

REOPENING OF SCHOOLS TASK FORCE COMMITTEES' RECOMMENDATIONS

July 16, 2020

AGENDA

- *Review Task Force committee purpose and outcomes*
- Health, Safety & Security Committee
Recommendations
- Teaching and Learning Committee Recommendations
- Social and Emotional Well Being Committee
Recommendations

PURPOSE OF OUR WORK

- To work collaboratively to provide input and develop recommendations for the SSFUSD Pandemic Reopening School Plan.



4 Pillars

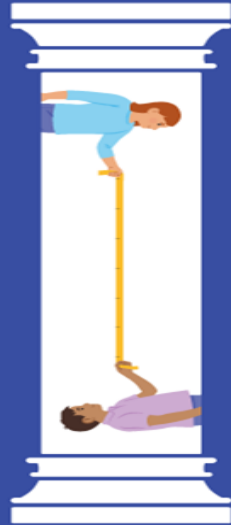
Safe Return to School



Health & Hygiene



Face Coverings



Physical Distancing



Limiting Gatherings

Task Force Committee Overview

- All task force committees have met 2x/ week, since June 2, 2020.
- Task Force committees have 20 - 26 participants {Parents, Staff (certificated & classified), student representatives, and Administrators}
- Designed a parent focus group to review task force recommendations, to provide feedback, to value add, and to raise questions and share suggestions
- We wanted to share the committees' recommendations with the school board and community.

Health & Safety Recommended Protocols

Daily Hygiene Routine:

- o All students and staff must stay home if experiencing flu-like symptoms.
- o Any student or staff who develop symptoms during the day must be sent home immediately.
- o All teaching staff will explicitly teach and reinforce prevention behaviors of hand washing and cough/sneeze etiquette.
- o Students should wash their hands or use hand sanitizer before and/or when entering and when leaving the classroom.
- o Teachers will establish classroom routines for hand washing and create regular cleaning practices for table tops, play areas and classroom materials.
- o Hand soap, hand sanitizer, spray disinfectant and disinfectant wipes (limited supply-if available) are provided for each classroom daily use.

Health & Safety Protocols

- **Health Check/Temperature Taking:**
 - **Temperature and health checks are conducted by assigned and trained district staff daily for students, staff, parents or visitors entering the campus.**
 - **Temperature data does not need to be recorded.**
 - **Anyone registering a temperature of 100.4F/38C or above will be required to go home.**
 - **Intermittently, students will be sent to the site's isolation (sick) room for transitioning individuals from school to home.**
 - **Families will also be provided instructions to do the temperature and health checks prior to sending their child to school.**

Health & Safety Protocols

Drop Off/Pickup:

- o **Designate routes for entry and exit in order to limit direct contact with others.**
- o **Elementary schools - only one area should be designated for entrance into the school.**
- o **Secondary schools - the number of areas designated for entrance into the school will be determined by the availability of staff at the site doing the health check/temperature taking.**
- o **Arrival and drop off times may need to be staggered to limit direct contact with parents as much as possible.**
- o **Drop-off and pickup schedules and protocols are communicated to parents/guardians prior to the start of school and during drop-off.**
- o **Parents shall be asked to wear a face covering.**
- o **Physical Distancing is enforced during drop-off and pickup.**
- o **Parents/guardians and visitors will have limited access to school campus.**

Health & Safety Protocols

Staff Training:

- o Essential staff will be trained on proper health and hygiene techniques, including hand washing and temperature taking.
- o District will train staff on when and how to properly clean and disinfect classrooms and workspaces.
- o District will care for any student who shows signs of illness and monitor students until parent/guardian pickup.

Health & Safety Protocols

Hand Washing/Sanitizing

- o Staff and students will be expected to wash/sanitize their hands regularly.
- o Soap and water is preferred for hand washing for at least 20 seconds.
- o District shall consider investing in portable hand washing stations.
- o District shall consider installing more hand sanitizer dispensers at the sites, including the entrance of the school campus, multi-use rooms, common areas of the campus and Main Office.

Health & Safety Protocols

Water Filling Stations

- **District shall consider investing in water filling stations at various locations throughout the school.**
- **Facilities will determine locations based on availability of a water line.**
- **Students will be encouraged to bring their refillable water bottles.**

Health & Safety Protocols

Use of Essential Protective Equipment (EPE):

- o Sites and the District Office will be provided with Essential Protective Equipment.
- o EPE include:
 - § Disposable gloves (various sizes)
 - § Disposable face masks (for students, staff, parents, and others who forget their face covering)
 - § Face shield (for identified staff members)
 - § Non-contact thermometers
 - § Hand sanitizer
 - § Hand soap
 - § Disinfectant
 - § Spray bottles
 - § Disinfectant wipes (limited supply, depending on availability)

Health & Safety Protocols

Communication:

- o **School leaders shall regularly communicate to students, staff and parents about new COVID-19 related protocols.**
- o **The communications will include:**
 - § **Proper use of EPE**
 - § **Cleanliness and disinfection**
 - § **Guidelines for families about when to keep students home from school**

Health & Safety Protocols

Signage:

- o **Signage and other messages reinforcing daily healthy hygiene routines, such as social distancing and hand washing, are posted, disseminated, and encouraged through various methods of communication.**
- o **Signage shall be pictorially/graphically based and grade level appropriate.**
- o **Signage shall be clear, concise and short.**
- o **Signs for social distancing shall be in the commonly used areas.**
- o **Use floor markings or visual cues to demonstrate physical spacing.**

Health & Safety Protocols

Cleaning and Disinfecting:

- o Custodial services shall be available during the hours classes are in session.
- o Custodial staff shall follow CDC guidance on the use of face coverings and other safety equipment.
- o A checklist will be developed and used by custodial staff in cleaning and disinfecting frequently touched surfaces, such as tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, lockers and other surfaces touched by students, staff and parents.
- o All bathrooms shall be cleaned and disinfected at least three (3) times a day while students and staff are on campus.
- o Consider assigning restrooms to specific classes in alignment with campus layout.
- o Custodial staff shall check air filters and filtration systems regularly to ensure optimal air quality.

Health & Safety Protocols

Cleaning and Disinfecting:

- o A log shall be posted in each bathroom indicating when it was last cleaned and the initials of the custodian who cleaned it.
- o District shall ensure sufficient EPE at the sites and District Office.
- o District shall invest in additional disinfectant spray guns, at least one per site, to be more efficient in cleaning and disinfecting an entire school.
- o District shall suspend or limit the use of site resources that necessitate sharing or touching, such as playground equipment, toys, games, art supplies, etc. (If used, a process must be in place for cleaning and disinfecting these resources between uses.)
- o Minimize outside groups' use of district facilities until the COVID-19 threat is significantly reduced.

Health & Safety Protocols

Meal Services:

- o **Staff shall follow strict food safety protocols while preparing meals.**
- o **Only individually wrapped food shall be offered to students at each grade level.**
- o **Individually wrapped disposable utensils and paper traps or paper bags shall be used.**
- o **Discontinue “Share Table” and “Salad Bars”.**
- o **Any unwrapped food items, such as fruits, shall be handed out by NS staff.**
- o **Vending machines should be turned off.**

Health & Safety Protocols

Meal Services:

- o Food fundraiser sales are not allowed.**
- o Staggered meal schedule for all grades to maintain physical distancing.**
- o Instead of Pin Pads for counting and claiming meals, lunch cards and student ID cards will be scanned.**
- o Instead of cash transactions, pre-paid or billing option will be used.**
- o District will install physical barriers, such as sneeze guards and partitions, at the point-of-sale and other areas where it is necessary.**

Health & Safety Protocols

Technology Support:

- o **IT Technicians shall be available to provide technology support as and when needed by school sites.**
- o **Students in grades 6th through 12th should have individual Chromebooks.**
- o **Devices for students in grades Kinder to 5th will vary among the schools.**
- o **District will provide a set of ear bud headphones along with the assigned device to students.**
- o **Staff will set-up a “Help Desk Hotline” for technology support for students, staff and parents.**

Health & Safety Protocols

Face Coverings:

- o Students from Kindergarten to 12th grade, students in transitional programs, all staff and campus visitors must wear a face covering while on school campus.
- o Face covering should be made of cloth, fabric, or other permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.
- o A “Face Covering” shall be considered essential clothing that is laundered at home by hand or machine washed and worn to school each day.
- o Teachers may use face shields, which enable younger students to see their teacher’s face to avoid potential barriers to phonological instructions.

Health & Safety Protocols

Face Coverings:

- o Sites will be provided with a supply of disposable masks for students, staff or anyone on campus who forgets to bring their own face covering.
- o Exceptions to face coverings shall be made for those with sensory complications or those unable to remove the face covering without assistance.
- o There shall be some latitude among smaller student groups
 - § Kindergarten 25% instructions to be conducted while students wear face covering
 - § 50% of instructional time for 1st graders
 - § 75% of instructional time for 2nd graders
 - § 3rd grade and older is 90%

Health & Safety Protocols

Physical Distancing:

- o **Physical distancing requires people to stay at least six feet (6') away from other people.**
- o **Staff, students and parents shall practice physical distancing while on campus.**
- o **District shall install physical barriers, such as sneeze guards and partitions, in the areas where maintaining six feet distance is difficult. (i.e. Reception area in Main Office)**
- o **Restrooms to be assigned to specific classrooms.**
- o **Reduce student rotation through campuses.**
- o **Utilize outdoor space whenever possible.**

Health & Safety Protocols

Physical Distancing:

- o **All activities, instructional or otherwise, must support physical distancing and be implemented across the campus at all times.**
- o **District shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.**
- o **Staff shall avoid congregation in work environments, break rooms, staff rooms and bathroom.**

Health & Safety Protocols

Limiting Gatherings:

- o **Since COVID-19 is spread from person-to-person, gathering of people should be avoided.**
- o **Staff trainings and other meetings should be held remotely.**
- o **Sites shall limit Physical Education to non-contact activities with required physical distancing.**
- o **Musical performances should not be held on school premises.**
- o **Access to campus for parents and other visitors should be limited.**

**Teaching & Learning Task Force
Recommendations - Distance Learning
Expectations**

Teaching & Learning Committee Recommendations - Distance Learning Expectations

- **Created Distance Learning expectations for students, staff and parents**
- **These are recommendations - some of the recommendations may need to be negotiated with bargaining units (CTA, AFT, CSEA)**

Teaching & Learning Committee Recommendations - Distance Learning Expectations - Students

- **Be on time for class**
- **Do not leave online sessions except for emergencies**
- **Create a space and dedicated time for learning**
- **Use district approved learning management systems (SeeSaw-K - 2, Google Classroom - 3 - 12)**
- **Follow class norms/rules set by district, school and teacher**
- **Demonstrate learning with completion of assignments**
- **Seek assistance when needed**

Teaching & Learning Committee Recommendations - Distance Learning Expectations - Certificated

- **Post daily classwork by 9:00am each school day**
- **Work is to be posted via learning management platform (SeeSaw/Google classroom) and pdf checklist of assignments**
- **Grades TK - 5 will host a Zoom/Google Meet meeting at least once per day. The time/day will be posted via the learning management platform.**
- **Grades 6 - 12 will host at least 2 Zoom/Google Meet meetings per class per week**

Teaching & Learning Committee Recommendations - Distance Learning Expectations - Parents/Guardians

- **Communicate with teachers and school staff by email, phone or learning management platform (SeeSaw/Google classroom) on a regular basis**
- **Provide a dedicated space for student to complete assignments and study**
- **Ensure that your student is following their instructional schedule**
- **Encourage students to reach out to teachers for assistance**

Phases/Step By Step Approach

Step 1/Phase 1

- No on-campus visitors including volunteers
- No extracurricular activities
- No gatherings; all meetings held remotely
- Face coverings worn at all times, including during class
- Each Phase is a minimum of three weeks
- District Office administration and site leadership will examine San Mateo County health data to determine if we can progress to the next phase.

Step 2/Phase 2

- Visitors and volunteers who directly support instruction
- Extracurricular activities that directly support instruction
- Most meetings held remotely
- Gatherings no larger than 10
- Sports and activities conducted with health and hygiene protocols and physical distancing (i.e. golf, tennis, swimming, and cross country); No spectators
- Face coverings worn at all times, including during class

Step 3/Phase 3

- Volunteers and visitors allowed on campus with strict adherence to the Four Pillars
- Instructionally and interest-based extracurricular activities with small groups who can physically distance
- Gatherings of no more than 50, including sports and activities that allow for physical distancing (i.e. golf, tennis, swimming, and cross country)
- Face coverings worn at all times, especially while transitioning to different rooms on campus and in all common areas

How Students will be “phased” into in person Instruction/support

- Step/Phase 1 - 100% - Distance Learning - All Students
- Step/Phase 2 - Most students in 100% Distance Learning - In person Instruction/support for EL/SPED/Foster Youth/Homeless for students that need additional support
- Step/Phase 3 - Hybrid Learning - Students participate in distance learning 3 days a week/2 days a week of in person instruction/support via Cohort



Instructional Models - Proposed Schedules - Elementary/Secondary

Instructional Model - Schedules

Instructional Model: Determine an instructional delivery model and schedule for each grade span TK -5, 6- 8, & 9 - 12 which includes a common schedule

- T & L Task Force created the Schedules based upon guidance from San Mateo County Pandemic Plan
- Four Pillars guided our work
- Safety of staff/students was our number one priority

Schedule Modifications

- Limit as much as possible student/staff contact (reduce number of classes at Secondary level)
- Altering bell schedules
- Staggering start times
- Implementing block schedules
- Creating multiple recess and lunch periods

Schedule Modifications

- Create multiple meal distribution points to reduce student movement during the day and cross contamination of classrooms
- Try to create a standardized schedule throughout the district to assist parents/all stakeholders with planning/childcare needs
- Created schedules that limited student/staff interaction as much as possible
- Built in time for safety procedures for in person instruction/support for students

Elementary- Schedules

- Schedule is for Distance/Hybrid Instructional Model
- Students in phase 3 would attend 2 days a week in person instruction/support via which Cohort they have been assigned to
- Cohort A - Mondays & Thursdays
- Cohort B - Tuesdays & Fridays
- Wednesdays are reserved for asynchronous learning activities, outdoor learning, counseling, or student-teacher check-ins, cleaning of facilities, teacher preparation and weekly staff meetings.

Elementary- Schedules

- Students attend in person schooling from approximately 8:30 - 12:30
- Students will have to arrive early for health procedures
- Students may attend flex time - invite by teacher/staff at site
- Flex Time - Can be used for targeted small group/individualized support

Elementary Schedule

Elementary Schedule ☆ □ ☁

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| | A | B | C | D | E | F | G | H | I | J |
|----|---|-------------------------|--|--------------------------|--|--------------------------------|---------------------------|--|-------------------------|--|
| 1 | Daily Schedule | Monday: Cohort A | | Tuesday: Cohort B | | Wednesday | Thursday: Cohort A | | Friday: Cohort B | |
| 2 | 8:00-12:30 | Temperature check | Recess & Handwashing | Temperature check | Recess & Handwashing | Deep Cleaning | Temperature check | Recess & Handwashing | Temperature check | Recess & Handwashing |
| 3 | Gr. 5 | 8:20 | 10:30 -10:40 | 8:20 | 10:30 -10:40 | Teacher Planning/Collaboration | 8:20 | 10:30 -10:40 | 8:20 | 10:30 -10:40 |
| 4 | Gr.4 | 8:20 | 10:15-10:25 | 8:20 | 10:15-10:25 | Office Hours | 8:20 | 10:15-10:25 | 8:20 | 10:15-10:25 |
| 5 | Gr. 3 | 8:10 | 10:00-10:10 | 8:10 | 10:00-10:10 | | 8:10 | 10:00-10:10 | 8:10 | 10:00-10:10 |
| 6 | Gr.2 | 8:10 | 9:45-9:55 | 8:10 | 9:45-9:55 | Intervention & Support | 8:10 | 9:45-9:55 | 8:10 | 9:45-9:55 |
| 7 | Gr.1 | 8:00 | 9:30-9:40 | 8:00 | 9:30-9:40 | | 8:00 | 9:30-9:40 | 8:00 | 9:30-9:40 |
| 8 | TK/K | 8:00 | 9:15 -9:25 | 8:00 | 9:15 -9:25 | 8:00 | 9:15 -9:25 | 8:00 | 9:15 -9:25 | |
| 9 | Dismissal: Grades 1-5 12:30 p.m./ TK-K 12:20 p.m. | | | | | | | | | |
| 10 | Lunch: Grab and Go | | | | | | | | | |
| 11 | Flex Grouping | 1:20-2:00 | Gr.K-5 | 1:20-2:00 | Gr.K-5 | | 1:20-2:00 | Gr.K-5 | 1:20-2:00 | Gr.K-5 |
| 12 | Office Hours | 2:00 - 3:00 | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | Online Learning: 8:30-11:30 ELA/Math/SS/ Science | | Online Learning: 8:30-11:30 ELA/Math/SS/ Science | | | Online Learning: 8:30-11:30 ELA/Math/SS/ Science | | Online Learning: 8:30-11:30 ELA/Math/SS/ Science |
| 18 | | Cohort B | | Cohort A | | | Cohort B | | Cohort A | |

Secondary - Schedules

- Schedule is for Distance/Hybrid Instructional Model
- Students in phase 3 would attend 2 days a week in person instruction/support via which Cohort they have been assigned to
- Cohort A - Mondays & Thursdays
- Cohort B - Tuesdays & Fridays
- Wednesdays are reserved for asynchronous learning activities, outdoor learning, counseling, or student-teacher check-ins, cleaning of facilities, teacher preparation and weekly staff meetings.

Secondary - Schedules

- Secondary schedules are in a block format - 3X3 - fall semester and 4X4 spring semester; students would take 3 classes in the fall semester of 2020 and 4 classes in the spring semester of 2021
- Students will have to arrive early for health procedures
- Students would attend in person schooling from 9:00 - 2:10
- Students may attend flex time - invite by teacher/staff at site
- Flex time can be used for outdoor in person learning activities (Band, PE, CTE etc)

Secondary Schedule

Secondary Schedules - 7.6.2020 in My Drive

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|----|--|---------------|--|---------------|--|-------------|--|---------------|---|---------------|----------|---------------|---|---|--|--|
| 1 | PHASE 1 - 3x3 Distance Learning Only | | | | | | | | | | | | | | | |
| 2 | PHASE 1 - 3x3 Distance Learning Only | | | | | | | | | | | | | | | |
| 3 | PHASE 1 - 3x3 Distance Learning Only | | | | | | | | | | | | | | | |
| 4 | Monday - Synchronous Learning Groups A and B Together | | Tuesday - Asynchronous Learning Groups A and B Together | | Wednesday - Staff Collaboration No Classes - All Students | | Thursday - Synchronous Learning Groups A and B Together | | Friday - Asynchronous Learning Groups A and B Together | | | | | | | |
| 6 | Flex Time | 8:10 - 8:50 | Flex Time | 8:10 - 8:50 | Collaboration/ Lesson Preparation | 8:00 - 3:00 | Flex Time | 8:10 - 8:50 | Flex Time | 8:10 - 8:50 | | | | | | |
| 7 | Period 1 | 9:00 - 10:28 | Period 1 | 9:00 - 10:28 | | | Period 1 | 9:00 - 10:28 | Period 1 | 9:00 - 10:28 | Period 1 | 9:00 - 10:28 | | | | |
| 8 | Period 2 | 10:34 - 12:02 | Period 2 | 10:34 - 12:02 | | | Period 2 | 10:34 - 12:02 | Period 2 | 10:34 - 12:02 | Period 2 | 10:34 - 12:02 | | | | |
| 9 | Break | 12:02 - 12:37 | Break | 12:02 - 12:37 | | | Break | 12:02 - 12:37 | Break | 12:02 - 12:37 | Break | 12:02 - 12:37 | | | | |
| 10 | Period 3 | 12:42 - 2:10 | Period 3 | 12:42 - 2:10 | | | Period 3 | 12:42 - 2:10 | Period 3 | 12:42 - 2:10 | Period 3 | 12:42 - 2:10 | | | | |
| 11 | Flex Time | 2:15 - 3:00 | Flex Time | 2:15 - 3:00 | All Students - Asynchronous Learning at home | | Flex Time | 2:15 - 3:00 | Flex Time | 2:15 - 3:00 | | | | | | |
| 12 | Teachers deliver lessons and facilitate class activities | | Teachers available to provide support during class time | | All Students - Asynchronous Learning at home | | Teachers deliver lessons and facilitate class activities | | Teachers available to provide support during class time | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | In Phase 1 of Distance Learning, students and staff will participate in educational activities remotely every school day | | | | | | | | | | | | | | | |
| 15 | Students will take 3 classes in the fall semester | | | | | | | | | | | | | | | |
| 16 | Students first class starts at 9:00am and their day ends at 2:10pm | | | | | | | | | | | | | | | |
| 17 | Students/teachers can use Flex time for additional support | | | | | | | | | | | | | | | |
| 18 | Students will participate in Synchronous learning (live) for both groups on Mondays | | | | | | | | | | | | | | | |
| 19 | Students will participate in Asynchronous learning on Wednesday - no scheduled classes | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | |
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Sem - Fall - Distance Learning Only - 3X3- Phase 1

Sem - Fall - Hybrid -3X3 - Phase 2 -Spec Pop

Sem - Fall - Hybrid - 3X3 - Phase 3 - Co

100% - Distance Learning Option

- **This model is 100% remote (synchronous and asynchronous learning)**
- **Designed for students who are immuno-compromised or have pre-existing medical conditions**
- **Preference will be given to those with medical documentation to support their request**
- **This option may also be appropriate for students who thrive in a remote learning environment**

100% - Distance Learning Option

- **SSFUSD staff will be matched up with potential students either by site or grade level dependent on numbers**
- **SSFUSD will either use district adopted curriculum or use an approved K - 12 online curriculum such as Edgenuity**
- **Students/families that choose this option will be separate from SSFUSD Hybrid learning as well as all district/school activities**

100% - Distance Learning Option

- **Students in K - 12 will be able to take at least 6 courses via the distance learning model**
- **English, Math, Science, Social Science, and 2 electives (1 class may be Physical Education)**
- **Edgenuity courses at high school level have courses that meet A - G requirements**
- **Commitment -Students/families that choose the 100% Distance Learning option must stay in program until trimester (Elementary) or semester (secondary)**



Social & Emotional Well Being Task Force

Social & Emotional Well Being Task Force

- **Background**
 - Reviewed Social & Emotional Task Force goals
 - Reviewed Reopening of Schools Survey results (parents/staff)
 - Reviewed & built shared understanding of key terminology in San Mateo County Pandemic Plan (4 pillars/step by step approach)
 - Reviewed various reopening plans - LACOE, SCCOE, SMCOE, Maryland, ACSA, PAUSD and the California Department of Education

Social & Emotional Well Being Task Force

- **Identified Key Area/Themes**
 - **Mental Health and Wellness Services and Support for Students, Staff and Families**
 - **Relationship Building between School Staff and Families**
 - **Behavior Support**
 - **Maintaining Social Connections and Traditions**
 - **Considerations for Special Populations - Special Education, Foster Youth, Homeless Youth, English Learners**
 - **Crisis Response Team**
 - **Staff Training - such as Trauma Informed Instruction , Social & Emotional Learning**

Social & Emotional Well Being Task Force

- **Recommendations**
 - **Create District and Site Crisis Response Teams**
 - **Counseling Services at every site**
 - **Mental Health Professionals at every site**
 - **Professional Development for staff**
 - **Social and Emotional Learning**
 - **Trauma Informed Practices**
 - **Safety Mandates and Practices / Operating Procedures**

Next Steps

- Develop a written guide of our reopening efforts for staff and families
- Establish a timeline to host informational webinars for staff and families
- Develop an FAQ for staff and families



South San Francisco

UNIFIED SCHOOL DISTRICT



That's at the core of equity:
understanding who your kids are
and how to meet their needs. You
are still focused on outcomes, but
the path to get there may not be the
same for each one.

— *Pedro Noguera* —

AZ QUOTES

