

# Rocklin Elementary School Safety Plan

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

## Resources

[RUSD Reopening of Schools Guidance](#)  
[CDPH Industry Guidance: Schools and School-Based Programs](#)  
[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 to follow specific routes on campus (i.e.: recess / lunch / bathroom / front office).
  - [Recess Expectations](#)
  - [Lunch Expectations](#)
  - [Bathroom Expectations](#)
  - [Hallway Expectations MAP](#)
  - [Front Office Expectations](#)
  - [Sending Students to Room 16 for Health Office Needs](#)
  - [Mask Etiquette and Hygiene Expectations](#)
  - [Hand Washing/Sanitizing Expectations](#)
  - [Water Fountain Safety Expectations](#)
  - [Arrival Guide/Morning Drop off MAP](#)
  - [Dismissal Guide/Pick Up Procedures MAP](#)
- [Protecting Yourself from COVID-19 Poster \(Student\)](#)
- [Custodial Cleaning Procedures](#)

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

- All classrooms will have wall mounted hand sanitizer dispensers.
- Elementary classrooms will have students regularly wash their hands using the classroom sink.
- Students will be reminded to wash their hands after using the restroom.

## Ensure Teacher and Staff Safety

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

- Face coverings are required to be worn properly at all times by all individuals on a school campus indoors. Face coverings are required to be worn properly at all times by all individuals outdoors when physical distancing is not feasible. This applies to all staff, all students in grades 3-12, all administrators, and any visitors on campus. Students in grades TK-2 are recommended to wear masks if possible.
- [Face Covering Guidance - CDC \(Poster\)](#)

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt

- 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 from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom when physical distancing is not feasible.

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. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

- 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 should be offered other educational opportunities through distance learning (CDPH).

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.

- Virtual Meetings while in Distance Learning
- Staff Meetings to be held in Cafe with physical distancing measures in place and all staff wearing appropriate protective gear. If physical distancing is not feasible, then meetings will be held virtually.

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

- Staff will be limited to the use of staff rooms and other small settings where physical distancing is not feasible.
- Staff will be responsible for determining social distancing (to the extent feasible). If a particular room is deemed too full, staff will find an alternate location.
- [School Site Office Protocol \(Students / Parents / Employees\)](#)

Implement procedures for daily symptom monitoring for staff.

- [Employee Self Screening Check List](#)
- [Know the Symptoms - CDC \(Poster\)](#)

## 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.

## **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.

- [Rocklin Elementary Bell Schedule](#)
- [Elementary Hybrid Learning Schedules/Expectations](#)
- [Elementary Hybrid A/B Schedule \(Grades 2-6\)](#)

Divide students into alternating A/B schedules, attempting to halve the number of students in a classroom on any given day. Consider groups for RSP, EL, consistent schedules for families, etc. as student placements are made.

- [Rocklin Elementary Hybrid Class Rosters](#)
- Updated in Aeries to show A/B

## ***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.

- Bulldog 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.

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 may be assigned seating/desks as practicable. Flexible seating may be eliminated or limited to prevent cross contamination of surfaces.

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.

- [Movement Around Campus Map](#)

## ***Non-Classroom/Public Spaces***

Arrival/Drop off: Start of School

- All students are to not arrive to campus until 8:15 and then proceed immediately to classroom
- Bell will signal when families can come on campus at 8:15 (2nd bell at 8:25)
- Families are not to be on campus for morning drop off except for the following:
  - TK/K/1st Grade families can walk child to front door of classroom
  - Families of Tk-1st then proceed off campus through use of arrows on walkways (see map below)

### Departure/Pick up: Mid-Day (TK-1)

- Parents will pick up students at classroom door and escort to Grab and Go Station or off campus
- TK pick-up at 10:40
- K-1 pick-up at 11:10

### Arrival/ Drop off: Mid-Day (TK-1)

- Parents will drop students off in Bus Loop
- TK drop off at 11:15
- K-1 drop off at 11:30 if having lunch
- K-1 drop off at noon at Kinder playground if not having lunch

### Departure/Pick up: End of School day

- No families are allowed to be on campus except for TK-1st grade and STP parents
- TK-1st grade and STP parents can pick up directly at classroom door and then follow arrows off campus
- All other students will be picked up at respective [Zones](#)

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 including in hallways and movement around campus during “movement times”: Recess, Ingress/Egress, Lunch

- Arrows for one-way movement/flow painted on cement throughout campus. [Map here.](#)
- Access areas (Zones) publicized to parents

### 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.
- [Visitor Self Screening Check List](#)

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.

- Directional routes/markings, as applicable, for classes/students to move about campus safely and to avoid large groupings/congestion.
- Hallways shall be marked for one-way egress and ingress as necessary. [MAP](#)

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.

### Describe Actions/Plan and/or Link Documents.

- Enter and Exit Doors with flow for Cafe- [MAP](#) (Scroll to RES)
- Cafe will be used when outdoor seating is not available. Students will need to sit socially distanced from their peers and the use of alternating seating will be used to the extent feasible.

- [Cafe Seating Chart](#)
- Food should not be shared between students.
- Students will enter the cafe by the bus loop and will follow arrows to food and pay at the door by the front office
- AM TK-1st Grade: Grab and Go at door by Front Office (parents will pick child up at classroom and escort to Cafe)
- ALL PM TK-1st Grade: Drop off in Zone C and enter Cafe door

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

- Large gatherings will be suspended (i.e.: rallies, assemblies).
- Virtual PAWS Celebrations that include RVC students will take place starting in November 2020.

### 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 4 Zones)
- Zones remain for the entire week. [Zone Rotation](#)
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class **only** in a designated area. Equipment will be sanitized daily.
- Classroom drinking fountains will not be accessible for drinking and will be covered with a cup. Signage will be posed at water fountains 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.

- [Technology in the Classroom - Keeping Devices Clean Poster](#)
- Students bring district issued Chromebook in their backpack to school and home each day. Students arrive on campus at 8:15 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

### 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:

- Room 16: When checking temperature: Use “no touch thermometer”
- [Sending Students to Room 16 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 16** (including Fridge, bed, chairs 6 ft apart, Health Aide and Support)

- Back up emergency Isolation Room: Office Conference Room

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

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

### 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.

- 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](#)