CPP) **LINK WHEN COMPLETE** also includes COVID-19 considerations and implications.

2. Face Coverings

- *Teach and reinforce use of cloth face coverings, masks, or face shields.*

Students in all grades (TK-8) are required to wear face coverings at all times, while at school, unless exempted. Students may remove coverings for meals, snack, naptime, or when in need of a replacement. Students refusing to wear facial coverings will be excluded from campus and placed on distance learning. Students and essential visitors lacking face coverings are provided with disposable face masks prior to entering campus or accessing school transportation.

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. For staff who come into routine contact with others, CDPH recommends the use of 3-ply surgical masks, which are more effective than cloth face coverings. In limited circumstances, staff may also use face shields with a drape to enable younger students to see teachers' faces and to avoid potential barriers to phonological instruction.

Workers or other persons handling or serving food must use gloves in addition to face coverings.

Individuals exempt from wearing facial coverings due to medical or other approved reasons will be required to wear a green bracelet. For safety purposes, those exempt from wearing facial coverings must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Throughout the year, students, staff, and parents are taught/reminded about the proper use of face coverings (including admonitions against touching the face covering) using the following CDC-approved resources:

[Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

3. Stable Group Guidance Considerations by Grade Level

• Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

Elementary students generally remain in the same classroom, with the same stable group of students, and in an assigned seat throughout the day. Students break with their same stable group of students per a staggered schedule and separate from other groups.

In middle school, students remain in the same classroom and are taught in a block schedule by two content area teachers: math/science and ELA/humanities. PE is asynchronous with weekly PE logs. If another teacher is needed to lead students (i.e., middle school subject-specific teacher, substitute teacher), that teacher reports to the cohort's classroom to lead instruction. For breaks, middle school students remain separated from other stable groups.

Limited exceptions are made for students who require specific student services such as special education or English language support.

4. Implementing Distance Inside and Outside the Classroom

Arrival and Departure

- *Open windows and maximize space between students and between students and the driver on school buses where practicable.*

Prior to boarding the bus, the driver or bus monitor screens each student with a temperature check and symptom survey (see *Section 8, Check for Signs and Symptoms*). All students boarding the bus are required to wear a facial covering. Facial coverings are provided to students who do not have one. Bus windows remain open with at least two windows fully open. Student seating is staggered to maximize distancing between one another and the driver.

Riders are assigned seats and those living within the same household are seated together. The driver maintains a list of assigned seating should contact tracing become necessary.

- *Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.*

In all cases, the parent, guardian, or another responsible adult must remain with students until the student successfully passes the health screening. While awaiting screening, students are to remain in vehicles or lined up at least six feet apart. Parents, guardians, and other visitors are not permitted to enter campus unless they are an essential volunteer and/or arrangements have been made in advance.

All three entrances are open to receive and distance students. Prior to entering campus, students will submit to a temperature screen and symptom survey (see *Section 8, Check for Signs and Symptoms*). For students driven to school, this screen will occur at the vehicle and parents are not to leave until the screen is successfully completed.

Students with a temperature of 100 degrees or more and/or exhibiting/reporting COVID-19 symptoms will be sent home. Students with symptoms, reporting COVID positive, or exposed to a COVID positive individual will be excluded from school and re-admitted per the [COVID-19 Symptom Decision Tree](#).

When entering campus, students apply hand sanitizer and proceed directly to their classroom while maintaining a 6-foot physical distance from others. No student will be permitted to enter campus without a facial covering. Disposable facial coverings are provided to students in need.

Classroom doors are propped open to receive students no later than 8:15am. Late students will not be sent to the office. Instead, the teacher will email the Health Clerk to report late students. Similarly, students requiring a re-admittance slip do not report to the office. Instead, the teacher

emails the Health Clerk to confirm the student has returned and the Health Clerk electronically re-admits.

At the end of each school day, teachers escort students to separate pick-up locations to maintain cohorting during dismissal. Elementary and middle school dismissal times are staggered to reduce the number of students leaving campus at one time. During pickup time, parents are to stay in their vehicles and avoid congregating/gathering.

Classroom Space

- *Maximize space between seating and desks.*

Classrooms have been [analyzed](#) to determine that, per current on-campus enrollment, all classrooms can accommodate students with at least 6 feet of physical distancing. It should be noted that in order to create a functional learning environment for all students, some chairs are configured at less than 6 feet from other students. In those instances, custom physical barriers have been installed between students.

As a good faith effort to attain 6-foot distancing, all teachers were consulted in the design of their classrooms to promote both distancing and functionality. Desks and tables were arranged to minimize face-to-face contact and non-essential furniture was rearranged or removed to promote maximum distancing between students. Additionally, outdoor classrooms and learning spaces were created on campus to accommodate whole classes and small groups of students for outdoor learning.

Within each classroom, teachers developed procedures for maximizing spacing throughout the day and determining ways to minimize movement. Markings, physical prompts, and physical barriers (both in and out of the classroom) promote and/or mitigate student distancing.

Non-Classroom Spaces

- *Limit nonessential visitors, volunteers and activities involving other groups at the same time.*

Nonessential visitors, volunteers and activities involving other groups are generally prohibited from accessing the main campus area. Those granted campus access must obtain written authorization from the principal/designee and will be issued appropriate identification. Visitors seeking access to school administrators and/or other office staff are encouraged to do so virtually (phone, email, teleconference). Those still requiring an in-person appointment should schedule in advance. All visitors to the main office are required to wear a facial covering and adhere to social distancing guidelines.

- *Limit communal activities where practicable.*

Assemblies, ceremonies, sports and other communal events during which physical distancing guidelines cannot be maintained are currently suspended or conducted virtually. During PE and other outside exercise/play, students are encouraged to participate in distanced “no touch” or

“foot” activities (i.e., wall ball with kicking only). All equipment used during these activities is sanitized after each use.

- *Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.*

Teachers utilize outdoor space, weather permitting, for instruction, student work areas, and movement breaks throughout the day. The District continuously evaluates outdoor spaces to determine resources and conditions needed to best facilitate outdoor learning. Students should adhere to physical distancing guidelines while accessing outdoor spaces. All tables, chairs, and other surfaces utilized by students for outdoor learning are sanitized after each use.

Breaks (Recess/Nutrition/Lunch)

To facilitate physical distancing and stable student groupings, students have limited access to the lunch tables. Rather, students are encouraged to eat snacks outside during scheduled breaks.

Staff and students wash or sanitize hands prior to leaving the classroom for breaks. Break schedules are amended so that no more than six (6) classes break simultaneously. The teacher escorts the students to their designated break area. As practicable, students will maintain physical distancing during breaks and remain within their stable group. During inclement weather (i.e., rain, heat advisories), students may be required to remain in their classrooms for breaks.

To facilitate outdoor learning, existing tables were moved further apart and specific seating locations created. Alternate seating areas are encouraged, including grass, half-wall, sidewalks, corral, and benches.

At the conclusion of each break, the teacher returns to the break area and escorts students back to the classroom. Seating areas are sanitized between uses.

- *Minimize congregate movement as much as practicable.*

Students generally stay in one classroom throughout the day. When whole class movement is required (i.e., recess/nutrition breaks, lunch, physical education), the teacher escorts students to and from the area while encouraging physical distancing. Break and lunch areas are marked to delineate specific cohort areas. Additional signs and floor markings are placed throughout campus, including the main office, health office, staff lounge, kitchen, library, bathrooms, and sidewalks, to encourage appropriate traffic flow and promote appropriate distancing.

- *Singing*

Outdoor singing is permitted provided that precautions such as physical distancing and mask wearing are implemented. While singing, physical distancing beyond 6 feet is strongly encouraged.

5. Ventilation

- *Ensure proper ventilation.*

Staff are encouraged to introduce fresh outdoor air as much as possible by bringing air in from the outside where practicable and allowing opportunities for outdoor learning. HVAC settings are utilized to filter and introduce fresh air from the outside. Air filters and air filtration systems are checked and replaced every three months to ensure optimal air quality. All air filters meet MERV-13 standards.

All classrooms are equipped with medical-grade [Hathaspace air purification systems](#) that replace the air in classrooms every hour, removing 99% of common air pollutants like pollen, mold, dust, bacteria, and viruses.

On school busses, windows (at least two fully) are open as much as possible to improve airflow.

6. Promote Healthy Hand Hygiene Practices

- *Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.*

Students and staff are taught/reminded to practice healthy hygiene practices (see *Section 11, Train All Staff and Educate Families*).

The following SDCOE lessons and videos are available for staff, students, and families:

[Social Distancing for Primary](#)

[Social Distancing for Secondary](#)

[Face Coverings for Primary](#)

[Face Coverings for Secondary](#)

[Handwashing for Primary](#)

[Handwashing for Secondary](#)

Consistent with the resources listed above, students and staff will be reminded to:

- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and drying hands thoroughly.
- Use hand sanitizer upon entry to campus and the classroom and when handwashing is not practicable.
- Rub sanitizer into hands until completely dry.

Additionally, staff models good handwashing practices. In the lower grade levels, staff are encouraged to use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing. The following [handwashing sign](#) will be displayed in all classrooms:



- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Portable handwashing stations were considered but not installed. San Pasqual Union School is equipped with 18 restrooms available for student use, with two (2) additional restrooms designated for “staff only” use. All restrooms are equipped with sinks and soap for handwashing. Additionally, nearly all classrooms are equipped with sinks and soap for handwashing, adding an additional 30 handwashing locations available for student use. Staff has access to 3 additional handwashing stations located in the main office, teachers’ lounge, and maintenance area, not including handwashing stations in the kitchen. In total, there are 54

handwashing locations available on campus. In lieu of additional handwashing stations, the District purchased and installed four (4) additional hand sanitizing stands located throughout campus. Additionally, all classrooms and school entrances are equipped with hand sanitizer for student, staff, and essential visitor use.

Motion sensor faucets, toilets, and lights throughout campus reduce the risk of disease transmission. To limit students congregating in bathrooms, increase ventilation, and reduce the use of door handles, student restroom doors are propped open so long as privacy can be maintained. The use of “hands-free” arm hooks is being considered for use in adult restrooms.

- *Develop routines enabling students and staff to regularly wash their hands at staggered intervals.*

Teachers establish routines within each classroom for students to regularly wash hands at staggered intervals. Students wash/sanitize hands prior to leaving the classroom, especially prior to snack and lunch breaks.

- *Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.*

The District maintains an ample supply of soap in all classrooms and restrooms. Tissues are located in all classrooms and most office workstations. No-touch trash cans are located in all classrooms and workspaces. In addition to the purchase of 3000 disposable face masks and hand sanitizer for all classrooms, the District received a 60-day supply of personnel protective equipment and other COVID-related supplies via grants from the California Governor’s Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) which is included the following: 1250 cloth face masks, 1250 disposable face masks, 14 N95 masks, 117 face shields, 12 gallons (114 bottles) hand sanitizer, and 4 infrared “no touch” thermometers

7. Cleaning and Disinfection

- *Consider suspending or modifying use of site resources that necessitate sharing or touching items.*

The library software system was upgraded to facilitate remote access and checkout. In-person library services are currently limited or conducted outdoors. Drinking fountains are currently closed. The use of reusable or disposable water bottles is encouraged. The sharing of objects and equipment, such as toys, games and art supplies, is limited to the extent practicable. Where sharing is permitted (see *Section 10, Limit Sharing*), the items are cleaned and/or disinfected between uses.

- *Staff should clean and disinfect frequently-touched surfaces school and on school busses daily.*

The District uses safe and school-appropriate cleaning equipment and supplies to clean and disinfect the school site, including classrooms, common areas, and busses, daily. Specifically, the District purchased three (3) electrostatic sprayers that are used daily by trained custodial staff following [CDC guidelines](#). Updates to cleaning and sanitation schedules are posted daily in classrooms, bathrooms, and other common areas.

Teachers, drivers, and other staff members are provided with appropriate supplies to support disinfection of frequently touched surfaces during the day. Specifically, the District procured two (2) [Lotus Pro High Capacity Cleaning Systems](#), to provide a [safe](#) and [effective](#) method to sanitize learning areas, workspaces, and common areas frequently throughout each day. Additionally, teachers check out clean microfiber cleaning cloths at the beginning of each day and return them at the end of the day for washing. Further, nearly all classrooms are equipped with sinks, running water, soap, paper towels, hand sanitizer, and disinfectant wipes.

The high-touch surfaces necessitating frequently cleaning and sanitizing throughout the day include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

Children can safely assist in sanitation efforts of classroom furniture and other high-touch surfaces using stabilized aqueous ozone from the Lotus Pro. However, more comprehensive cleaning and disinfecting efforts, such as those done with an electrostatic sprayer, are conducted when children are not present.

8. Check for Signs and Symptoms

• *Implement screening and other procedures for all staff and students entering the facility. Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.*

Staff Screening Practices

Prior to leaving home, all staff shall self-screen (both temperature and symptom assessment). If staff is sick (see symptoms below) or has had close contact with a person with COVID-19, they are to stay home and immediately notify a supervisor.

Immediately upon arriving at campus and prior to entering any buildings, all staff must wear a facial covering and directly report to their designated area for a symptom checking and temperature screening. In addition to temperature screening, each staff member is asked the following questions:

1. Do you have a new cough, nasal congestion, or runny nose?
2. Are you experiencing shortness of breath or difficulty breathing?
3. Are you having new muscle pain or fatigue?
4. Do you have a headache (that is not normal for you)?
5. Do you have a sore throat?
6. Are you experiencing a new loss of taste or smell?
7. Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
8. Do you have a new rash?
9. Have you taken acetaminophen (i.e., Tylenol), ibuprofen (i.e., Advil, Motrin), or any other fever-reducing medication today?
10. Have you been exposed to anyone who has been tested positive for COVID-19 in the last two weeks? For more information, consult:
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Staff with a temperature of 100 degrees or more and/or exhibiting/reporting COVID-19 symptoms are sent home and recommended for follow-up testing. The HHS Decision Tree (<https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools#Decision-Tree>) will be utilized to determine an appropriate return-to-school plan.

For those passing the health screening, all employees must wash or sanitize hands prior to reporting to their work station.

Student Screening Practices

Parents are to conduct the above health screening each day with their child before arriving at school. Parents will be instructed NOT to mask symptoms through the use of medication and NOT to send a child to school if answering 'yes' to any of the screening questions. Students with a confirmed history of allergies or other pre-existing health conditions that mimic COVID-19

symptoms should provide a doctor's note confirming the condition and will be evaluated on a case-by-case basis.

All students are required to submit to temperature screenings prior to accessing the main campus as follows:

Bus Riders: Prior to boarding the bus.

Parents/Guardians shall wait at the bus stop with their child until the temperature screening is complete. If not practicable, parents should arrange to have a responsible adult present to take custody of their child should they not be permitted to board the bus. Students passing the screening process apply hand sanitizer prior to entering the bus.

Students failing the screen are not permitted to board the bus and the child will remain with the parent or responsible adult. If a child is released to the responsible adult, parents are immediately notified. When no adult is present, parents/guardians are immediately contacted and the driver waits until a parent, guardian, responsible adult, or school personnel arrives at the bus stop. In such cases, the student will lose bus riding privileges for the remainder of the school year.

Upon arriving at campus, the driver escorts the students to the main gate. Bus riders do not need to be rescreened prior to entering campus.

Walkers/Bike Riders: At East Gate.

A parent, guardian, or other responsible adult must accompany each student for health and temperature screenings. Students failing health screening are not admitted to campus. When no adult is present, the student is provided a facial covering (if they do not have one), placed in a designated isolation area behind the bike storage area, and supervised yet separated from other students and staff. Parents/guardians/emergency contacts are contacted to take the student home. Parents will be reminded of the requirement that all children seeking entry to campus should be accompanied by a parent or responsible adult.

Personal Vehicles: At vehicle.

Students are to remain in the vehicle with the parent or responsible adult until the health screening is successfully completed. Students failing the screen will remain in the vehicle and not be admitted to campus. Those passing the screen will apply hand sanitizer prior to entering campus.

Students with a temperature of 100 degrees or more and/or exhibiting/reporting COVID-19 symptoms are isolated prior to being sent home and recommended for follow-up treatment and/or testing. The [HHS Decision Tree](#) will be utilized to determine appropriate next steps.

For students passing the health screening, they are to wash or sanitize hands prior to reporting to their classroom.

9. Staff-to-Staff Interactions

All staff shall wear facial coverings and maintain physical distancing of at least six feet when interacting with one another. Consideration will be afforded to support staff who are at higher risk for severe illness or who cannot safely distance from household contacts considered at higher risk.

Staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, outside, or virtually.

Staff shall minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Outdoor spaces are to be utilized when possible.

10. Limit Sharing

• *Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.*

Students are to only bring necessary personal items to school. Backpacks are stored in a manner to prevent contact with other backpacks. Necessary personal belongings are to be taken home each day to be cleaned.

In the classroom, students limit sharing by keeping belongings separated and in individually labeled storage containers, cubbies or areas. Each classroom maintains adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable. Teachers shall consider alternate instructional methods and activities to avoid unnecessary sharing of materials. When sharing is necessary, the use of supplies and equipment shall be limited to one group of children at a time and cleaned/disinfected between uses. If it is not feasible to immediately clean/disinfect shared items, students should place the items in a designated bin/area to be disinfected later prior to the items being used by any others.

• *Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.*

Student electronic devices (i.e., Chromebooks, iPads, etc.) are assigned to individual students. Students wash or sanitize hands before and after use. If sharing is necessary, the items are cleaned and disinfected between uses.

Two-way radios (“walkie talkies”) are assigned to individual staff members as needed per their job assignments. Staff wash or sanitize hands before and after use. Where sharing is necessary, the items are cleaned and disinfected between uses. Other items accessed or used by multiple staff members (i.e., copier, refrigerator, microwaves, etc.) are disinfected by the staff member using the item before and after each use.

11. Train All Staff and Educate Families

- *Train all staff and provide educational materials to families in the following safety actions:*
 - o [Proper use, removal, and washing of face coverings.](#)
 - o Physical distancing guidelines and their importance.
 - o Symptoms screening practices.
 - o COVID-19 specific [symptom](#) identification.
 - o How COVID-19 is spread.
 - o Enhanced sanitation practices.
 - o The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
 - o For staff, COVID-19 specific [symptom](#) identification and when to seek medical attention.
 - o The employer’s plan and procedures to follow when staff or students become sick at school.
 - o The employer’s plan and procedures to protect staff from COVID19 illness.

All employees completed [COVID-19 Information for Employees](#). Most staff training and parent education is conducted virtually.

The following CDC-approved resources are utilized to train staff and educate families :

| | |
|---------------------------------|---|
| Enhanced Sanitation Practices | https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html |
| Physical Distancing Guidelines | https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html |
| Use of Face Coverings | https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html |
| Screening Practices | See below (<i>Section 8, Check for Signs and Symptoms</i>) |
| COVID-19 Symptom Identification | https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html |
| Coronavirus Prevention | https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf |
| Handwashing (best practice) | https://www.cdc.gov/handwashing/index.html |
| Coughing and Sneezing Guidance | https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html |

12. Maintain Healthy Operations

The San Pasqual Union School District is committed to the health and safety of all students, staff, and visitors.

COVID Liaisons

To ensure the plan is both followed and updated accordingly, the following SPU COVID-19 Liaisons have been designated to receive reports, address concerns, lead training exercises, revise plans, and respond to incidents, including the coordination, documentation, communication, and tracking of possible exposure:

Mark Burroughs, Superintendent/Principal
Tammy Lee, Assistant Principal
Maria Anguiano, Health and Attendance Clerk

COVID-19 Liaisons will regularly monitor local health conditions and directives. They will also consult with the local health department to coordinate routine testing and assist with contact tracing should a student or staff member contract the virus.

COVID Testing

Per [CDPH guidance](#):

“The science regarding the extent to which asymptomatic testing will achieve the goal of safe and successful schools is still under development. Empirically, schools that have successfully implemented the core mitigation strategies outlined in the School Guidance are operating safely, with limited or no inschool transmission, under a range of asymptomatic testing approaches. The approaches range from no additional asymptomatic testing, to testing a sample of staff and students monthly, to testing all students and staff every other week. Modeling studies show that masking alone and cohorting alone can decrease symptomatic infections more than weekly testing of students and school staff. Taken together, these data suggest that a range of potential testing approaches can be considered for implementation as part of a comprehensive safety strategy.”

San Pasqual Union School employees are tested for COVID-19 at least every 2 months, with at least half of the staff tested each month. Students are not required to submit to testing at this time.

Monitoring Absences/Cross-Training Staff

School officials continue to monitor staff absenteeism and train back-up staff, as feasible. As with other school functions, school staff will be cross-trained to efficiently and effectively address health and safety needs in the anticipation of absences. The Health and Attendance Clerk will monitor the types of illnesses and symptoms among students and staff to help isolate them promptly. As practicable, staff at a higher risk for severe illness or who cannot safely distance from household contacts at a higher risk will be considered for telework opportunities. Students and families with similar concerns may be provided distance learning in lieu of on-campus instruction.

Symptoms

- *Maintain communication systems that allow staff and families to self report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.*

Staff members, students, and families will be educated on the symptoms of COVID-19 (see *Section 11, Train All Staff and Educate Families*). Parents/guardians are to perform health assessments (see *Section 8, Check for Signs and Symptoms*) and temperature screenings on

their children before coming to school and to keep them home should they have recent exposure to someone with COVID-19 and/or symptoms, including a temperature above 100 degrees. Similarly, prior to staff reporting to campus, all staff members are required to complete a self-assessment and not report to work if COVID-19 symptoms are present or if they have been recently exposed to someone with COVID-19.

If symptoms develop throughout the work day, students and staff members are isolated in designated areas pending their removal from campus. As with all health-related information, staff will maintain confidentiality, only notifying those that need the information to perform job functions, maintain a safe school environment, and/or control the spread of disease. Symptomatic individuals and those testing positive for COVID-19 will remain off campus as reflected on the [HHS Decision Tree](#).

Exposure

If a staff member learns of a possible COVID-19 exposure, the staff member shall immediately contact one of the school's COVID-19 liaisons. Students and staff considered a close contact of a COVID positive individual will be notified and quarantined as reflected on the [HHS Decision Tree](#). The classroom and any other primary spaces where the case spent significant time will be cleaned and disinfected.

Unless the Local Health Department notifies otherwise, there is no need to exclude from school the asymptomatic contacts (students and staff) of the symptomatic individual until test results for the symptomatic individual are known.

COVID Positive Cases

The liaison will notify local health officials and affected staff and families of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. [Additional CDE guidance on student privacy related to COVID-19 can be found here](#). All COVID positive cases connected to the San Pasqual Union will be documented on the District's [COVID-19 Dashboard](#). Students and staff confirmed positive for COVID-19 are isolated as reflected on the [HHS Decision Tree](#) or as directed by local health officials.

Areas used by that person(s) will be closed off and not used prior to appropriate cleaning and disinfection. Cleaning crews will use appropriate disinfectants and follow guidance on the appropriate use of personal protective equipment and ventilation. The affected areas will remain closed and exposed individuals quarantined as directed by local health officials. The SPU-19 COVID-19 Liaison will conduct an investigation to gather cohort information for contact tracing and will share that information with local health officials.

Exclusion from School

In all cases, students excluded from campus will participate in distance learning if they are well

enough to participate. When students are out of school, teachers shall ensure that students have access to instruction and instructional materials.

In preparation of emergency actions, all teachers shall have emergency sub plans in place. Emergency sub plans should include:

- Detailed lesson plans for 3 complete school days
- Printed copies of all handouts for each child
- Seating chart
- Rules and procedures
- Emergency procedures
- Health concerns
- Classroom cleaning/sanitizing protocols
- Special accommodations
- Extra responsibilities (escorting class, duty, passing periods, etc.)
- Technology tips (i.e., passwords, instructions)

School Outbreaks

Per [CDPH guidelines](#), an “outbreak” is defined as:

“3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).”

If an outbreak occurs on the San Pasqual Union School campus, school officials will take the following actions:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. In conjunction with the local health department, confirm which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the local health department to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases’ infectious period.
4. Coordinate with the local health department to share a list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the local health department on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.

7. Coordinate with the local health department on whether and when the school should be closed and reopened.
 8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures.
 9. Implement online/distance teaching and learning during school closure.
 10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.
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13. School Closure Determinations

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure is done in consultation with the local health officials.

Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- Local health officials may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If San Pasqual Union is closed for in-person learning, it will typically remain closed for at least 14 days following cleaning and disinfection and the results and recommendation of the public health department.