

# RUSD School Safety Plan: Sierra Elementary

(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 routines to reinforce habits that generally reduce the spreading of germs, including 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 (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.
- [PBIS for COVID-19 Lesson Plans](#) to be taught during distance learning on Sept. 17 & 18
- [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.
- [Student Handwashing Schedule](#)

## Ensure Teacher and Staff Safety

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

- [Mask Etiquette and Hygiene Lesson Plan](#)
- [Face Covering Guidance - CDC \(Poster\)](#)
- [Do you need to quarantine? PCHHS/PH \(Poster\)](#)

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

- 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 strongly encouraged to wear masks.
- 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 wear a face covering outside 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 (RVC).
- Students who forget to bring a face covering to school will be given a disposable face covering by their teacher or be sent to the health aide room K-1 to receive a mask.
- **Medical Exemption for Face Covering: A doctor note is required to be submitted to the school health staff. Students in grades 3-6 who are exempt from a face covering may be required to wear a face shield.**

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 group/staff meetings will be offered virtually and/or outdoors.

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 6-feet of social distancing. If the staff lounge is deemed too full, staff will find an alternate location, for eating, e.g. group of 4 on patio, or in the Dream Lab. Staff may use the staff lounge room to store, prepare, and eat food when physical distancing of 6 feet is maintained.
- Staff electing to eat in the staff lounge or other shared space are responsible for cleaning their own food prep/eating area.
- [School Site Office Protocol \(Students / Parents / Employees\)](#)

Implement procedures for daily symptom monitoring for staff.

- [Employee Self Screening checklist](#)
- [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.
  - [Custodial Cleaning Procedures during Distance and Hybrid Learning](#)
- 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.

- [Elementary Hybrid Learning Schedules/Expectations](#)
- [Sierra Elementary Bell Schedule](#)
- [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.

- [Sierra A/B Hybrid Class Lists](#)

## *Classroom/Instructional/Shared 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 (i.e.: student groups eat together and play together in one area), as physically-distanced as is practicable.
  - Weather-permitting, students will eat outside in the amphitheater and adjacent grass areas.
  - [Sierra Indoor Lunch Seating Plan](#)
  - [Sierra Lunch Schedule](#)
  - [2nd/3rd Recess Zones](#) and [4th-6th Recess Zones](#)
  - Snacks will be allowed at the recess breaks and are to be consumed in the assigned recess zone.
- Shark Shuffle for Success will only occur within the classroom, with the exception of RSP students, who will go to the RSP rooms 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.](#)
- 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.

- [See physical distancing and hallways lessons plans.](#)
- [Movement around campus.](#)
- Teachers may take students outdoors during the school day for instruction/reading/etc. Students may sit on the grass, on the ground, on benches without a requirement for cleaning. If teachers choose to use a common area with tables, teachers are responsible for wiping down the tables after their group is finished using that space.

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

#### Arrival/Drop off: Start of School

- All students are required to wear masks during arrival and departure at the beginning and end of every day.
- Bell will signal when students may come onto campus at 7:40 (school starts at 7:50).
  - Upon arrival, all students are to walk directly to their classroom and line up outside the door on a “shark spot.” The teacher will welcome students into class between 7:40-7:50.
  - Kindergarten, 1st, and 2nd grade students and their siblings should be dropped off in the office parking lot drop-off lane starting ten minutes prior to the school start time.
    - For students unable to get out of the car on their own, masked parents/guardians may park and walk the student to the drop-off area.
    - All students in Ms. Burke’s and Mrs. Anderson’s and Mrs. Blynn’s class are to enter their classrooms through the gate to their playground that is nearest the office parking lot.
  - 3rd-6th Grade students without siblings in grades K-2 are to be dropped off in the back parking lot loop.

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

- K - 1st grade students will be walked out to the Kindergarten playground for pickup by staff.
  - Parents who are walking or parking to pick up their K/1st grader may line up, distanced, along the Kindergarten playground fence. These students should be released first to clear the sidewalk area quickly so that the sidewalk is cleared for students who will use the sidewalk area to get into their cars for parents picking up by car.
  - Parents picking up students who can independently get into a vehicle, may pull up along the pickup loop at the front office and the student will be released to walk to the car.
- 2nd - 6th grade Teachers will stagger dismissal of students into 2 waves (1-2 Minutes apart)
  - Wave 1 = Walkers, Bus Riders, Bikers/Scooters.
  - Wave 2 = students getting picked up in cars.
    - Pick-up in office loop: 2nd and 3rd graders and any of their older siblings. Students from each 2nd/3rd cohort will line up at a designated spot on the kindergarten playground. Older siblings or carpool buddies may stand next to them.
    - Pick-up in back parking lot loop: 4th-6th graders without a 2nd or 3rd grade sibling
  - Parents may not come into the heart of campus to pick up children, but may plan a meeting spot at a sidewalk at the street side perimeter of campus. Students from each 4th-6th cohort will line up at a designated spot on the playground.
- Indoor campus facilities use will not be available for use by outside groups at this time.
- [Visitor Self Screening checklist](#)

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

- Campus access will be limited to staff, students, and parents/guardians on official business ONLY, who have made a previously approved, scheduled appointment with a staff member.
- 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 ground that students can follow to enable physical distancing while passing.

- Directional routes/markings, as applicable, for classes to move about campus safely and to avoid large groupings/congestion during group transition times. Free movement during non-passing periods is allowed.
  - [Sierra Campus Map with Walkway Routes](#)

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.

- Teachers will walk their cohort to lunch or to their recess zone at lunch and recesses. Teachers will pick up their students from the cafeteria or recess zone at the end of lunch or a recess.
- Outdoor facilities will be used to the greatest extent possible for lunch and P.E.
- Sierra [Cafeteria Seating Chart](#) and [Supervision Schedule](#) including map of cafeteria entry/exit path.
- Food should not be shared between students.
- Using [the hybrid bell schedule](#) for Grab and Go Lunch for AM/PM Kindergarten and 1st Grade students:
  - AM K-1st Grade: Grab and Go at back door of the cafeteria accessed through the back parking lot. Parents may pick child up at front office loop, then proceed in their vehicle to pick up the Grab and Go lunch at the back parking lot cafeteria door.
  - PM K-1st Grade: Parents of PM K/1st grade students may pick up a Grab and Go lunch for their child at the back parking lot cafeteria door. Lunch is to be consumed under parent supervision in the car, parking lot, or somewhere off-campus, as supervision is not available at this time, OR the lunch may be saved in the backpack for the PM snack break for K/1st graders.

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

- Large gatherings will be suspended (i.e.: rallies, assemblies).
- Virtual Celebrations that include RVC students will take place via the Monday Morning Announcements Video and via the weekly Positive Video from the Principal weekly tradition as nominated by each teacher.

## 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 cohort per zone (Max of 5 Zones). [2nd/3rd Recess Zones](#). [4th - 6th Recess Zones](#).
- Zones assigned for the entire week. (Then move sequentially: e.g. 1 to 2, 2 to 3, 3 to 4, 4 to 1)
- Playground equipment assigned to each class and used by that class **only**.

- Recess equipment will be assigned to each cohort and will be cleaned regularly (spray with Oxifir and let air dry after use before reentering the classroom.)
- [Per CDC, disinfecting of playgrounds is not required.](#)
- 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 charged, district-issued Chromebook in their backpack to school and home each day. Or students may elect to bring their own device. Upon arrival to school each day, students go directly to the classroom and pull the Chromebook from their backpack and put it on their desk.
- Those not issued a district Chromebook will be assigned 1 to use each day in class if/as needed.
- Shared computers and other equipment regularly wiped down throughout the school day as feasible.
  - Teachers and students may use alcohol-based wipes or the district-provided classroom cleaner (three squirts on a paper towel, wipe device, then let air-dry).

### 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 Checklist \(Staff should conduct frequently\)](#)
- [Student Self or Parent/Guardian Screening Checklist](#) (embed in parent newsletter)

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

- Room K-1: When checking temperature: Use “no touch thermometer”
- [Sending Students to Room K-1 for Evaluation](#)
- [What to Do if You are Sick \(General - CDC\)](#)
- [Know the Symptoms - CDC \(Poster\)](#) (copies provided to all staff)
- [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 K-1 (including Fridge, bed, chairs 6 ft. apart, Health Aide & Support)

- Back up emergency Isolation Room: Dream Lab
- Additional Health Aide Support & COVID Liaison (Support for documentation, notifying officials/family/staff, and Assisting Melissa)
- Health Aide, Candice Sillence, on site 6 hours per day.
- Carolyn/Mindi: Support for Candice. [Elementary Alternate Locations & Assignments](#)
  - Includes: Contacting District Office and notifying families & staff per [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.

- 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](#)