



San Pasqual
Union School District
The Little School in the Valley

San Pasqual Union School District

Safe Return to School Plan

**Approved by the Governing Board
of the San Pasqual Union School District on
July 28, 2020**

Updated:

8/15/20

9/3/20

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. Now, as students have resumed learning for the 2020-21 school year, much still remains uncertain.

Despite this uncertainty, one thing remains clear. All of us here at San Pasqual Union remain fully committed to the safety, well-being, and academic growth of our students. In planning for the children to return to on-campus learning, we will follow the orders of local health officials and will continue to 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 take direction from the American Academy of Pediatrics (AAP) who report on the urgent need to return our children to school. Specifically, the “... AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020.”([COVID-19 Planning Considerations: Guidance for School Re-entry](#), 6/25/20)

In considering the return of our students to campus, our *Safe Return to School Plan* takes a balanced approach, valuing in-person education while recognizing that several coordinated interventions can greatly reduce, but not eliminate, all health risks to students and staff. As set forth in the plan, we seek to maximize, to the extent practicable, the practices of screening, sanitation, facial coverings, and social distancing.

In our efforts to create a safe environment for our students and staff, we have reevaluated nearly all aspects of our school environment, including school transportation, student drop off/pick up, campus access, classroom seating, break times, sanitation protocols, and more. We thank the hundreds of parents, staff, and students who provided input into this plan via our surveys, along with those who participated in our focus and discussion groups, including leaders from the SPUSD Governing Board, San Pasqual Elementary Teachers Association (SPETA), SPUSD School Site Council (SSC), San Pasqual Parent Teacher Organization (PTO), SP School Foundation, the SPUSD District English Learner Advisory Committee (DELAC), and the SPUSD Back to School Task Force.

We are grateful for your patience, understanding, flexibility, and partnership as we work through these challenging times together in collective support of our children.

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@sdcounty.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

Table of Contents

Letter from the Superintendent

School Reopening Guidance and the Big 4

[1. General Measures](#)

[2. Promote Healthy Hygiene Practices](#)

[3. Intensify Cleaning, Disinfection, and Ventilation](#)

[4. Implementing Distance Inside and Outside the Classroom](#)

[5. Limit Sharing](#)

[6. Train All Staff and Educate Families](#)

[7. Check for Signs and Symptoms](#)

[8. Plan for When a Staff Member, Child, or Visitor Becomes Sick](#)

[9. Maintain Healthy Operations](#)

[10. Considerations for Partial or Total Closure](#)

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

[California Department of Education](#)

[CDE Guidance](#)

[California Department of Public Health](#)

[CDPH Guidance](#)

[County Variance Documents](#)

PLAN NOTES

As mandated by the current [San Diego County Health Order](#), the CDPH guidance remains paramount in our safe return to school planning. In preparing this document, guidance from CDPH health officials was relied upon heavily to ensure a safe learning environment for our students and staff. When this CDPH guidance is directly quoted as section headers, it is done so with a bullet (“•”) and formatted in *italics*.

Additionally, while the Board approved the *Safe Return to School Plan*, changes in health conditions, guidance documents, and state/county mandates, coupled with new learnings as the plan is implemented, will necessitate changes to the plan. As such, the plan will remain fluid and subject to periodic updates as appropriate. The most current version of the plan is posted on our school website at <https://www.sanpasqualunion.net/site/Default.aspx?PageID=2319>.

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

As reflected throughout this document, the District's goal is to safely return students and staff to on-campus learning. To start the school year, all non-essential visitors and volunteers to campus will be limited. "Essential volunteers" shall be pre-approved and subject to the same health screening procedures as school employees. 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. Off-campus field trips will not be authorized. Under current conditions, external community organizations will not be permitted to utilize the school site or campus resources.

- *Develop a plan for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19.*

In consultation with the local public health department, if a person or persons connected with the school becomes ill with COVID-19, partial or full school closure may be warranted. The length of time will be based upon the risk level within the school community as determined by the public health officer. Any areas visited by a person or persons infected with COVID-19 may be closed temporarily for cleaning and disinfection. As guided by health officials, notifications will be made to all individuals coming in close contact with the individual. Standard guidance requires isolation at home for at least 10 days after close contact with an individual diagnosed with COVID-19. For additional information, see *Section 10, Considerations for Partial or Total Closure*.

If a person becomes ill on the school campus, we will utilize the Decision Tree (<https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools#Decision-Tree>) provided by HSA and SDCOE to determine appropriate steps.

- *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, reviewed 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 were developed in consultation with families and their doctors.

Additionally, San Pasqual Union's specialist team will work directly with students and families, especially those with sensory issues, to review IEP accommodations and create individualized

plans, as appropriate. As reflected in the District's Learning Continuity and Attendance Plan, students and families that may not feel comfortable returning 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. Additionally, the District is creating an Injury and Illness Prevention Program (IIPP) to include COVID-19 considerations and implications.

2. Promote Healthy 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.*

During back to school activities and throughout the school year, students and staff will be taught/reminded to practice healthy hygiene practices (see *Section 6, Train All Staff and Education Families*). The following CDC-approved resources will be utilized:

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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 should model 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 placed 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 at this time. San Pasqual Union School is equipped with 18 restrooms available for student use, with an additional 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 to be placed at the lunch tables, kitchen, main office, and library. Additionally, all classrooms and school entrances will be equipped with hand sanitizer for student, staff, and essential visitor use.

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

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

Teachers will develop routines within each classroom for students to regularly wash hands at staggered intervals. Handwashing will be encouraged prior to leaving the classroom, especially prior to snack and lunch breaks. Students will also assist with the sanitizing/washing of classroom furniture and other high-touch surfaces.

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

Based on [current health orders](#), for students from two-years-old through 2nd-grade, face coverings are *strongly encouraged*. Students in 3rd-8th grade and are required to use cloth face coverings. Any student 3rd grade and older refusing to wear a facial covering will be excluded from campus and placed on distance learning.

All staff were provided with cloth face coverings prior to the start of the school year. Staff will also be provided with masks upon request or if they lack a clean face covering. Students and essential visitors lacking face coverings will be provided with disposable face masks prior to entering campus or accessing school transportation.

During back to school activities and throughout the year, students, staff, and parents will be 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](#)

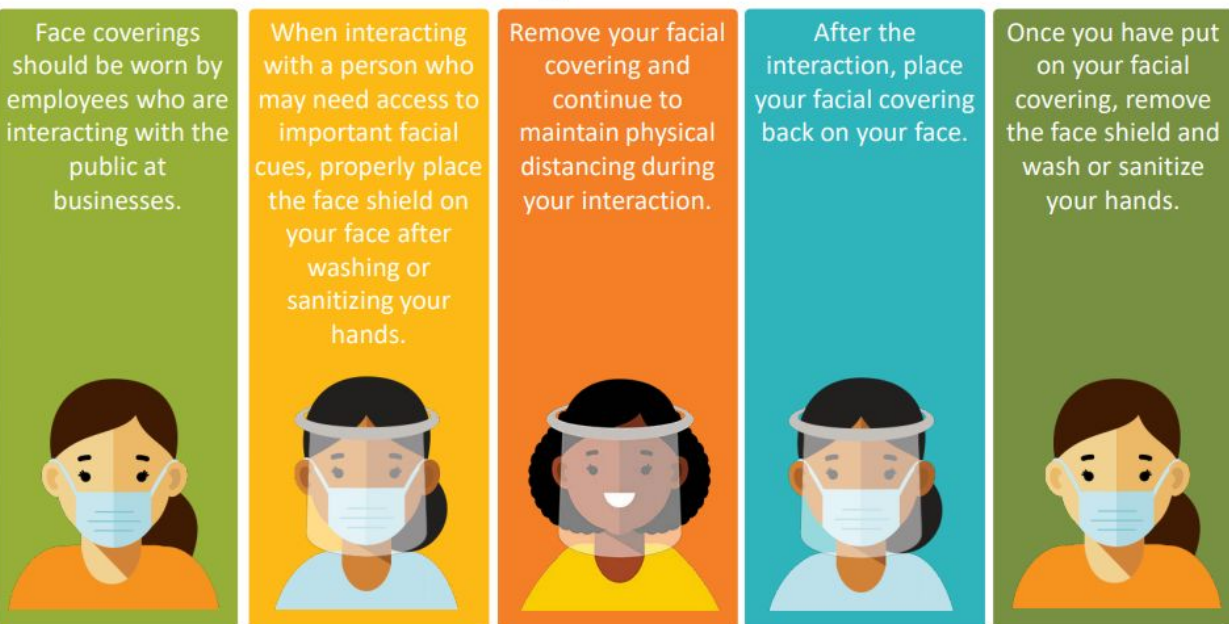
Consistent with current guidance, in limited circumstances, staff may use face shields to enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. All teachers will be provided with face shields and encouraged to follow best practices outlined below. Staff must return to wearing a face covering outside the classroom.

FACE SHIELDS BEST PRACTICES



LIVE WELL
SAN DIEGO

Best Practices for using Face Shields when interacting with individuals with hearing loss or disabilities



Food service workers and staff in routine contact with the public will use both gloves and facial coverings.

Students exempt from wearing facial coverings due to medical or other approved reasons will be issued and required to wear a green bracelet. For safety purposes, students exempt from facial coverings may be subject to additional restrictions.

- *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. The District is considering alterations to outdoor trash cans.

In preparation for the upcoming school year, the District purchased 3000 disposable face masks and hand sanitizer for all classrooms. Additionally, the District received a 60-day supply of personnel protective equipment via grants from the California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) which includes the following:

1250 cloth face masks

1250 disposable face masks

14 N95 masks

117 face shields

12 gallons (114 bottles) hand sanitizer

4 infrared "no touch" thermometers

3. Intensify Cleaning, Disinfection, and Ventilation

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

The school upgraded the library software system to facilitate remote access and checkout. In-person library services are currently suspended.

The school has suspended use of drinking fountains and will encourage the use of reusable or disposable water bottles. Shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. The sharing of objects and equipment, such as toys, games and art supplies, will be limited to the extent practicable. Where sharing is permitted (see *Section 5, Limit Sharing*), the items will be cleaned and disinfected between uses.

- *Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day.*

The District has secured sufficient, safe, and school-appropriate cleaning equipment and supplies to disinfect the school site, including classrooms, common areas, and busses, at least daily. Specifically, the District purchased three (3) electrostatic sprayers that will be used daily by trained custodial staff following [CDC guidelines](#). Cleaning and sanitation schedules and completed rotations will be posted and updated daily in classrooms, bathrooms, and other common areas.

Teachers, drivers, and other staff members will be 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 will check out two (2) clean microfiber cleaning cloths at the beginning of each day and shall 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

• *Ensure proper ventilation during cleaning and disinfecting.*

Staff are encouraged to introduce fresh outdoor air as much as possible by opening windows and doors where practicable and allowing opportunities for outdoor learning opportunities. Air conditioning settings are utilized to filter and introduce fresh air. Air filters and air filtration systems are checked and replaced every three months to ensure optimal air quality. Consistent with [CDPH guidance](#), all air filters were upgraded to meet MERV-13 standards.

While children can safely assist in sanitation efforts using stabilized aqueous ozone from the Lotus Pro, thorough cleaning and disinfecting, such as those done with an electrostatic sprayer, are to be conducted daily and additionally as needed when children are not present.

4. Implementing Distance Inside and Outside the Classroom

Physical distancing, also known as social distancing, is considered a key factor in limiting the spread of COVID-19. The [CDPH recommends](#) the following:

“Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.”

As noted in the APA's [COVID-19 Planning Considerations: Guidance for School Re-entry](#):

“There is a conflict between optimal academic and social/emotional learning in schools and strict adherence to current physical distancing guidelines . . . Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic.”

The APA further encourages schools to weigh the benefits of strict adherence to the six-foot spacing model with the potential downside if remote learning is the only alternative. Additionally, they join the CDPH recommendation for cohort groupings, especially with younger children, to reduce the risk of disease transmission.

Consistent with the recommendations, the following strategies are designed to best address the challenges of physically distancing on a school campus. Special consideration is given for student Arrival/Departure, Classrooms seating, and when children are accessing Non-Classroom spaces.

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 will screen each student with a temperature check and symptom survey (see *Section 7, Check for Signs and Symptoms*). All students boarding the bus will be required to wear a facial covering. Bus windows will remain open and student seating staggered to maximize distancing between one another and the driver. Riders will be assigned seats and those living within the same household will be seated together. It should be noted that facial coverings shall be worn at all times while riding the bus as it is unlikely physical distancing of at least six feet will be practicable.

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

Early student drop offs (prior to 8:15am) will be prohibited. School gates will remain closed until 8:15am. The front crosswalk will remain closed indefinitely to prevent street drop-offs. Signs at school entrances will provide health screening questions and instruct parents to remain in vehicles. Students will also be instructed to remain in the vehicle until they are successfully screened.

When full on-campus learning is achieved or earlier as needed, student arrival and dismissal time will be staggered to reduce the number of students arriving on campus at one time, thus maximizing physical distancing.

Four arrival times will initially be designated by student last names as follows:

8:15am - A-E

8:30am - F-J

8:45am - K-R

9:00am - S-Z

If a blended model is implemented (approximately 50% of students on campus), arrival times will be reduced from four to two groups.

When full on-campus learning is achieved or earlier as needed, all three campus entrances will be open as indicated to receive students:

Area	Students	Anticipated Staff or Essential Volunteers Required
Main	TK-5th Grade Bus Riders	6
West	6th-8th Grade	4
East	Walkers, Bike Riders	3
Campus Supervision (post screening)	All	3
Office	Closed to public until 9:15am	1

In all cases, parents, guardians, or responsible adults must remain with students until the student successfully passes the health screening. Families with students in multiple grades are encouraged to enter campus through the gate designed for the youngest sibling to facilitate an efficient and safe path to class. 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.

Prior to entering campus, students will submit to a temperature screen and symptom survey (see *Section 7, 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 a fever will not be readmitted to school for at least 72 hours. Those students with a confirmed case of COVID-19 will not be readmitted for a

minimum of 10 days.

When entering campus, students will apply hand sanitizer and shall proceed directly to their classroom while physical distancing from others. No student will be permitted to enter campus without a facial covering.

Classroom doors will be propped open to receive students no later than 8:15am. Attendance will not be taken until 9:15am. 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 will not report to the office. Instead, the teacher will email the Health Clerk to confirm the student has returned and the Health Clerk will electronically re-admit.

Departure

When full on-campus learning is achieved or earlier as needed, student release will be staggered to promote physical distancing. Four dismissal times will initially be designated by student last names as follows:

- 2:30pm - A-E (plus walkers, bus riders)
- 2:45pm - F-J
- 3:00pm - K-R
- 3:15pm - S-Z
- 3:30pm - All students picked up

If a blended model is implemented (approximately 50% of students on campus), departure times will be reduced from four to two groups. It should be noted that exceptions will be made for carpools. However, both sets of parents/guardians must complete a Carpool Confirmation Form prior to the early release of students.

Students should exit through the same gates they entered and picked up by parents/guardians as follows:

- TK-5th grade & bus riders - Exit Main Gate, picked up in Main Parking lot
- 6th-8th grade - Exit West Gate, picked up in West Parking lot
- Walkers and bike riders - Exit East Gate

During pickup time, parents are to arrive at their designated pick up times, stay in their cars, and avoid congregating/gathering outside vehicles. Cars waiting to pick up students will not be permitted to idle but will instead be directed to move in a continuous loop, stopping only when students are ready to board. Designated pick-up areas will be established to better maintain physical distance and expedite student pickup.

If a blended model is implemented with AM and PM cohorts, midday drop off and pick up locations will be adjusted to minimize contact between cohorts.

Classroom Space

- *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.*

Students will generally remain in the same classroom, with the same cohort of students, and in an assigned seat throughout the day. If another teacher is needed to lead students (i.e., middle school subject-specific teacher, physical education teacher, substitute teacher), that teacher will generally report to the cohort's classroom to lead instruction. Limited exceptions will be made for students who require specific student services such as special education or English language support. The District is considering self-contained middle school classes to limit cohort exposure.

- *Maximize space between seating and desks.*

All classrooms have been analyzed to determine maximize physical distancing options for students and staff. Based on the initial [analysis of room dimensions and projected enrollment](#) (per 8/26/20 enrollment projections), 15 out of 17 elementary school classes can accommodate full student attendance while still meeting the six-foot distancing goal. Of the 2 classes under the six-foot distancing threshold, the average distance was 5.75 feet with the closest position at 5.72 feet. It should be noted that while some additional seating challenges are anticipated due to variable seating configurations within each room (i.e., desks, tables, flexible seating), it is anticipated that screens or other barriers, including facial coverings, can mitigate risk for students positioned between 5 and 6 feet apart.

Due to larger class sizes and similarly sized classes, 0 out of 6 middle school classes can accommodate student seating to meet the six-foot distancing threshold. On average, the distance between students in middle school classrooms would be 5.39 feet, with the closest position at 5.17 feet. Due to similar seating challenges noted above, we anticipate that students in middle school classrooms could be as close as four (4) feet apart. For further analysis of options for both elementary and middle school student learning, please refer to San Pasqual Union's Learning Continuity and Attendance Plan.

To achieve maximum distance between desks and to ensure the teacher's desk is placed at least six feet away from student desks, school administrators and the maintenance staff will assist classroom teachers in arranging/removing/replacing classroom furniture. As practicable, student seats will be arranged with a six foot distance between them with desks and tables arranged to minimize face-to-face contact. Non-essential furniture will be rearranged or removed to promote maximum distancing between students. Activities typically designed for smaller groups will be reconsidered to maintain separation. Teachers should also implement procedures for turning in assignments to minimize contact.

Within each classroom, teachers should also develop instructions for maximizing spacing throughout the day and determine ways to minimize movement in both indoor and outdoor

spaces that are easy for students to understand and are developmentally appropriate. Teachers will be encouraged (and supplied with necessary materials) to use markings, physical prompts, and physical barriers to promote and/or mitigate student distancing. In situations in which students cannot be seated at a six-foot distance, the use of facial coverings and/or physical barriers will be utilized, including but not limited to study carrels, privacy boards, clear screens, and other partitions.

Non-Classroom Spaces

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

Nonessential visitors, volunteers and activities involving other groups will generally be 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 will be 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 social distancing guidelines cannot be maintained will be suspended or conducted virtually. During PE and other outside exercise/play, PE/Play, students will be encouraged to participate in distanced “no touch” or “foot” activities (i.e., wall ball with kicking only). All equipment used during these activities will be sanitized after each use.

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

Teachers will be encouraged to utilize outdoor space, weather permitting, for instruction, student work areas, and movement breaks throughout the day. The District is reviewing 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 to be sanitized before and after each use.

Breaks (Recess/Nutrition/Lunch)

Students are encouraged to eat snacks inside the classroom prior to leaving for recess and nutrition breaks. The Health Clerk will inform teachers of nut and other food allergies and inform teachers of restrictions on in-class food consumption.

Staff and students shall wash or sanitize hands prior to leaving the classroom for breaks.. Schedules will be amended so that no more than six (6) classes/cohorts break simultaneously. The teacher will escort the students to their designated break area. As practicable, students will maintain physical distancing during breaks and remain within their cohort group. During

inclement weather (i.e., rain, heat advisories), students will remain in their classrooms for breaks.

To facilitate distancing, lunch tables will be moved further apart and specific seating locations designated. Alternate seating areas will be encouraged, including grass, half-wall, sidewalks, corral, and benches.

At the conclusion of the break, the teacher will return to the break area and escort students back to the classroom. Seating areas will be sanitized between uses.

- *Minimize congregate movement as much as practicable.*

Students will generally stay in one classroom throughout the day. When movement is required (i.e., recess/nutrition breaks, lunch, physical education), the teacher shall escort students to and from the area while encouraging physical distancing. Break and lunch areas will be marked to delineate specific cohort areas. Additional signs and floor markings will be 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.

5. 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 will be encouraged to only bring necessary personal items to school and will store backpacks in a manner to prevent contact with other backpacks. Necessary personal belongings will be taken home each day to be cleaned.

In the classroom, students will limit sharing by keeping belongings separated and in individually labeled storage containers, cubbies or areas. Each classroom shall maintain 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.) will be assigned to individual students. Students will wash or sanitize hands before and after use. If sharing is necessary, the items will be cleaned and disinfected between uses.

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

6. Train All Staff and Educate Families

- *Train all staff and provide educational materials to families in the following safety actions:*
 - o *Enhanced sanitation practices*
 - o *Physical distancing guidelines and their importance*
 - o *Use of face coverings*
 - o *Screening practices*
 - o *COVID-19 specific [symptom](#) identification*

Prior to reporting to work for the 2020-21 school year, all employees were required to view [COVID-19 Information for Employees](#). Additionally, during back to school activities and throughout the school year, students, families, and staff will be taught/reminded to practice healthy hygiene practices. For staff, the training and education may be conducted virtually, especially if physical distancing cannot be maintained.

The following CDC-approved resources will be disseminated and utilized:

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 7, 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

Consistent with the resources listed above, students, staff, and families 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 when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.

To address linguistic needs of the community, relevant information will be translated into Spanish. Additionally, the DELCA Coordinator will work with families to educate families in their home language.

7. 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 should self-screen (both temperature and symptom assessment).

Staff should avoid coming to school if sick (i.e., cough, fever) and immediately notify a supervisor. The District is investigating a pre-screening app for staff use.

Immediately upon arriving at campus and prior to entering any buildings, all staff must wear a facial covering and directly report to Staff Courtyard for a symptom checking and temperature screening. In addition to temperature screening, each staff member will be 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.
10. Have you taken acetaminophen (i.e., Tylenol), ibuprofen (i.e., Advil, Motrin), or any other fever-reducing medication today?
11. 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 will be sent home and recommended for follow-up testing. Those with a fever will not be readmitted to school for at least 72 hours. Those with a confirmed case of COVID-19 will not be readmitted for a minimum of 10 days.

Prior to reporting to their work station, all employees must wash or sanitize hands. While on campus, employees shall maintain a 6-foot distance from one another and should not shake hands or engage in unnecessary physical contact.

Student Screening Practices

Parents will be encouraged to conduct the above screening questions 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 questions. Students with a confirmed history of allergies or other pre-existing health conditions that mimic COVID-19 symptoms will be evaluated on a case-by-case basis.

All student will be required to submit to temperature screenings prior to accessing the main campus and will occur as follows:

Bus Riders: Prior to boarding the bus.

Parents/Guardians are encouraged to 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 will apply hand sanitizer prior to entering the bus.

Link Pending: Bus Waiver Form

Link Pending: School Bus Pre-Board Screening form

Link Pending: Link COVID-19 Parent Handout

Students failing the screen will not be 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 will immediately be notified. When no adult is present, the parents will be immediately contacted and the driver will wait 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 will escort the students to the main gate. Bus riders will 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 will not be admitted to campus. For those failing the screen with no adult present, the student will be provided a face mask (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 will be contacted to take the student home. Parents will be reminded of the requirement that all children seeking entry to campus must be accompanied by a parent or responsible adult.

Personal Vehicles: At vehicle.

Students are to remain in the vehicle with the parent or response adult until the health screening is successfully completed. Students failing the screen will be sent home. Those passing the screen will apply hand sanitizer and enter campus as follows:

- TK-5th grades (& bus riders) - Main Gate
- 6th-8th grades - West Gate

For families with students in multiple grades, siblings are encouraged to enter campus through the gate designated for the youngest students to facilitate an efficient and safe path to class. Parents, guardians, and other visitors are not permitted to enter campus unless previously designated an “essential visitor” and provided with a corresponding identification badge.

Students with a temperature of 100 degrees or more and/or exhibiting/reporting COVID-19 symptoms will be sent home and recommended for follow-up testing.

Link Pending: COVID-19 Parent Handout

Those with a fever will not be readmitted to school for at least 72 hours symptom free. Those

with a suspected or confirmed case of COVID-19 will not be readmitted for a minimum of 14 days.

Students who pass the screening procedures are required to wash hands or apply hand sanitizer prior to entering the main campus area.

Link Pending: Campus Access Screening form

Exclusion from School

Staff, students, and visitors who present any of the following symptoms associated with COVID-19 will be excluded from school:

- Fever of 100 F or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches, or fatigue
- Headache (if abnormal for individual)
- New loss of taste or smell
- Sore throat
- Nausea, vomiting, abdominal pain
- Diarrhea
- New rash (for students)

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)

Reporting Requirements

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. San Pasqual Union's COVID-19 liaisons are:

Mark Burroughs, Principal/Superintendent

Tammy Lee, Assistant Principal

Maria Anguiano, Health Clerk

The liaison will document/track incidents of possible exposure and notify local health officials, 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.](#)

Symptoms

Staff and students shall be monitored throughout the day for signs of illness. Additionally, all individuals on campus are encouraged to immediately self-report should symptoms develop.

Staff who present with a fever of 100 degrees or higher, cough or other COVID-19 symptoms will be provided a mask (if not already wearing one), isolated, monitored, and sent home or for medical care/assessment, as appropriate. Staff members may not return until they have met [CDC criteria to discontinue home isolation](#).

If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and the health clerk. The health clerk should refer to the student's health history to determine if the student has a history of allergies or other medical conditions. As warranted, the health clerk shall make arrangements for the student to be quarantined away from others prior to being removed from campus. During this time, school staff will take appropriate measures to protect student confidentiality and to deter potential discrimination. Students may not return until they have met [CDC criteria to discontinue home isolation](#). Consistent with Board Policy 5113 (Absences and Excuses), students will not be penalized for missing class due to COVID-19 symptoms.

8. Plan for When a Staff Member, Child, or Visitor Becomes Sick

• *Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.*

If a person becomes ill on the school campus, we will utilize the Decision Tree (<https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools#Decision-Tree>) provided by HHS and SDCOE to determine appropriate steps.

Prior to the start of the school day, all students and staff will be screened prior to entering the main campus area. Anyone who exhibits symptoms of COVID-19 will not be admitted to campus. These symptoms would include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills/Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

During the school day, any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. SPUSD COVID-19 Liaisons will assist with arrangements for safe transport home or to a healthcare facility, as appropriate. For serious injury or illness, 9-1-1 will be called without delay. Medical attention will be sought if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and additional details regarding COVID-19 symptoms are available on [CDC's webpage](#).

- *Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.*

Upon notification of a positive case of COVID-19 within the school community, a SPU COVID-19 Liaison will contact local health officials for guidance regarding appropriate notifications. Areas used by that person(s) will be closed off and not used prior to appropriate cleaning and disinfection. To reduce risk of exposure, cleaning crews will typically wait 24 hours (or as long as practicable) before cleaning and disinfecting exposed areas. 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 share that information with local health officials.

- *Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.*

For students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019, they will be referred for coronavirus testing (rapid testing, when available) and will be given instructions to quarantine while waiting for test results. As noted in Section 9, Maintain Healthy Operations, all staff will be tested periodically by a primary care provider or community testing site for testing every other month to detect asymptomatic infections. Once additional testing capacity is established, staff will be referred to SDCOE sponsored testing site.

Staff members

For staff members and students who have contracted or likely have contracted COVID-19, they may return to school when all 3 of the following conditions have been met:

1. After 3 days with no fever **AND**
2. Respiratory symptoms have improved **AND**
3. 10 days since symptoms first appeared.

A staff or student could return to school earlier if there is no fever, respiratory symptoms have improved, and the individual receives two negative COVID-19 test results in a row, at least 24 hours apart.

For staff members and students who tested positive for COVID-19 but developed no symptoms, they may return to school 10 days after their positive test. As noted above, they may also return earlier if asymptomatic and receive two negative COVID-19 test results in a row, at least 24 hours apart.

For additional information on returning to work or school, please refer to the [specific guidance from the CDC](#).

9. Maintain Healthy Operations

As reflected above, the San Pasqual Union School District is committed to the health and safety of all students, staff, and visitors. 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 determine if routine testing is being offered to local educational agencies and assist with contact tracing should a student or staff member contract the virus. At the time of this writing, the San Diego County Office of Education is coordinating vendors for such testing. Once established, it is anticipated all employees will be tested every 2 months.

As [updated by the CDPH on July 14, 2020](#), while testing has expanded rapidly over the prior several months, due to increased demand, Californians will be prioritized for testing based on the following categories:

- **Tier 1:** Patients hospitalized with COVID-19 symptoms; people linked to outbreaks.
- **Tier 2:** Symptomatic people; health-care workers; those who live or work in nursing homes, homeless shelters or prisons.
- **Tier 3:** Asymptomatic essential workers.
- **Tier 4:** The general population — once the state's testing turnaround time is less than 48 hours.

Per [CDC Guidance issued on 6/30/20](#):

*“Universal SARS-CoV-2 testing of all students and staff in school settings has not been systematically studied. It is not known if testing in school settings provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with implementation of other infection preventive measures (e.g., social distancing, cloth face covering, hand washing, enhanced cleaning and disinfecting). **Therefore, CDC does not recommend universal testing of all students and staff.**”*

We will 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 will be offered distance learning in lieu of on-campus instruction.

- *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 6, Train All Staff and Educate Families*). Parents/guardians are to perform health assessments (see *Section 7, Check for Signs and Symptoms*) and temperature screenings on their children before coming to school and to keep them home should they have symptoms, a temperature above 100 degrees, or recent exposure to someone with COVID-19. 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. At the time of this writing, apps are being considered to facilitate this process and would be used in conjunction with daily temperature monitoring.

If symptoms develop throughout the work day, students and staff members will be quarantined pending arrangements to have them safely removed from campus. As with all health-related information, staff will maintain the confidentiality of reports, only notifying those that need the information to perform job functions, maintain a safe school environment, and/or control the spread of disease.

10. Considerations for Partial or Total Closure

- *Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.*

Per the [Governor's order of July 17, 2020](#), schools located in counties that are on the Monitoring List must not physically open for in-person instruction until their county has come off the Monitoring List for 14 consecutive days. At the time of this writing, San Diego County may open for in-person learning effective September 1, 2020.

Once re-opened, as recommended by the CDPH, school closure will be based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. School closure may be appropriate when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. The Local Health Officer 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 14 days following cleaning and disinfection and the results and recommendation of the public health department.

In the meantime, SPUSD leaders monitor current disease levels and control measures within San Diego County and the the SPUSD community, including the 92025 and 92027 zip codes, in particular.

As of this writing, local confirmed [COVID-19 cases](#) have progressed as follows:

	SD County Cases (Deaths)	SD County Positive Tests (14-day rolling average)	92025 Cases	92027 Cases
4/1/20	966 (16)	7.2%	11	7
5/1/20	3,842 (138)	6.3%	58	40
6/1/20	7,624 (276)	2.9%	108	76
7/1/20	15,207 (377)	4.9%	218	215
8/1/20	29,883 (565)	5.3%	413	492
8/13/20	34,063 (622)	4.6%	493	588
9/1/20				

In preparation for school reopening, the District has secured sufficient Personal Protective Equipment (PPE). In summary, the school has obtained:

- 3000 disposable face masks
- 300 cloth face coverings (for staff use)
- 1000 rubber gloves
- 35 face shields (for staff use)

The District also received a 60-day supply of PPE which includes the following:

1250 cloth face masks

1250 disposable face masks

14 N95 masks

117 face shields

12 gallons (114 bottles) hand sanitizer

4 infrared “no touch” thermometers

The District has also identified sufficient supply chains if/when additional PPE is needed.

• If a student, teacher, staff member, or essential volunteer 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 Superintendent or designee 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.
- Given standard guidance for isolation at home for at least 10 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 will also be directed to 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.
- Students, parents, teachers, staff, and the community will be notified, as appropriate, of the incident, including the scope of the exposure, the length of closure, and other efforts the school has taken to mitigate current and future risks. These notices will also include reminders of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Affected staff will receive information regarding labor laws, disability insurance, paid family leave, and unemployment insurance, as applicable.