

RUSD School Safety Plan

Twin Oaks Elementary

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

| Resources |
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| 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 | |
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| | Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. |
| | <ul style="list-style-type: none"> ● Train students to follow specific routes on campus (ie: recess / lunch / bathroom / front office). ● 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. |
| | <ul style="list-style-type: none"> ● All classrooms will have wall mounted hand sanitizer dispensers. (Dispensers being installed 8/31/2020) ● Elementary classrooms will have students regularly wash their hands using the classroom sink. <ul style="list-style-type: none"> ○ Washing Hands Video - Kinder ○ Washing Hands Video - 1st and 2nd ○ Washing Hands Social Story ○ Hand Washing Poster ○ Boy Superhero Hand Washing Poster ○ Girl Superhero Hand Washing Poster ○ Healthy Future Hand Washing Poster ○ Family Hand Washing |

| Ensure Teacher and Staff Safety | | | | | | | | | |
|-------------------------------------|---|-----|---------------------------|-------------------|----|-------------------------------------|-----------------------|-------------------------------------|--------------------|
| | Teach and reinforce use of face coverings, or in limited instances, face shields. | | | | | | | | |
| | <ul style="list-style-type: none"> ● Wearing a Mask Social Story ● Face Covering Guidance - CDC (Poster) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: center; padding: 2px;">Age</th> <th style="text-align: center; padding: 2px;">Face Covering Requirement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">Under 2 years old</td> <td style="text-align: center; padding: 2px;">No</td> </tr> <tr> <td style="text-align: center; padding: 2px;">2 years old – 2nd grade</td> <td style="text-align: center; padding: 2px;">Strongly encouraged**</td> </tr> <tr> <td style="text-align: center; padding: 2px;">3rd grade – High School</td> <td style="text-align: center; padding: 2px;">Yes, unless exempt</td> </tr> </tbody> </table> | Age | Face Covering Requirement | Under 2 years old | No | 2 years old – 2 nd grade | Strongly encouraged** | 3 rd grade – High School | Yes, unless exempt |
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| Under 2 years old | No | | | | | | | | |
| 2 years old – 2 nd grade | Strongly encouraged** | | | | | | | | |
| 3 rd grade – High School | Yes, unless exempt | | | | | | | | |

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| | <p>When do students need to wear a mask?</p> <p>When students are in the classroom... they need to wear a mask. *</p> <p>When students are out in public spaces (hallways, MPR, etc.) ... they need to wear a mask. *</p> <p>When students go out to recess... they need to wear a mask. *</p> <p>When students go to PE under the supervision of an IA or teacher and are OUTSIDE and physically distanced... they DON'T need to wear a mask.</p> <p>When students go to PE under the supervision of an IA or teacher and are INSIDE... they need to wear a mask. *</p> <p>*unless they are TK-2 and it is strongly encouraged OR if they have a medical exemption OR a disability that prevents them from wearing a mask!</p> |
| | <p>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.</p> |
| | <ul style="list-style-type: none"> • 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). • Medical Exemption for Face Covering - Students 3rd - 6th grade that are exempt from wearing a mask, must submit a doctor's note to the school nurse and may be required to wear a face shield. |
| | <p>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.</p> |
| | <ul style="list-style-type: none"> • Staff meetings, professional development training will be held via zoom • In the event an in person training is needed, the "den" will be used and participants will be required to socially distance. |
| | <p>Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.</p> |
| | <ul style="list-style-type: none"> • School Site Office Protocol (Students / Parents / Employees) |
| | <p>Implement procedures for daily symptom monitoring for staff.</p> |
| | <ul style="list-style-type: none"> • 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.

- [Custodial Cleaning Procedures](#)

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.

- [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.

- Students were assigned to A and B groups. Completed 8/2/2020.
- Notification of designated groups sent 8/9/2020.

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.

- Students will be grouped together by classes/groups as much as possible.
- Students will eat in their classroom with supervision.
- In order to prevent commingling of students, the playground will have designated zones and students will be assigned play zones according to their cohort.
 - [Playground zone map](#)

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 seating/desks as practicable.
- Flexible seating will be eliminated or limited to prevent cross contamination of surfaces.
- Classrooms will have desks/area/chairs for the total number of students in the classroom and will assign groups of two with one desk/area for group A and one for group B.

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.

[RUSD Health and Safety Reopening Matrix](#)

Non-Classroom/Public Spaces

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.

- Several different drop off/pick up areas on campus will be designated for different classrooms or by grade levels, as feasible.
 - [Arrival Entry Point Map](#)
 - [Twin Oaks Arrival Plan](#)

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| | <ul style="list-style-type: none"> Guidelines will be established for use of bathroom, office, and other common spaces to limit the number of people in these spaces at any given time. <ul style="list-style-type: none"> Bathroom Guidelines Follow Office Guidelines Follow School Entry Map Cafeteria Flow Map for entering and exiting cafeteria |
| Limit nonessential visitors, volunteers, and activities involving outside groups. | |
| | <ul style="list-style-type: none"> 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 Checklist |
| 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. | |
| | <ul style="list-style-type: none"> Directional routes/markings, as applicable, for classes/students to move about campus safely and to avoid large groupings/congestion |
| 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. | |
| | <ul style="list-style-type: none"> Students in grades 2 - 6 will eat in their classrooms. K - 1 AM students will use a grab and go lunch schedule. K - 1 PM students will eat in classroom cohorts at designated areas in the cafeteria. <ul style="list-style-type: none"> Lunch Supervision and Bell Schedule Cafeteria Flow Map Food should not be shared between students. |
| Reduce or eliminate large gatherings of staff and students including assemblies, rallies, athletic competitions, concerts, etc. | |
| | <ul style="list-style-type: none"> Large gatherings will be suspended (i.e.: rallies, assemblies). |

| Limit Sharing | |
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| 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. | |
| | <ul style="list-style-type: none"> 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. 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. | |
| | <ul style="list-style-type: none"> Shared computers and other equipment should be regularly wiped down throughout the school day as feasible. Technology in the Classroom - Keeping Devices Clean Poster |

Train All Staff and Educate Families

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| | 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. |
| | <ul style="list-style-type: none">• Positive for COVID-19 Protocol (Students/ Parents / Employees)• What to Do if You are Sick (General - CDC) |
| | For workers, teach COVID-19 specific symptom identification and when to seek medical attention |
| | <ul style="list-style-type: none">• Know the Symptoms - CDC (Poster) |
| | Implement the RUSD plan and procedures to follow when children or adults are exposed, have symptoms, or become sick at school. |
| | <ul style="list-style-type: none">• Flowchart for COVID-19 Exposure (PCPH) |

Check for Signs and Symptoms

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| | Implement screening and other procedures for all staff and students entering the facility. |
| | <ul style="list-style-type: none">• Employee Self Screening Checklist• Student Self or Parent/Guardian Screening Checklist |
| | Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer. |
| | <ul style="list-style-type: none">• Student Self or Parent/Guardian Screening Checklist |

Plan for When a Staff Member, Child, or Visitor Becomes Sick

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| | 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. |
| | <ul style="list-style-type: none">• Elementary Alternate Health Office Locations / COVID-19 Officers |
| | Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms. |

Maintain Healthy Operations

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| | Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. The liaison should 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. |
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| | <ul style="list-style-type: none"> • Elementary Alternate Health Office Locations / COVID-19 Officers |
| | Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures. |
| | <ul style="list-style-type: none"> • Students / Staff can report symptoms to school health aide or email RUSDCOVIDnurses@rocklinusd.org or call 916-630-3308 report a positive test result. • Exposure notices will be sent to families of students that have been in close contact with a positive case. • Families of closed cohorts will be notified through messages sent electronically or voice messages • Positive case notices will be reported to all families of those students / staff that were not directly exposed. |

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| Considerations for Partial or Total Closures | |
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| | Establish clear, data-based criteria for when partial or total school closures are necessary due to COVID-19 outbreak and spread. |
| | <ul style="list-style-type: none"> • 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. |
| | <ul style="list-style-type: none"> • 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 |