

PJUSD Epidemic Operations Plan (Reopening Plan)

1. General Concerns/Priorities
 - a. Classroom education is a priority
 - b. Social distancing should be utilized
 - c. Equity for all
 - d. State law, Executive Orders, and Public Health have substantial authority
 - i. Our best made plans can become obsolete or irrelevant during the course of an epidemic
2. Prior to Reopening
 - a. Campus Preparations
 - i. Thoroughly clean campuses
 - ii. Assure that soap and paper towel dispensers are at every accessible sink
 - iii. Hand sanitizer dispensers installed in every classroom except high school science
 - iv. Cafeterias
 1. Plexiglas barriers to be installed at cafeteria counters
 2. Cleanable point of service (POS) number pads have been installed
 3. Social distancing floor stickers to be installed
 - b. Staff Preparations
 - i. Teachers Will:
 1. Assess students in the fall to determine learning gaps from the spring
 2. Remediate the loss of spring education (get students caught up) to the extent possible
 3. Address student social and emotional learning (SEL) concerns
 - a. Transitioning back to school
 - b. Potential impacts of COVID-19 Shelter-in-Place Order on the home
 4. Teach methods, practices, and plans for distance learning should this be necessary (see Section 7 for detailed requirements)
 5. Teach and allow time in the day for hygiene/use of personal protective equipment (PPE)
 - a. Develop lesson plans that include:
 - i. General hygiene, hand washing, hand sanitizing
 - ii. What to do with bodily fluids (vomit or blood; grade level appropriate)
 - ii. All Staff Will:
 1. Work collaboratively to develop plans should they not be able to work
 - a. This will include operational notes/emergency instructions
 - i. Sufficient that any member of our team could complete the core elements of job for a day
 - b. Cross train colleagues for essential duties and tasks
 2. Participate in professional development
 - a. SEL needs/expectations in the fall
 - b. Best practices for disease prevention (Target Solutions or GSRMA)
 - iii. District Staff Will:
 1. Appoint a COVID Safety Officer or team

- a. Tasks will include monitoring execution of safety plans
 - b. Actual outcomes and efficacy of plans and directives
 - c. Monitor available PPE in all locations
 - 2. Acquire PPE as recommended by California Department of Education (CDE) and California Department of Public Health (CDPH)
 - a. Tyvek suits, masks, and gloves provided for custodial staff
 - b. Disposable masks will be available for students when necessary
 - c. Gloves and masks/face shields will be available to all staff at all times
 - 3. Continue to monitor applicable agencies and governmental units for information/directives that may require a plan update
- 3. Normal Operation Practices
 - a. Maintenance, Operations and Transportation (MOT)
 - i. Enhanced cleaning of campuses
 - 1. Rooms will be wiped down and fogged nightly
 - 2. Busses will be disinfected frequently
 - a. Following industry standards
 - 3. Cafeteria cleaning will include wiping down of high contact surfaces
 - ii. PPE storage locations will be kept stocked
 - iii. Masks required for all staff and students, with exceptions for medical considerations
 - b. Groups of Students, Teachers, and Staff
 - i. Our campuses are currently operating at less than 25% of design capacity; we intend to operate much like normal with social distancing in place as the spaces allow
 - ii. Where masks or face shields as specified in CDPH sector guidelines
 - iii. Classrooms
 - 1. Academic
 - a. Chairs facing forward
 - b. Limit shared supplies (everyone has their own glue stick, etc.)
 - 2. Lab/Activity
 - a. Distance when possible
 - b. Limit shared supplies (everyone has their own glue stick, etc.)
 - 3. Physical Education
 - a. Utilize outdoor or well ventilated areas when feasible
 - b. Maintain social distancing during physical activities
 - i. Follow California Interscholastic Federation (CIF) guidelines for specific sports
 - iv. Cafeterias
 - 1. Agency guidance may call for limited or closed cafeterias during certain phases
 - 2. Serve grab and go meals
 - 3. Practice social distancing whenever possible by:
 - a. Limiting seating to one side of each table
 - b. Separating students as much as reasonably possible
 - v. Rallies, Assemblies, Field Trips
 - 1. Practice social distancing or wear masks
 - vi. Buses

1. Masks will be worn on all buses and vans during phase 1, 2, and possibly 3 or when directed to by state authorities
 - c. Cafeteria Operations
 - i. Practice social distancing
 - ii. Servers to wear masks and gloves at all times
 - iii. No self-serve items
 1. Hire second student assistant to serve salad bar items
 2. Milk storage to be moved behind serving counter
 - d. Ill (Sick) Students
 - i. Any student who appears to be ill will be sent to the office; temperature will be taken
 1. Students having over 100.4-degree fever will need to go home
 - a. Student will be asked to wear a mask
 - b. Student will be asked to wait in an area out of sight from the front counter (isolation area)
 - c. Parent/guardian will be called
 - i. If no response within 30 minutes, emergency contacts will be called
 - d. Student will not be allowed to ride on a bus or van
 2. Students with a temperature of less than 100 degrees but still exhibiting multiple symptoms may also be isolated and sent home
 - a. The district will seek the guidance from the Glenn County Office of Education (GCOE) School Nurse, Colusa County Health and Human Services, and Glenn County Health and Human Services
 - e. Classroom-level preparations
 - i. Teach and practice the use of Google Classroom and/or Clever (see Section 7 for details)
 - ii. Verify that students are able to access Google Classroom and/or Clever
4. Flexibility and Readiness in Case of Local Outbreak
 - a. All PJUSD teachers will deliver content and collect work via Google Classroom or Clever
 - i. A teacher may utilize other sites but the links will be posted in Google Classroom or Clever
 - ii. Assignments will be distributed and work collected through Google Classroom or Clever
 - b. Teacher will have current lessons plans by the third day of a closure that is expected to last more than two days
 5. Possible Actions Taken as a Result of a Local Outbreak
 - a. Investigate and proceed as appropriate
 - b. Disinfect localized area
 - c. Disinfect campus(es)
 - i. A 2-day closure should allow ample time to disinfect both campuses
 1. The cleaning protocols could change and this would affect the length of closure
 - d. Cohort isolation lasting up to 2 weeks
 - e. Short-term campus closure (2-3 weeks)
 - f. Long-term campus closure (more than 3 weeks)

- i. Would require state or federal directive; not a preferred option
 - g. Rotating days (only allow a portion of students on the campus at any time)
 - i. Would require state or federal directive; not a preferred option
- 6. Some of the Possible Occurrences that Might Cause a Reaction
 - i. One or more staff or students test positive for COVID-19
 - 1. Possible Reaction: exposed cohorts sent home for isolation period (typically 14 days)
 - ii. Daily absenteeism exceeds 5% of enrolled students or significant staff shortage
 - 1. Probable Reaction: 5e (Typically a 14 day closure)
 - iii. Local Health Departments advise temporary closure
 - 1. Reaction: 5f (uncertain duration)
- 7. Teaching and Practicing Online Procedures and Protocols (Detailed Requirements)
 - a. Teachers will develop a plan for distance learning
 - i. It will include expectations and grading for your distance learning model
 - ii. Include opportunities for daily, live interaction
 - iii. All lessons and resources will be available via district approved web sites
 - iv. Will include adequate opportunities such that a student would have work that is commensurate with what a typical student would produce in-person.
 - b. Teachers will be expected to work from campus from 8:00- 12:30 daily
 - i. Teachers will be able to “flex” their remaining work hours each day (3 hours)
 - 1. This time is to be planned, scheduled and published 2 weeks in advance
 - 2. Teachers will be available to students and parents for at least 2 of these hours
 - ii. Live instruction at the elementary level may be shortened to 2.5 hours for 1-6 grade and 1.5 hours for Kindergarten
 - iii. Live instruction at the Jr/Sr Level will be reduced
 - 1. Some courses may be suspended
 - 2. The daily schedule may be altered and/or reduced
 - iv. Independent work will be assigned to meet state standards and minimum instructional minutes
 - v. Teachers will be expected to contact individual students 2-3 times weekly
 - vi. Teachers will make lesson plans available to school leadership as we move through the year
 - 1. Real time or weekly
 - c. Teachers will be expected to produce introductory letters for parents and students with an overview of their class plans, access codes, passwords, and general description of work expected, methods of submission, grading procedures and any other relevant information. A hard copy in an envelope would be a professional touch.
 - d. Determine what students may need at home to be successful in your class in Distance Learning mode.
 - i. Coordinate with school staff to facilitate the student accessing these items
- 8. Operations With a Waiver
 - a. All of the plans and practices outlined for “Normal Operations” will be in place with the exception of the following
 - i. Cohorting

1. Students will be grouped by grade level
 - a. Grade level classes will remain together throughout the day
 - b. Groupings will be such that a grade level class will not exceed 25% of the normal room capacity
2. Lunch and Recesses will be on a staggered schedule
3. Recess supervisors will be separated and assigned to the upper or lower grades
4. Teachers will stay with their assigned grade level throughout the day
- ii. Cafeteria
 1. Meals will be served in a to-go fashion
 2. Meals will be consumed at outdoor picnic tables whenever the weather allows
 - a. Meals will be consumed in the classroom when the weather is not cooperative.
- iii. Single entrance / exit
 1. Parents will screen each student daily and submit a daily report
 2. All students will enter through one entrance
 3. Screening will take place daily at this entrance
 - a. Daily components will be: temperature check, visual observation, questions about symptoms and close contact
 4. Parents and non-essential volunteers will not be allowed on campus during this operational mode (operating with a waiver)
 5. The entrance area will have signage to assist with social distancing including markings on the ground
 6. Any students with symptoms or a "Yes" answer will be isolated and sent home without any contact with other students.
- iv. Hygiene and PPE
 1. Face coverings will be expected of all students
 - a. Grades 3-6 will not be allowed to attend if face masks are not worn at all times in a satisfactory manner
 - b. Grades TK-2 are expected to wear a face covering
 - i. It is understood that the efficacy of the face covering may not be ideal but it shall still be worn
 2. Plexiglass shields will be used in addition to face coverings for individual assessment and close work such as teaching a student to read
 3. Hand sanitizer is at the entrance to every room
 4. Hand washing stations are available in every classroom and many other areas
 5. Students will be taught and expected to wash their hands
 - a. Time will be scheduled numerous times each day for hand washing
- v. Contact tracing
 1. Princeton Elementary is very small. Contact tracing will be quite easy with the cohort and attendance data. The school secretary will be able to produce a list of all students and staff who may have been in close or prolonged contact with any individual

2. The vast majority of our families have already signed a release of information should we need to share health or demographic data with the local county public health office.
- vi. Social distancing
 1. Our small cohorts and large campus allow for physical distancing quite well
 - a. Extra furniture and items that take up space have been removed from classrooms
 - b. Every student will be able to stay 6' from others.
 - c. Signage and markings will promote social distancing while in lines
 - vii. Training and education
 1. We have been working with families throughout this era and will continue to use parent meetings, phones, newsletters, our website and our social media accounts to communicate expectations and plans
 2. Staff has been involved in the development of these plans, completed Target Solutions training and have participated in professional development activities.
 - viii. Testing and Protocols
 1. We have developed a flowchart that assists staff and families to determine the best course of action to take in the even that they have been in close contact or are experiencing symptoms.
 2. There are many test sites in the area and numerous staff have already been tested and cleared this school year (precautionary testing)
 - ix. Communication
 1. Remind will continue to be our primary emergency communication platform
 - a. A letter posted to the district website would be the next option
 2. PJUSD will follow HIPAA and FERPA guidelines at all times
 - a. See attached letter for a sample of what intend to use
 - x. Transportation
 1. Bus Drivers will screen students before boarding and follow current CASTO guidelines
 2. Students will use hand sanitizer prior to entry and wear a face covering at all times on the bus

Again, this is only a plan and recent history tells us **it will change**. This plan will be a guiding document and, while it will be approved by the board, is not intended to be regarded as time-tested policy.