

RUSD School Safety Plan- Parker Whitney

(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](#)
 - Playground
 - [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 staff and students (grades 3-12) on a school campus while indoors.
- **Outdoors:** Face coverings required at 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 and students in grades 3-12 must return to wearing a face covering outside of the classroom when physical distancing is not feasible.
- [Face Covering Guidance - CDC \(Poster\)](#)

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 Angela/Christina.

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 painted “paws”.

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 with an X for, “social distancing seat” or seats are removed.

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.

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

Divide students into alternating A/B schedules

Parker Whitney A/B [Schedule](#)

Students on an IEP will be clustered by grade and/or day to minimize exposure to other

students. EL ½ are clustered to be served by EL support, on PM or B schedule and GATE identified students are clustered into the same cohort by teacher.

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).
- When available, students should not share desks.
- If students must share desks, nothing should be stored inside the desk (turn desks around so students do not have access).
- Nothing should be kept on top of desks for cleaning purposes.
- Personal items (pencil boxes, etc.) should be sprayed with disinfectant weekly.
- When possible, teachers will provide students with separate bags of manipulatives.
- When not possible, manipulatives will be used by a limited number of students and sprayed with disinfectant between uses.
- Where possible, designate “zones” for students at recesses/lunches to avoid co-mingling, create efficient flow, and avoid congestion of students.
- Panther Parade will only occur within the classroom with the exception of RSP students who will go to the RSP room for small group instruction with social distancing.
- [Recess Zones](#)
- Lunch [Schedule](#)

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. Yoga ball chairs will not be in use for the school year.
- 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 8:15.

Teachers will open doors to receive students at 8:15, second bell will ring at 8:25 to signal beginning of instruction.

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

- TK and 1st grade meet their teachers at the flag pole, Kinder AM group dropped off and picked up at blue benches, Kinder PM group dropped off at flag pole, picked up at blue benches

Departure/Pick up: End of School day

2-6 Teachers will stagger dismissal of students by grade level. Grades 2, 5 and 6 will release at the bell. Teachers will walk entire cohort to front boundary of closest crosswalk and ensure physical distancing still occurs. Grades 3 and 4 will release 1-2 minutes after and use the main crosswalk by the admin building and follow the same process.

No families are allowed to be on campus-they may wait at the flag pole for TK and 1st grade students only.

TK drop off and pick up will be: at the flagpole

Kinder drop off and pick up will be: AM group at blue benches, PM group drop off at flag pole, pick up at blue benches

1st grade drop off and pick up will be: at the flagpole

Bus riders will meet in the cafeteria and maintain social distancing.

Suggest to parents to find a meeting location at the front of the school prior to school starting
Bus riders will go directly to the cafeteria and maintain social distancing.

Car Pick Up: Will remain the same as previous years.

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 will be by class cohort: All students 2nd - 6th excused by class.
- Students required to sit with own cohort (with social distancing marked seating with panther paws)
- Students enter the cafe through doors at the top of ramp entrance by admin building. Point of sale is just inside to the left. Follow the social distancing floor decals to the food window and take a seat on a paw. Teachers will pick up students in the cafeteria at the end of the lunch period and exit the doors to the left of the stage. [Map here](#)
- TK-1st Grade: AM students Grab n Go will be delivered to classrooms.
- 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](#)
- Morning Breakfast Service - Students will use social distancing protocols and sit on paws (same as lunch).

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.
- Friday Assembly will be virtual and emailed to teachers
- PBIS Friday drawing included in Friday assembly, and individual classroom PBIS rewards allowed within cohort only

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](#): class has a choice between two zones..
- Zones remain for the entire week. Rotation Schedule
- Playground equipment assigned to each cohort by class (A/B bag)
- Classroom drinking fountains will not be accessible for drinking. Students may fill water bottles and/or cups.
- 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.

- TK-1 students will leave devices at home. Teachers can request students to bring devices to teach their students specific programs.
- Students (2-6) will bring Chromebooks and chargers to school each day and will not share devices. Devices should be fully charged. Each class will be provided with additional devices (and chargers) for students who do not BYOD.
- Teachers should label student Chromebooks with students' names (Non-permanent way, i.e. label, blue tape, post-it note).
- Those not issued a district Chromebook and do not BYOD, will be assigned 1 to use each day in class (Same one each day). These devices will be wiped down between each cohort.
- Shared computers and other equipment regularly wiped down throughout the school day as feasible.
- [Technology in the Classroom - Keeping Devices Clean Poster](#) - provided to each classroom.

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 5 (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 Nicole):

- 1st 6 Weeks of Hybrid return, Health Aide Nicole Blackwell on site 6 hours per day.
- Sheryl and Christina, Support for Nicole. [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](#)