

# SRES School Safety Plan

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

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## 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 to follow health and safety protocols
- Additional signage/markers posted on campus and in classrooms as needed.
- Signage 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 have wall mounted hand sanitizer dispensers.
- Elementary classrooms will have students regularly wash their hands using the classroom sink.
- Train students to follow specific routes on campus (i.e.: recess / lunch / bathroom / front office).
  - [SRES Pathway Map](#)

## Ensure Teacher and Staff Safety

### [SRES Hybrid Expectation Presentation 2020](#)

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

- [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

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).
- 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.

- SRES meetings and professional development will be held virtually using Zoom or Google Meet.
- Small group meetings of 4-5 can be held in the administrative conference. Larger group meetings can be held in classroom 31 with physical distancing.

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

- [School Site Office Protocol \(Students / Parents / Employees\)](#)
- The staff room in the administrative building will serve as the Health Office for student/staff with COVID symptoms. Room 3 will be the staff room to include microwaves, tables, a refrigerator, and sink. The current health office in the administrative building will be a mini staff room as well. Staff may use this room to store, prepare, and eat food when physical distancing of 6 feet is maintained.

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.
  - [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](#)
- [SRES Hybrid Schedules](#)

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.

- [SRES Hybrid Class Placements](#)

## 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.
- [SRES Zones for Recesses](#)

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.
- Elementary: Students may be assigned seating/desks as practicable. Flexible seating may be eliminated or limited to prevent cross contamination of surfaces.
- SRES 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 Expectations 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.
  - [SRES Drop Off/Pick Up Procedures](#)
- 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.
  - SRES Bathroom Guidelines
  - SRES Admin Building Guidelines
  - SRES Library Guidelines: Library staff will provide digital resources, book exchange, and can push in to classrooms

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.

- [SRES Pathway Map](#)
- 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.

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.

- [SRES Cafeteria Seating Chart and Supervision Schedule](#)
- Outdoor facilities will be used to the greatest extent possible for lunch and P.E.
- Food should not be shared between students.

Reduce or eliminate large gatherings of staff and students including assemblies, rallies, athletic

competitions, concerts, etc.

- Large gatherings will be suspended (i.e.: rallies, assemblies).

## 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.

- 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.

- Students are encouraged to bring their own device to school, including those who have a device on loan.
  - [SRES BYOD Policy](#)
- 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

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 as well as learning how to identify symptoms

### Self Screening Checklists:

- [Employee Self Screening Check List \(Staff should conduct frequently\)](#)
- [Student Self or Parent/Guardian Screening Check List](#)

### 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 Front 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

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.

- [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.

- Administrative staff, including the health aide, will contact family members to pick up and transport students who are exhibiting COVID-19 symptoms.
- Students will wait in the designated health office in the administrative building
- Families will check in and sign the student out in the front office, then pick up the student in the health office via the outside door (see map below)
  - [Student Pick Up from Health Office Procedures](#)

## Maintain Healthy Operations

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.

- [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.

- Staff and families can email the principal, Melanie Patterson, at [mpatterson@rocklinusd.org](mailto:mpatterson@rocklinusd.org) to self-report symptoms of COVID-19
- The principal will promptly notify students and staff of exposures and closures via email and/or phone call.

## 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](#)