

RUSD School Safety Plan-Breen

(based on: [CDPH Industry Guidance: Schools and School-Based Programs](#))

Resources

[RUSD Reopening of Schools Guidance](#)
[CDPH Industry Guidance: Schools and School-Based Programs](#)
[CDPH COVID-19 and Reopening In-Person Learning](#)
[Health and Safety/PBIS Presentation](#)
[Health and Safety/PBIS Toolkit](#)
[Responding to COVID-19 Outbreaks in the Workplace](#)
[CDPH FAQs](#)

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.

- Train students on new expectations via PBIS lessons.
 - [Recess Expectations](#)
 - [Lunch Expectations](#)
 - [Bathroom Expectations](#)
 - [Hallway Expectations](#)
 - [Physical Distancing Expectations](#)
 - [Washing Hands Expectations](#)
 - [Handwashing Schedule](#)
 - [Front Office Expectations](#)
 - [Mask Wearing Expectations](#)
 - [Wearing Masks Social Story](#)
 - [Washing Hands Social Story](#)
 - [CLASSROOM Expectations](#) (for movement, social distancing, own belongings, etc...)
- [Sending Students to the Health Office for Evaluation](#)
- Additional signage/markers will be posted on campus and in classrooms as needed.
- Signage will be posted reminding students and staff of health and safety protocols
- [Protecting Yourself from COVID-19 Poster \(Student\)](#)

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

- All classrooms will have wall mounted hand sanitizer dispensers.
- Students will be encouraged to regularly wash their hands using the classroom sink.
- Students will be reminded to wash their hands after using the restroom.
- Students will be reminded to wash hands before snacks at the playground designated area. (see [Recess Zone](#) map)

Ensure Teacher and Staff Safety

Teach and reinforce use of face coverings, or in limited instances, face shields.

- **Indoors:** Face coverings are required at all times by all individuals on a school campus indoors.
- **Outdoors:** Face coverings required all times by all individuals when physical distancing is not feasible.
 - All staff, all students in grades 3-12, and any visitors on campus.
 - TK-2nd grade Students **recommended** to wear masks if possible.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating/ 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 from others, to extent practicable.
- Staff must return to wearing a face covering outside of the classroom when physical distancing is not feasible.
- [Face Covering Guidance - CDC \(Poster\)](#)
- [Wearing Face Masks](#) (sent from Melissa Locketz)

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.

- If a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering.
- Students excluded on this basis will be offered other educational opportunities (RVC)
- Students who forget to bring a face covering to school can be assigned one in the main office.
 - Teacher will send the student to the office to receive a face mask from Lei-Lani/Amy..

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.

- All staff meetings, PLC, and professional development will be conducted virtually unless in person is critical.
- All in person sessions will be in the multi-purpose room with physical distancing of 6 feet. Seating will be marked with construction paper “placemats”.

Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

- [School Site Office Protocol \(Students / Parents / Employees\)](#)

- Break rooms will have identified seating available that provides 6 feet of physical distance between seats. Unavailable seating will be marked, “social distancing seat”.

Implement procedures for daily symptom monitoring for staff.

- [Employee Self Screening Check List](#)
- [Know the Symptoms - CDC \(Poster\)](#) (provided to staff in mailboxes to be put up in classrooms)

Intensify Cleaning, Disinfection, and Ventilation

- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff.
- Use cleaning products for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
 - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff, that are responsible for cleaning and disinfecting school sites, will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access).
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.
- A cleaning log will be displayed in each classroom/bathroom.

[Custodial Cleaning Procedures During Distance and Hybrid Learning](#)

Implementing Distance Inside and Outside of the Classroom

Create a hybrid A/B schedule allowing students to be in-person on campus in small groups for multiple days each week.

- [BR Hybrid Bell Schedule](#) (to be communicated in the Bobcat Bulletin to families)
- [RUSD A/B Calendar](#) (to be communicated in the Bobcat Bulletin to families)
- [Elementary Hybrid Learning Schedules/Expectations](#)
- [Elementary Hybrid A/B Schedule \(Grades 2-6\)](#)

Divide students into alternating A/B schedules

[Breen A/B Schedule](#)

Students on an IEP will be clustered by teacher rather than grade to minimize exposure to other students. EL ½ are clustered to be served by EL support, and GATE identified students

are clustered into the same track by teacher.

A [Hybrid Schedule Consideration Form](#) was sent to families for input (117 responses)

Classroom/Instructional Spaces

Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group/cohort of students for the whole day.

- Elementary: Students will be grouped together by classes/groups as much as possible (i.e.: student groups eat together and play together in one area).
- Where possible, designate “zones” for students at recesses/lunches to avoid commingling, create efficient flow, and avoid congestion of students.
- Shuffle for Success will only occur within the classroom with the exception of RSP students who will go to the RSP room for small group instruction.
- [Recess Zones](#)
- [Lunch Schedule/Lunch Tables](#)

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, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

- Desks/tables spaced to provide maximum physical distancing whenever possible.
- Students will be assigned the same desk every day (separate from their cohort AM/PM, A/B)
- Flexible seating may be eliminated or limited to prevent cross contamination of surfaces.
- Teachers will establish/enact PBIS classroom procedures for entering and exiting to maximize social distancing (Partly done through PBIS Committee)

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.

- [Physical Distancing Expectations](#)
- [CLASSROOM Expectations](#) (for movement, social distancing, own belongings, etc...)

Non-Classroom/Public Spaces

Arrival/Drop off: Start of School

- Bell will signal when students can come on campus at 7:40 (2nd bell at 7:50)
- Students may enter through the park gate, the fire lane, the bus loop (walking only), and the front of the school.
- Students in Kindergarten may walk up at the entrance near the bus loop **only**
- Students in 1st grade may walk up at the front of the school near the field **only**

- Drivers dropping off students through the parking lot loop must remain in their car
- Late arriving students must check in at the office.

Families are not to be on campus for morning drop off except for the following:

- K/1st Grade families can walk child to the entrance indicated above

Departure/Pick up: End of School day

Teachers will stagger dismissal of students into 3 waves (1-2 Minutes apart)

- Students may exit through the park gate, the fire lane, the bus loop (walking only), and the front of the school.
 - Walkers exit first
 - Bike/Scooter riders second
 - Car pick-ups third
- No families are allowed to be on campus except for K-1st grade parents
- K-1st grade parents can pick up directly at classroom door and then follow arrows off campus

Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

- Arrows for 1-way movement/flow painted on cement throughout campus. [Map here.](#)
- Access areas publicized to parents (including back gate, Kinder playground (all 3 gates), Emergency gate to blacktop.
- Flow of movement intended for all “moving times” (ingress/egress, recess, lunch) **(Not individual movement)**

Limit nonessential visitors, volunteers, and activities involving outside groups.

- Campus access will be limited to staff, students, and parents/guardians on official business ONLY.
- No volunteers and visitors on campus
- Indoor campus facilities use will not be available for use by outside groups at this time.

Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing.

- [Bell schedule](#)
- [Cafeteria Seating Chart](#) : All students 2nd - 6th excused by class.
- Students required to sit with own cohort (with social distancing marked seating with bobcat paws)
- Students enter the cafe through standard entrance: follow arrows to food and pay at the door by parking lot.
- TK-1st Grade: AM students Grab n Go option only at door facing small parking lot
- TK-1st Grade: PM students can sit down and eat lunch before school.

Serve meals/lunch more frequently, outdoors, or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating.

- Outdoor facilities will be used to the greatest extent possible for lunch and P.E.
- Food should not be shared between students.
- [Lunch Schedule/Lunch Tables](#)

Reduce or eliminate large gatherings of staff and students including assemblies, rallies, athletic competitions, concerts, etc.

- All assemblies and large group activities suspended until further notice.
- Morning Announcements will be done through Flipgrid.
- PBIS Bobcat Payout: Protocol is TBD: Based on input from PBIS team and staff.

Limit Sharing

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.

- [Recess Zones](#): 1 class per zone (Max of 6 Zones).
- [Zones remain for the entire week](#). (Then move sequentially: 1 to 2, 2 to 3, 3 to 4, etc.)
- Playground equipment assigned to each cohort by class (A/B bag)
- Classroom drinking fountains will not be accessible for drinking.
- Signage posted at water fountains (where feasible) instructing students to fill water bottles and/or cups.

Avoid sharing electronic devices as much as practicable. Where sharing occurs, clean and disinfect between uses.

- Students bring district issued Chromebook in their backpack to school and home each day. Students arrive on campus at 7:40 and move directly to the classroom and pull out a Chromebook from backpack and put on desk.
- Those not issued a district Chromebook will be assigned 1 to use each day in class (Same one each day)
- Shared computers and other equipment regularly wiped down throughout the school day as feasible.
- [Technology in the Classroom - Keeping Devices Clean Poster](#)

Train All Staff and Educate Families

Communicate with staff about preventing the spread of COVID-19 if they are sick, including the importance of not coming to work if they have symptoms, or if they or someone they live with has been diagnosed with COVID-19.

Self-Screening Checklists:

- [Employee Self-Screening Check List](#) (Staff should conduct frequently)
- [Student Self or Parent/Guardian Screening Check List](#) (Messaging to parents to check frequently).

Protocol for what to do when someone is sick or concern over symptoms:

- Office: When checking temperature: Use “no touch thermometer”
- [Sending Students to the Health Office for Evaluation](#)
- [What to Do if You are Sick \(General - CDC\)](#)
- [Know the Symptoms - CDC \(Poster\)](#) (Copied provided and put in every mailbox to hang in room)
- [Flowchart for COVID-19 Exposure](#) (PCPH) (Steps taken when someone is sick)

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.

All Health office materials moved to Room 3 (including Fridge, bed, chairs 6 ft. apart, Health Aide and Support)

- Back up emergency Isolation Room: Office Conference Room
- Any students/staff exhibiting symptoms should immediately be required to wear a face covering and waits in an isolation area until transported home or to a healthcare facility, as soon as practicable.

Additional Health Aide Support & COVID Liaison (Documentation, notifying officials/family/staff, Assisting Moriah):

- 1st 6 Weeks of Hybrid return, Health Aide Moriah Warfield on site 6 hours per day.
- Amy/Jennifer/Lynne/Jennifer M.: Support for Moriah. [Elementary Alternate Locations & Assignments](#)
 - Includes: Contacting District Office and notifying families & staff per [district protocol](#).

Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.

- [Sending Students to the Office: Procedure/ Recommendations](#)

Maintain Healthy Operations

Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures.

Maintaining Healthy Operations

Rocklin Unified School District is committed to maintaining healthy operations with an added emphasis on:

- Monitoring student absenteeism and the types of illnesses and symptoms experienced
- Monitoring staff absenteeism and have a roster of trained back-up staff
- Maintain communication systems that allow staff and families to self-report symptoms while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA) and state law related to the privacy of educational records
- Support students and families with a higher risk for severe illnesses by providing a distance learning option (Rocklin Virtual Campus)
- Communicate and consult with the Placer County Health Department to stay current with COVID-19 activity and guidance
- Identify a staff liaison(s) at each site to be responsible for responding to COVID-19 concerns

State and local health orders will be checked daily to see if operational adjustments are needed. Rocklin Unified School District will seek guidance from local public health officials if the need for partial or total closure of a classroom(s) or school(s) is necessary due to positive COVID-19 case(s) of staff, student(s), or visitor(s)/volunteer(s). The State and Public Health Officials may also order the partial or full closure of a school/ district due to the level of community spread. Rocklin Unified School District has contingency plans in place for the following instances if needed:

- Closing of a classroom
- Reducing the number of students on campus
- Closing of a specific school/site
- Transitioning to Distance Learning
- Communication plan for staff and community

State Guidelines for Schools state district or individual school closure is recommended based on the number of cases, the percentage of teachers/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of students & staff are infected or potentially infected in a 14-day time period. This may also depend on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigations or other local epidemiological data.

Frequently Asked Questions

What is the State's criteria for closing a school district? A school district should close if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district/individual school is closed, when will it reopen? Districts will typically reopen after 14 days, in consultation with the local public health department. If public health officials order total closure of schools, Rocklin Unified School District students will default to full distance learning with virtual instruction by their teacher. This model is 100% online and home-based.

Considerations for Partial or Total Closures

Establish clear, data-based criteria for when partial or total school closures are necessary due to COVID-19 outbreak and spread.

- Individual school closure is recommended 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.
- **Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.** 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.
- A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.
- [CDPH COVID-19 and Reopening In-Person Learning](#)

Establish clear, data-based criteria for when classrooms or schools will reopen and the process to insure this happens in a matter compliant with health and safety guidance.

- Schools may typically reopen after 14 days and the following have occurred:
Cleaning and disinfection
Public health investigation
Consultation with the local public health department.
- Districts may typically reopen after 14 days, in consultation with the local public health department.
- [CDPH COVID-19 and Reopening In-Person Learning](#)