

Returning to School Plan

SONORA ELEMENTARY SCHOOL



John Baker, Superintendent

July ____, 2020

Dear SES Families,

The 2020 Coronavirus pandemic resulted in statewide closures of all schools and shifted the way schools provide learning options to students. The tremendous effort that our teachers, staff, students and families have put forth cannot be understated. These unprecedented times have forced us all to rethink many aspects of day-to-day school operations. In addition, we have been presented a unique opportunity to reimagine and reinvent schooling. Much has been learned over these past months, and we must embrace the opportunity to continue innovating based on these learnings.

Our District plans to

(choose from following options in final approved version)

To fully open our school on August 19, 2020. After much research and thought, it is decided to reopen back to 100% in-person, 5 days a week, Monday through Friday, while abiding with State and County COVID-19 guidelines.

Hybrid Model

Hybrid learning combines face-to-face instruction with online learning. In the context of coronavirus school re-openings, a hybrid model would reduce the number of students in the building by moving some of the course delivery online.

Distance Education (Virtual Academy)

Distance learning, a form of education in which courses are fully delivered via the internet without face-to-face interaction between student and teacher.

The District recognizes that students or members of students' households may be vulnerable and more at risk for COVID-19. Therefore, Sonora Elementary School will also provide an option of a virtual academy for your child. Additionally, if at any time our County appears on the Local Health Jurisdiction (LHJ) monitoring list within the last 14 days, then our District must conduct distance learning for all students. This would remain in effect until our County has been off the LHJ monitoring list for at least 14 days.

Our plan was carefully developed using Governor Newsom's CDHP most recent guidelines, including the Tuolumne County Health Official's guidelines.

Sincerely,

John A. Baker
Superintendent

The Plan

Section 1. General Measures

The following represents information used to develop this plan and/or is being provided for parent or staff resource.

- California Department of Public Health
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- Office of Governor Gavin Newsom, <https://www.gov.ca.gov/>
- Tuolumne County Public Health, Lisa Ortiz [20111 Cedar Rd, Sonora, CA 95370](https://www.tuolumnecounty.ca.gov/20111-Cedar-Rd-Sonora-CA-95370), 209-533-7401
- Tuolumne County Office of Education, Cathy Parker [175 Fairview Ln, Sonora, CA 95370](https://www.tuolumnecounty.ca.gov/175-Fairview-Ln-Sonora-CA-95370), 209-536-2000
- California Department of Education, <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>
- An established written, worksite-specific COVID-19 prevention plan is located in Sonora School Office and Sonora School District Office ([830 Greenley Rd, Sonora, CA 95370](https://www.sonora.k12.ca.us/830-Greenley-Rd-Sonora-CA-95370))
- A comprehensive risk assessment of all work areas and work tasks has been performed, and our Superintendent, John Baker will implement the plan.
- Contact information for the local health department will be displayed for the communicating about COVID- 19 outbreaks among students or staff.
- The [CDPH Guidance for the Use of Face Coverings](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx), in the School Site Specific Plan that includes a policy for handling exemptions.
- The School District will be developing 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 if with COVID-19.
- In order to check for compliance and to document, and to correct deficiencies, the district will participate in weekly meetings with the Public Health Officer. We follow daily information/updates from local and state authorities, as well as monitor the Tuolumne County Dashboard to determine current disease levels and control measures in our community.
- In order to further check for compliance and to document, and to correct deficiencies, the District will:
 - a) Weekly communicate to employees to ensure compliance with State and Local guidelines
 - b) Develop an MOU for certificated and classified employees, to fully ensure compliance, to document, and to correct deficiencies.
 - c) Consistently update the Sonora School District COVID-19 prevention plan
- Training and communicating with workers and worker representatives on the plan. The written plan is available and accessible to workers and worker representatives (SETA and SEEA)
- The workplace will be daily evaluated for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. The plan will be updated as needed to prevent further cases.
- The necessary processes and protocols will be adhered to if/when a workplace has an outbreak, in accordance with [CDPH guidelines](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx).

- ⇒ Individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person will be identified and steps will be taken to isolate COVID-19 positive person(s) and close contacts.
 - ⇒ Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.
- At this time no external community organizations can safely utilize the site and campus resources. This policy will be re-evaluated by the Board of Trustees in January 2021.
 - A plan has been developed 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.
 - Development 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, has been planned with the Tuolumne County Schools Office of Education and the SELPA. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

Section 2. Promote Healthy Hygiene Practices

- Students and staff will be taught washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- The District will develop routines enabling students and staff to regularly wash their hands at staggered interval such:
 - A) Wash hands before entering the classroom
 - B) Wash hands after using the bathroom
 - C) Wash hands before eating lunch or snack
 - D) Wash before and after touching school supplies
 - E) Wash hands after recess time
 - F) Wash hands after coughing, sneezing, blowing nose
- Students and staff will be taught and techniques will be reinforced for washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Hand sanitizer dispensers have been installed in each classroom and cafeteria. 4 handwashing stations will be placed on the playgrounds- 3 on primary, 4 on 4/5/6, and 3 on 7/8.
- Students and staff will be taught and reminded to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Tissue will be available in cohort rooms as well as staff areas. Tissues will be monitored daily during cleaning protocol
- Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or music; and before and after using the restroom.

- Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application. Students will be trained on hand washing and regularly reminded.
- Staff should model and practice hand washing.
- Students and staff will use fragrance-free hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry. But always encouraged to frequently hand wash, as it is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Portable hand washing stations will be throughout campus and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Cohort routines will enable students and staff to regularly wash their hands at staggered intervals.
- Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer will be taken inventory of daily.
- Information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families, which discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
- Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.
- The California Governor’s Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of face coverings and personal protective equipment.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.

Section 3. Face Coverings

Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Students and staff will be taught and use will be reinforced of [face coverings](#), or in limited instances, face shields.

Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.

Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).

Training will also include policies on how people who are exempted from wearing a face covering will be addressed as the following:

Employees and students will need to obtain a doctor's note to prove that they are not able to wear a mask due to various medical conditions. A training will be provided to staff and student who are not wearing a mask due to medical condition, to continue to abide with State and Local guidelines. The District will mandate the non-wearing mask person to strictly keep their physical distance of 6 feet or more.

The following individuals are exempt from wearing a face covering, approved by their "medical practitioner":

- Persons with a medical condition that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Student Face Coverings

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – 8 th grade	Yes, unless exempt

****Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.**

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The student will be provided a face covering who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Sonora Elementary is offering a Virtual Academy for those not wanting to adhere to CDPH guidelines.

The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

Face coverings will be provided to staff and students upon request and will be available in classrooms and offices.

Staff Face Coverings

All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.

In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance of 6 feet. Staff must return to wearing a face covering outside of the classroom.

Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Section 4. Ensure Teacher and Staff Safety

Sonora Elementary will eliminate staff rooms for general use and will assign time periods in which staff may use the facility in order to maintain physical distancing. Doing this will ensure staff maintain physical distancing from each other is critical to reducing transmission between

adults. This will minimize the use of and congregation of adults in staff rooms, break rooms and other settings.

All face coverings used by Staff on campus will either be provided by the district or must be approved by the District prior to use by a staff member to ensure the face covering complies with the guidelines and standards and are in accordance with CDHP guidelines and Cal/OSHA Standards. Both of these guidelines will be provided to staff and a copy will be kept in the District office for review at all times during business hours.

All District Staff that who are at a higher risk may be provided options that allow them to telework or provide instruction through Distance Learning provided the District approves of the assignment or telework and the staff member can adequately and appropriately accomplish the tasks and duties necessary for their job For Virtual Learning teachers, the District must require a need for the teacher based upon the number of students enrolled in the virtual learning environment. This will ensure that the District is supporting staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.

Sonora Elementary will conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge. Any meeting which cannot provide a minimum of 6 ft of distance will be held virtually.

Sonora Elementary will conduct the following to implement procedures for daily symptom monitoring of staff.

1. Prior to entering a building/an office/ a classroom, “all” staff will be required to report outside the staff lounge in order to go to the process of the COVID-19 Screening Checklist for Employers (see attachment A)
2. A trained employee will check the temperature of each staff prior to admittance
3. A trained employee will ensure that staff have the appropriate PPE prior to admittance
4. A trained employee will check for COVID-19 symptoms prior to admittance
4. All staff will need to wash hands prior to entering a building/an office/a classroom

All spaces used by Staff will be included in the daily deep sanitization procedures listed in this plan. Staff will also have available to them the following cleaning supplies if needed:

Staff must wash or disinfect their hands upon arrival on campus.

Section 5. Intensify Cleaning, Disinfection, and Ventilation

Sonora Elementary will suspend the use of drinking fountains except those that are designed to refill water bottles. The District will encourage students bring reusable water bottles to campus.

Trained custodial staff will frequently clean and disinfect frequently-touched surfaces at school and on the school bus daily. Such surfaces include but are not limited to the following:

- Doorhandles
- Lightswitches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and cleaners, and disposable gloves.

- Sonora Elementary will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, teachers will clean and disinfect between uses. **Moreover, Transitional kindergarten/kindergarten toys will be individually bagged and disinfecting between uses. Playground equipment will be provided to individual students in a structured setting and disinfected between uses. Playground structures will be sanitized between usage. Students will use the handwashing station before and after structure use.**

When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N”](#) and follow product instructions. Additionally, the District will take the following actions:

- To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Follow label directions for appropriate dilution rates and contact times. The District will provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- The District will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products. This schedule will be based upon the surfaces and

products being cleaned and the product being used. This schedule will be kept in the district office for review any time during business hours.

- All cleaning products are Tuolumne JPA approved for use against COVID-19. All staff will be trained in proper usage by the “Get Trained Safety” training program. All staff will use proper PPE when cleaning and disinfecting.
- Classrooms will be cleaned and disinfected thoroughly at end of each day.
- All high touch points in the bathroom will be cleaned every 2 hours.
- Students will use the bathroom one at a time.
- Buses will be cleaned after each route. PPEs and hand sanitizer will be available on each bus for staff and students.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.

The District will implement a cleaning and start-up protocol that FLUSHES AND DISINFECTS all water systems and features (for example, drinking fountains and decorative fountains) to ensure they are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water.

Section 6. Implementing Distancing Inside and Outside the Classroom

Arrival and Departure

In order to prioritize minimizing contact between adults at all times, Sonora Elementary School will not permit volunteers or guests on campus at this time.

- Bus seating will be at 50% capacity with staggered seating every other seat, with open windows to the greatest extent practicable.
- Minimize contact between students, staff, and families at the beginning and end of the school day by staggering arrival and dismissal times. Minimize contact between adults at all times.
- Designated routes for entry and exit on campus are well established and clearly marked.
 - Multiple COVID-19 safety signs will be deployed around the campus to ensure a limited direct contact with others as much as practicable.
 - The District will develop additional protocols that will fully limit direct contact

- between staff to staff, staff to students, and students to students.
- The District will use red tape to tape the campus floor to provide clear walking path to staff and students, and to “especially” limit contact.
- Sonora Elementary will take the following actions to minimize contact at school between students, staff, families and the community at the beginning and end of the school day and to minimize scheduling challenges for families:

School Start Time and Instructional Time

Sonora Elementary School will start at 8:25 am. This change will accommodate adjustments to drop-off and pick-up processes to allow maximum space between students. We will be reducing instructional hours, as permitted by Education Code 43501, for the 2020-2021. We will maintain the requirements for the number of required instructional days.

Staggered Drop-Off and Pick-Up

In order to maximize space between students during drop-off and pick-up times, your child will be dropped-off in a designated area of the parking lot in order to reduce the spread of the virus, and to abide with our local health department guideline.

Note: once your child is dropped-off, your child will need to report directly to their teacher’s classroom. If your child is late to school, he/she will also need to report directly to the teacher’s classroom.

The teacher will greet your child at the door and will take their temperature prior to entering the classroom.

→ **Drop-Off time – 8:00 to 8:20 am – Our school will start at 8:25 am**

Upon entry of our school, traffic employees will properly direct the flow of traffic to permit staggered drop-off. For the first two weeks of school, kindergarten students will be dropped off at 8:45 am. Kindergarten parents, wearing a mask, will be allowed to walk their child to their classroom.

Destination A	Upper parking lot
Destination B	Middle parking lot
Destination C	Lower parking lot

→ **Pick-Up time**

TK – Kindergarten	12:30 PM
Susan Carlon →	Upper Parking Lot
Sheila Lane →	Upper Parking Lot
Heather Bolter →	Middle Parking Lot
Kendra Munoz →	Middle Parking Lot
First to Third Grade (Child’s last name)	1:55 PM
A-F →	Upper Parking Lot
G-O →	Middle Parking Lot
P-Z →	Lower Parking Lot

Fourth to Eight Grade (Child's last name)	2:45 Pm
A-F →	Upper Parking Lot
G-O →	Middle Parking Lot
P-Z →	Lower Parking Lot

Sonora Elementary School will have designated routes, and entry and exit points for both foot traffic on campus and automotive traffic for drop-off and pickup as outlined in the maps attached as **Attachment B**.

Put in place other protocols to limit direct contact with others as much as practicable.

In accordance with the procedure outlined in Section 9, Sonora Elementary School will screen students and staff upon arrival at school.

Bus Transportation Protocols

The District will provide transportation. Transportation will be provided based on the following conditions and protocols in order to maximize space between students and between students and bus drivers:

- Bus drivers are required to wear face coverings when passengers are present.
- The bus windows will be partially lowered to create high levels of air circulation when feasible.
- Bus drivers will check the temperature of the child prior to entering the bus when picking up in the morning. Upon registering as having a temperature that student will be seated in a designated seat on the bus and be sent straight to the Quarantine Room on campus and the response team will be notified
- Students will need to comply with the spacing protocols instituted by the bus driver.
- Family members will be asked to sit together. Students will fill the seats from the rear of the bus to the front in order to limit contact while boarding.
- In order to ride the bus, students will be required to sanitize their hands upon entering the vehicle.
- Full cleaning and disinfecting of the bus will occur daily.
- 3rd grade and up students will be required to wear a mask.
- Each bus will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

Classroom Space

To reduce possibilities for infection, students will remain in the same **cohorts** for breakfast, lunch, and instructional time. Space outside will be designated in order to keep cohorts together for recess and lunch. Sonora Elementary school will keep the same students and teacher or staff with each group, to the greatest extent practicable. The only exception will be the rotation of teachers in grades 6th-8th. The teacher will rotate classes and the students will remain as a cohort in the same class all day. Each teacher will only rotate two times throughout the day. This is to ensure quality instruction in each subject matter.

Teachers will prioritize the use of outdoor space for activities when practical.

Teachers, not students, will move between classrooms as needed. If student movement between classrooms occurs, classrooms will be disinfected between uses while students are outside on break.

Unnecessary furniture will be removed from each classroom allowing maximum distance of space between desks and the teacher work area. No shared tables are being used. All students have individual desks. All designated play areas will allow students to maintain appropriate distancing.

Developmentally appropriate indoor and outdoor signage will be posted in order to instruct students on maximizing spacing and ways to minimize movement.

No large group gatherings will be permitted (Assemblies, dances, performances, etc). Such gatherings may be offered virtually.

Facility usage will not be allowed by outside organizations for the 2020-21 school year.

Band class is currently suspended according to CDHP, and will be offered in the future once allowed by CDHP.

Singing will be done outdoors with appropriate physical distancing.

Assignments will be turned in digitally or in a school provided a plastic bin that will sit 24 hours prior to teacher grading.

Plexiglass screens have been installed in the School Office.

Sonora Elementary has ample outdoor space to provide for the maximum use of time outdoors. Teachers will be encouraged to provide instruction outdoors where feasible. The District will work with each grade level to identify times and locations for outdoor instruction.

In order to minimize movement of students and teachers or staff as much as practicable, the school will have self-contained classrooms.

The District will work with each teacher to maximize space between seating and desks by providing desks or helping eliminate unnecessary furnishings in classrooms. Additionally, teacher desks will be distanced 6 feet from students' desk and 6 feet from other staff desks, if any.

Shared student devices used in classrooms will be cleaned regularly according to sanitization guidelines.

Students will be washing hands frequently throughout the school day (at minimum upon entering and leaving the classroom). The District is in the process of acquiring hand washing stations to be placed around the campus as well.

Classroom entry/exit routines will be established to support social distancing.

Nightly disinfecting by custodial staff. Cleaning products used are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list.

Where practicable, markings on classroom floors will be used to promote distancing and desks will be arranged in a way to minimize face-to-face contact.

Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.

Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performance are suspended at this time and not permitted. Music programs may provide for in class instructions by teacher only of non-wind instruments or other instruments that increase likelihood of transmission.

Sonora Elementary School will implement procedures for turning in assignments to minimize contact as follows:

The School office has been outfitted with clear Plexiglas to increase and enforce separation between staff and students. 6 feet of physical distancing and masking sign will be placed outside of the Main office and District office. The District office will not be open to the general public unless by appointment only.

Non-Classroom Spaces

Nonessential visitors must check in at the office and may only be on campus for the necessary activity of the visitor and will be required to leave upon completion of the task. Volunteers are not permitted at this time. No non-school groups are permitted on campus at this time.

At this time, no communal activities are permitted on campus until deemed safe.

To prevent congregation of students during staggered passing times or when students cannot stay in one room, students will not be permitted to hang their backpack/lunch bag/clothing outside the classroom. Students will need to keep their belongings throughout the school day.

Restroom Protocols

- All restrooms will be routinely checked by trained staff for cleanliness, sanitation and appropriate supplies.
- Students will be trained and reminded to wash their hands.
- Students will use the restroom one at a time.

Food Service Protocols

→ 15 minutes Breakfast in the classroom

- Breakfast will be provided daily to all students in the classroom in order to prevent the spread of the current infectious virus.
- Cafeteria crew will drop-off breakfast bag(s) on the front of the teacher's classroom.
- Students will eat breakfast in the classroom at their assigned seat while abiding with the physical distancing of 6 feet.
- Students will clean-up after themselves. Additional garbage cans will be available.
- Hand sanitizer will be available before and after lunch for students to use.
- Students are not required to wear face coverings while eating but are expected to use common sense to mitigate the possible spread of the virus.

→ 15 minutes Lunch in the classroom

- Cafeteria crew will drop-off lunch bag(s) on the front of the teacher's classroom.
- Students will eat lunch in the classroom at their assigned seat while abiding with the physical distancing of 6 feet.
- Students will eat lunch in the classroom supervised by their teacher.
- Students will clean-up after themselves. Additional garbage cans will be available.
- Hand sanitizer will be available before and after lunch for students to use.
- Students are not required to wear face coverings while eating but are expected to use common sense to mitigate the possible spread of the virus.

Morning and Lunch Recess Protocols

- Students will be reminded of social distancing practices of 6 feet by the yard duty aides and teachers
- The school will hold recess activities in separated areas designated by class.
- Use of balls and equipment will be evaluated for use on August 19, 2020.
- All students will be required to sanitize hands before reentry into the classroom.

Note:

- *Hand sanitizer will be available in all instructional areas.*
- *Classroom entry/exit routines will be established with cohort to support 6 feet of social distancing.*
- *Shared student devices used in classrooms will be disinfected regularly according to sanitization guidelines.*
- *Additional desks will be provided in order to ensure adequate student spacing and social distancing.*

The District is in the process of acquiring hand washing stations to be placed around the campus as well.

Section 7. Limit Sharing

SES teachers will keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Teachers will also ensure belongings are taken home each day to be cleaned.

SES teachers will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Teachers will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, teachers will clean and disinfect between uses.

Section 8. Train All Staff and Educate Families

To ensure the safety of students and staff, Sonora School District will “train” all staff and provide educational materials to families in the following safety actions:

- ⇒ Enhanced sanitation practices
 - ⇒ Physical distancing guidelines and their importance
 - ⇒ Proper use, removal, and washing of face coverings
 - ⇒ Screening practices
 - ⇒ How COVID-19 is spread
 - ⇒ COVID-19 specific symptom identification
 - ⇒ Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
 - ⇒ For workers, COVID-19 specific symptom identification and when to seek medical attention
- The employer’s plan and procedures to follow when children or adults become sick at school.
 - The employer’s plan and procedures to protect workers from COVID- 19 illness.

Note: All trainings and education will be conducted virtually, or, in-person, to ensure a mandate of six-foot distancing is properly maintained.

Section 9. Check for Signs and Symptoms

- ⇒ Sonora School District will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- ⇒ Sonora School District will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students’ families are aware of these policies.
- ⇒ Sonora School District will implement screening and other procedures for all staff and students entering the facility.
- ⇒ Sonora School District will conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

- ⇒ Sonora School District will ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- ⇒ Sonora School District will make available and encourage use of hand-washing stations or hand sanitizer.
- ⇒ With the onsite **RESPONSE TEAM**, Sonora School District will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- ⇒ If a student is exhibiting symptoms of COVID-19, Sonora School District staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- ⇒ Sonora School District will monitor staff and students throughout the day for signs of illness
- ⇒ Sonora School District will send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- ⇒ Sonora School District fully understands that policies should not penalize students and families for missing class.

SES Response Team

Any event which involves possible COVID-19 infection, will result in Sonora Elementary deploying a trained response team. The Response Team members are:

- 1) Chris Boyles
- 2) Kim Edwards
- 3) Emily Vieira
- 4) Veida Sparks

Our team will be fully trained by our local County Nurse Martha Stolp for responding to COVID-19 cases, and to especially keep our students safe.

Section 10. Plan For When a Staff Member, Child, Or Visitor Becomes Sick

- Portable C-5 has been assigned as our isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- 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.

- Sonora School District will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

Fever	Cough
Shortness of breath or difficulty breathing	Chills
Repeated shaking with chills	Fatigue
Muscle pain	Headache
Sore throat	Congestion or runny nose
Nausea or vomiting	Diarrhea
New loss of taste or smell	

Special Notes:

- ⇒ For serious injury or illness, call 9-1-1 without delay. Sonora School District will seek immediate medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ⇒ Sonora School District will immediately notify local health officials immediately of any positive case of COVID- 19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
- ⇒ Sonora School District will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, the school will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, the school will wait as long as practicable. The district will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. The district will keep disinfectant products away from students.
- ⇒ Sonora School District will advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- ⇒ Sonora School District will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
- ⇒ The RESPONSE TEAM will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Sonora School District will update protocols as needed to prevent further cases using the CDPH guidelines, Responding to COVID-19 in the Workplace.

In the time being, during an outbreak:

- ⇒ Sonora School District will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- ⇒ Sonora School District Schools will offer distance learning (**see attachment C**) based on the unique circumstances of each student who would be put at-risk by an in-person

instructional model. *For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distances learning.*

Section 11. Maintain Healthy Operations

- ⇒ Sonora School District will monitor staff absenteeism and have a roster of trained back-up staff where available.
- ⇒ Sonora School District will monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- ⇒ The RESPONSE TEAM is the designated liaison to be responsible for responding to COVID-19 concerns. The School District will provide information to workers so that they are acquainted with the role the response team including contact information. The liaison will fully be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- ⇒ The School District will 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.
- ⇒ The School District will consult with local health departments if routine testing is being considered by a local educational agency.
- ⇒ The School District will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12. Considerations For Reopening and Partial or Total Closures

- Sonora School District will check with State and Local Orders and Health Department about transmission in the area or closures, and the school will adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, the Sonora School District will refer to the CDPH Framework for K-12 Schools, and fully implement the following steps:
 - ⇒ In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention 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.
 - ⇒ Close off the classroom or office where the patient was based and not using these areas until after cleaning and disinfection. The school will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, the school will wait as long as possible.
 - ⇒ Additional areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.

⇒ Sonora School District will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.

Sonora School District will include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools such as:

⇒ Information on government programs supporting sick leave and worker's compensation for COVID-19

⇒ Worker's sick leave rights under the Families First Coronavirus Response Act

⇒ Employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.

- Sonora School District will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Sonora School District will develop a plan for continuity of education, while considering in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Sonora School District will maintain regular communications with the local public health department.

Attachments A

COVID-19 Screening Checklist for Employers

Name: _____ Date: _____ Time: _____

Purpose: Based on the Febrile Respiratory Illness Health Order that took effect on 03/26/2020, all employers, on a daily basis, are to screen all employees for signs of respiratory illness accompanied by fever.

Instructions: All employees and government officials entering the building must be asked the following below. Please maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department.

1. Have you washed your hands or used alcohol-based hand sanitizer on entry?

YES NO - Ask them to do so.

2. Do you have any of the following respiratory symptoms?

Fever New or worsening cough New or worsening shortness of breath

- If YES to any, restrict them from entering the building and send person home.*
- If NO to all, proceed to remaining questions

3. Employee's temperature: _____ °F. If you do not have a thermometer to take their temperature, go to step #3B.

3A. Does the employee have a fever (temperature 100.4°F or greater) YES NO

- If YES to any, restrict them from entering the building and send person home.*
- If NO, proceed to question #3C.

3B. Ask the employee the following:

1. Are you feeling feverish? YES NO
 2. Are you having chills? YES NO
- If YES to any, restrict them from entering the building and send person home.*
 - If NO, proceed to question 3C.

3C. Ask the employee the following:

Have you been exposed to any persons with confirmed COVID-19 by lab test? YES NO

- If YES, contact your supervisor immediately**
- If NO, proceed to #4

4. Allow entry to building and remind individual to:

- Wash their hands or use alcohol-based hand sanitizer throughout their time in the building.
- Not to shake hands with, touch, or hug others during their time in the building.

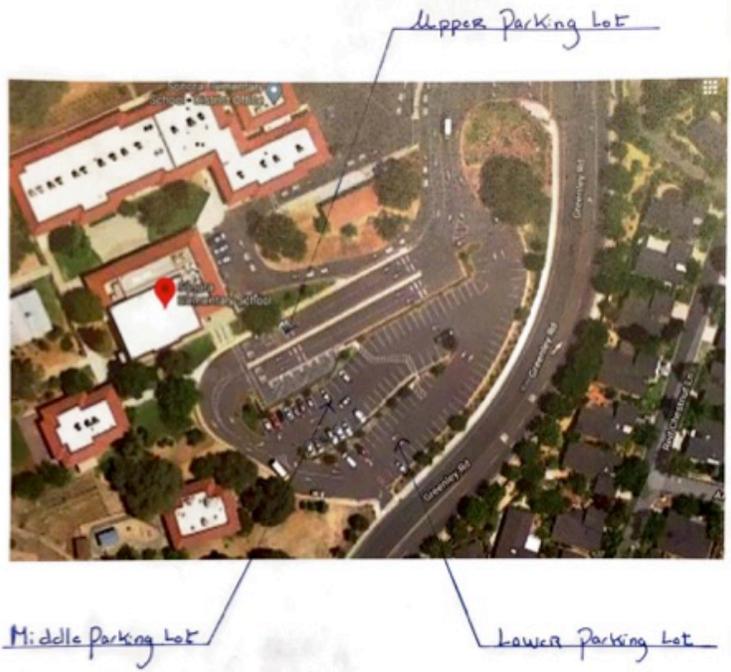
*The person being sent home, must inform their supervisor and Human Resources that they were sent home and is responsible for following-up with their primary care physician if needed.

**Supervisors review second page of this document

Person Performing Screening: _____

Version 1.4 04/13/2020

Attachment B



Attachment C

Virtual Academy (1 School Year of Distance Learning)

- The administration with the feedback of the task force will select a rigorous distance learning platform that meets common core standards and prepares students for the next grade level.
- The administration with the feedback of the task force will develop an accountability system to ensure students are actively learning
- Chromebooks will be provided to the students, if needed.
- A firm universal SES website page will allow students to directly access their daily work, recording of lectures, including other assignments given by the teachers.
- SES will select teachers to handle the distance learning platform based on enrollment.
- SES and/or TCSOS will provide distance learning instruction training to the teachers.
- Students, who need additional support, can drop-in during assigned office hours in order to obtain academic and technology support.
- Parents will need to sign a contract, developed by the administration, to agree to abide with distance learning non-negotiable requirements.
- SES will provide a distance learning workshop to parents in order to better assist their child(ren).