

# RUSD School Safety Plan: Valley View Elementary

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

Resources
<a href="#">RUSD Reopening of Schools Guidance</a> <a href="#">CDPH Industry Guidance: Schools and School-Based Programs</a> <a href="#">CDPH COVID-19 and Reopening In-Person Learning</a> <a href="#">Health and Safety/PBIS Presentation</a> <a href="#">Health and Safety/PBIS Toolkit</a> <a href="#">Responding to COVID-19 Outbreaks in the Workplace</a> <a href="#">CDPH FAQs</a> <b><a href="#">All Hybrid PBIS Lessons (also below under each topic area)</a></b>

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.
	<ul style="list-style-type: none"> <li>● <b><a href="#">PBIS Hand Washing Lesson</a></b> - Train students on how to properly wash and sanitize hands; use videos, stories, lessons <b><a href="#">Hand Washing Story</a></b></li> <li>● Additional signage/markers will be posted on campus and in classrooms as needed.</li> <li>● Signage will be posted reminding students and staff of health and safety protocols.</li> <li>● <a href="#">Protecting Yourself from COVID-19 Poster (Student)</a></li> </ul>
	Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
	<ul style="list-style-type: none"> <li>● All classrooms have wall mounted hand sanitizer dispensers.</li> <li>● All students &amp; staff will regularly wash their hands using the classroom sink and soap.               <ul style="list-style-type: none"> <li>○ Wash/sanitize throughout the day and as needed</li> </ul> </li> </ul>

Ensure Teacher and Staff Safety	
	Teach and reinforce use of face coverings, or in limited instances, face shields.
	<ul style="list-style-type: none"> <li>● <b><a href="#">PBIS Face Mask Lesson</a></b></li> <li>● <b><a href="#">Face Mask social story</a></b></li> <li>● <b><a href="#">PBIS Physical Distancing Lesson</a></b></li> <li>● All staff are to wear masks at all times while indoors. <a href="#">How to Wear your Mask</a></li> <li>● All K-2 students are strongly encouraged to wear masks while indoors.</li> <li>● All students in grades 3-6 are to wear masks at all times while indoors.</li> <li>● Masks are required outside if you are unable to maintain 6 ft. distancing</li> <li>● <a href="#">Face Covering Guidance - CDC (Poster)</a></li> </ul>

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

  

<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"> <li>• 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).</li> <li>• If a student refuses to wear a mask or keep the mask on, remind S the rules. If S refuses to or continues to disrespect health and safety rules, contact administration asap.</li> <li>• If a student needs a quick mask break, use your judgement to allow the student to step right outside the door to take a very quick one.</li> <li>• 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.</li> </ul>
<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"> <li>• All staff meetings are via Zoom or Google Meet unless otherwise necessary. At this time, the year’s meeting invites with Google-meets have been sent.</li> <li>• If in-person meeting/PD is necessary, it will be held in the multipurpose room with multiple tables, physically distanced, and wearing masks.</li> <li>• Grade level/committee meetings with 6 adults or less, can be held in a classroom with physical distancing and masks.</li> </ul>
<p>Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.</p>
<p>Use sanitizer each time you enter any door to the office. Staff workroom should not exceed more than 6 persons. No children are to be in the workroom or break room. Breakroom should not exceed 6 persons. Office should not exceed 6 persons, including staff and visitors entering office.</p> <ul style="list-style-type: none"> <li>• <b><u><a href="#">VV School Office Protocols (Students/Parents/Staff)</a></u></b></li> </ul>
<p>Implement procedures for daily symptom monitoring for staff.</p>
<ul style="list-style-type: none"> <li>• <a href="#">Employee Self Screening Check List</a></li> <li>• <a href="#">Know the Symptoms - CDC (Poster)</a></li> </ul>

### Intensify Cleaning, Disinfection, and Ventilation

- **[Custodial Cleaning Procedures](#)**
- 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.

- [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.

[A/B & AM/PM Schedule](#)

## 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.

- Discourage sharing of materials/equipment; have sufficient items for all students present daily.
- Discourage moving around the room needlessly.
- At start of each day, students wash/sanitize upon entering class, get/put materials for the day on desk.
- Students will be grouped together by classes/groups as much as possible (student groups eat together and play together in one area).
- Students are to use the same desk all day. If small group instruction occurs, space will need to be cleaned before the next small group instruction. Small group instruction at a table should not exceed 3 students.
- Maintain distance as much as possible in classrooms.

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.

- Arrange all desks/tables with sufficient distance between others to the maximum extent possible in classrooms. Refrain from facing students towards each other.
- Unused desks can be used as barriers between students.
- Students are to be assigned desks as much as possible. No flexible seating/couches/floor rugs are to be used to eliminate possible spreading of germs.
- [PBIS Classroom Rules, Routines, Procedures](#)

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.

- Teach students that 'airplane arms' & 'airplanes land' for primary and 'arms out/arms down' for intermediate as a good distance and further is better.
- Students are to ask permission or wait for adult invitation to get out of desk

	<ul style="list-style-type: none"> <li>• Students are to line up when directed, not before</li> <li>• Students are to follow all markings on ground in hallways/lunchroom/playground</li> <li>• Students are taught the playground zones and instructions for traveling to the restroom while in zone</li> <li>• <b><u><a href="#">PBIS Bathroom Lesson</a></u></b></li> <li>• <b><u><a href="#">PBIS Drinking Fountain Lesson</a></u></b></li> <li>• <b><u><a href="#">PBIS Recess Lesson</a></u></b> <b><u><a href="#">Zone Map</a></u></b> <b><u><a href="#">Zone Schedule</a></u></b></li> <li>• <b><u><a href="#">PBIS Lunch Lesson</a></u></b></li> <li>• <b><u><a href="#">Lunchroom Procedures</a></u></b></li> <li>• <b><u><a href="#">Lunchroom Service Design</a></u></b></li> <li>• <b><u><a href="#">Lunchroom Seating Chart</a></u></b></li> </ul>
<b><i>Non-Classroom/Public Spaces</i></b>	
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.	
	<ul style="list-style-type: none"> <li>• <b><u><a href="#">VVES Dismissal Procedures</a></u></b></li> <li>• <b><u><a href="#">VVES Arrival Procedures</a></u></b></li> <li>• <b><u><a href="#">Arrival/Dismissal Chart</a></u></b></li> <li>• <b><u><a href="#">PBIS Bus Lesson</a></u></b></li> <li>• 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.</li> </ul>
Limit nonessential visitors, volunteers, and activities involving outside groups.	
	<ul style="list-style-type: none"> <li>• Campus access will be limited to staff, students, and parents/guardians on official business ONLY. (No volunteers and visitors on campus).</li> <li>• Indoor campus facilities use will not be available for use by outside groups at this time.</li> <li>• <b><u><a href="#">Visitor Self Screening Check List</a></u></b></li> </ul>
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"> <li>• Directional routes/markings, as applicable, for classes/students to move about campus safely and to avoid groupings/congestion. Directions are to be followed when in groups, pairs, or alone.</li> <li>• <b><u><a href="#">PBIS Hallway Lesson</a></u></b></li> </ul>
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"> <li>• <b><u><a href="#">Daily Bell Schedule</a></u></b></li> <li>• <b><u><a href="#">Lunchroom Service Design</a></u></b></li> <li>• <b><u><a href="#">Lunchroom Procedures</a></u></b></li> <li>• <b><u><a href="#">Grade Levels at Lunch &amp; Recess</a></u></b></li> <li>• Outdoor facilities will be used to the greatest extent possible for lunch and P.E.</li> <li>• P.E. will use the field; classroom/multipurpose if inclement weather</li> <li>• No food sharing between students.</li> </ul>
Reduce or eliminate large gatherings of staff and students including assemblies, rallies, athletic competitions, concerts, etc.	
	<ul style="list-style-type: none"> <li>• There are no large gatherings/meetings permitted such as; Circle Up, assemblies, performances, fundraisers, etc. Not for families or PTC.</li> </ul>

## 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.

- Playground equipment - each class has 2 mesh bags of equipment tagged A and B. Students may take their respective bag to recess and PE. Equipment will be sanitized daily. Leave them visible to custodians.
- [PBIS Drinking Fountain Lesson](#) - teach the lesson. Classroom drinking fountains are not permitted for drinking. Signage is posted at water fountains instructing students to fill water bottles and/or cups only.
- School Supply List - to eliminate sharing materials and germs.

Avoid sharing electronic devices as much as practicable. Where sharing occurs, clean and disinfect between uses.

- All students in grades 2-6 should bring their VV checked out Chromebook or their own personal Chromebook to school daily.
- Students should use the same Chromebook all day.
- Students should set or get Chromebook in the morning when they arrive in class after sanitizing.
- At the end of the day, students who brought Chromebook should pack it up to take home. Students who have used a classroom Chromebook, should wipe it down and leave it on desk for further cleaning before being returned to cart for night charging.
- If computers and other equipment are shared, they must be 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.

- [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

- [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.

- [Flowchart for COVID-19 Exposure \(PCPH\)](#)

## Check for Signs and Symptoms

Implement screening and other procedures for all staff and students entering the facility.

- [Employee Self-Screening Check List](#)
- [Student Self or Parent/Guardian Screening Check List](#)

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"> <li>• <a href="#">Student Self or Parent/Guardian Screening Check List</a></li> </ul>

### 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.
	<p>If you observe a child displaying symptoms of COVID, call the office immediately to determine next steps. You may have students step outside the room. Ensure student is wearing a mask. If a student complains of feeling/having symptoms of COVID, call office immediately. Either a health officer will come to your class to check student or you will be directed as to where to send the student. If health officer comes to your room, she will evaluate (i.e. take temp/question/ observe/etc.) student and take to the isolation room in classroom #6, the new health office.</p> <ul style="list-style-type: none"> <li>• <a href="#">Elementary Alternate Health Office Locations / COVID-19 Officers</a></li> </ul>
	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.
	Parents/guardians will be contacted by the health officer to pick up. Students will be kept safe and comfortable in the new health office, room 6. When necessary, appropriate parties will be notified of exposure by the health officer/admin.

### 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.
	<ul style="list-style-type: none"> <li>• Linda Brown, Yvonne Goyhenetche, and Carol Cogan are our liaisons</li> <li>• <a href="#">Elementary Alternate Health Office Locations / COVID-19 Officers</a></li> </ul>
	Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures.

### 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.
	<ul style="list-style-type: none"> <li>• 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. <b>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.</b> 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.</li> <li>• 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.</li> <li>• <a href="#">CDPH COVID-19 and Reopening In-Person Learning</a></li> </ul>

	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"><li>• 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.</li><li>• Districts may typically reopen after 14 days, in consultation with the local public health department.</li><li>• <a href="#">CDPH COVID-19 and Reopening In-Person Learning</a></li></ul>