



Raymond-Knowles Union Elementary School District  
COVID-19 Safety Plan (CSP)  
Draft

January 19, 2021

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## **Introduction**

The California Department of Public Health (CDPH) developed a framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. This framework came after Governor Newsom unveiled California's Safe Schools For All Plan on December 30, 2020.

Raymond-Knowles Union Elementary School has responded by developing the required COVID-19 Safety Plan (CSP). The CSP is meant to cover all the aspects of school safety for reopening in-person instruction safely.

## **Stable Group Structures**

All classrooms at Raymond-Knowles Elementary School are self-contained combination classes. Students will remain with their classmates and teacher for the majority of their school day. The following will be exceptions:

- During recess and lunch students may be supervised by a school staff who is not their teacher. School staff and students will maintain six feet distance when possible.
- Students with disabilities will leave their stable group to receive special education services from the school resource teacher. The resource teacher will develop her schedule to accommodate students who come in groups for services to be grouped based on stable groups to the extent possible.

## **Entrance, Egress, and Movement Within the School**

### **Student Drop Off (morning)**

- Parents will drive behind the school office and around the dirt track. They will pull up parallel to the school office. There will be a staff member standing outside to greet each car. Before students get out of the car they will have their temperature checked. If their temperature is below 100.4 and they have a mask they will be permitted to enter campus and go to class.
- If a student's temperature reads close to 100.4 (99.0 - 100.3) they will be rechecked while the parent/guardian is still with them. If the second reading is within this range we will ask that they be taken home.
- The car line gate will not be open until 8:05 am.
- Students will enter classrooms at 8:15 for school to start.

### **Student Pick Up (afternoon)**

- At the end of the day students will be dismissed in cohorts to be picked up by a parent/guardian. The cohorts will be separated by those who ride the bus (when bussing resumes), or those being picked up by their parent/guardian.

### **Movement Within the School Campus**

- Markers and arrows will be placed in classrooms to show the direction students and staff are to walk.
- Markers on the concrete outside will be placed to indicate the direction of foot traffic.

## **Face Coverings and Other Essential Gear**

### **Face Coverings**

Masks must be worn by students, staff, and visitors at all times, while on the school campus unless exempted.

- Those exempt are
  - Persons younger than two years old
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering.
  - If a student, staff member, or visitor is exempt from wearing a mask they must wear a non restrictive alternative, such as a face shield with a drape on the bottom edge.
- Face coverings may be removed when eating.
- Face shields with a drape may be worn by students when they are receiving instruction where seeing their mouth is necessary (ie, speech therapy). Once the instruction is finished they must return to wearing a face mask.
- It is strongly recommended that staff wear 3-ply surgical masks (provided by the school district)

### **Other Essential Protective Gear**

The school will provide additional personal protective gear to staff as needed.

- Staff who will be supervising the sick room will be provided surgical masks, face shields, disposable gowns, goggles, and gloves.

## **Health Screenings for Students and Staff**

### **Students**

- Parents are to screen students before leaving for school (take temperature) and complete a health screening survey prior to students arriving on the school campus.
- Students will have a temperature screening from their vehicle when they arrive on campus to be dropped off for school. If their temperature is 100.4 or higher they will not be allowed to enter the school campus.
  - If a student's temperature reads close to 100.4 (99.0 - 100.3) they will be rechecked while the parent/guardian is still with them. If the second reading is within this range we will recommend they be taken home for monitoring.
- Parents should observe for symptoms outlined by public health officials. If symptoms are present and are consistent with COVID-19 your child needs to stay home.
- Students who have had close contact for longer than 15 minutes with a person positive for COVID-19 are to stay home.

### **Staff**

- Staff are to fill out a COVID-19 Screening Survey daily before entering campus.
- Temperature readings are to be taken before entering campus to ensure temperature is below 100.4 degrees Fahrenheit. If their temperature reads 100.4 they are not to enter campus.
  - If a staff member's temperature reads close to 100.4 (99.0 - 100.3) it will be recommended they go home for monitoring.
- If symptoms are present and are consistent with COVID-19 you are to stay home.
- Staff who have had close contact for longer than 15 minutes with a person positive for COVID-19 are to stay home.

### **Visitors**

- All visitors must check in to the school office.
- Visitors will have their temperature checked before entering the office.
- Visitors must wear a mask when in the school office or on the school campus.

## **Healthy Hygiene Practices**

### **Safety Measures**

- All staff, students, and visitors to our campus are required to wear face masks. Masks must be worn correctly (covering nose and mouth).
- Frequent handwashing breaks will be implemented and hand sanitizer will be available in multiple locations. Hand sanitizer dispensers will be at all entrances and commonly visited locations.

### **Campus Cleaning, Disinfection, and Ventilation**

- All facilities will be sanitized daily by our custodial staff in preparation for the arrival of students and staff. Students and their teachers will also make time to wipe down the student desk, chair and any other flat surface frequently touched will be with antiviral wipes that have been approved for student use.
- In classrooms, materials will be set up so that they are not shared when possible. If sharing of equipment is necessary, then there is a process similar to the wiping of desks, chairs and flat surfaces such that the equipment will be wiped down between handlings with antiviral wipes.
- Our custodial team is responsible for monitoring and providing the approved products for use against COVID-19 in each classroom/workspace according to the Environmental Protection Agency (EPA). They will be trained to use the materials as well as be provided with any necessary PPE for its use.
- The Director of Maintenance Operation and Transportation will be responsible for establishing a cleaning and disinfecting schedule that avoids under and over use o
- Ventilation is critical in the school environment. Vents will be set so that the rooms are constantly venting during the time that students and staff are present.

- Ventilate indoor work areas when possible (open windows and/or doors).
  - Keep windows open for fresh air circulation.
- Each building is equipped with HEPA Air Purifiers, cleaning, and sanitizing products. Any products that are not to be with or around students will be used after students and other staff have left the area.

### **Classroom and Office Space**

- Students in grades TK- 6th will remain in their teacher/class cohort all day.
  - Students will continue to have recess, P.E., and other activities outside of the classroom but will not mingle with other cohorts/classes.
- Outdoor spaces will be maximized for classroom lessons and PE activities to the extent possible.
- Classrooms will have only the number of desks/tables in their classroom as determined appropriate for their cohort of students. All staff will remove extraneous materials from their classrooms or workspaces to allow for more space between people and to make cleaning and sanitizing less obtrusive.
  - This includes extraneous furniture, materials, supplies, and decorations.
  - Only critical educational materials will be in the room. Each classroom will be equipped with hand sanitizer at the door, extra masks and antiviral wipes.
- All assignments will be submitted in a way which prevents excess contact. This includes submissions online through Google Classroom/SeeSaw and/or a designated work drop off area in the classroom.
- Due to limited classroom space we ask that students do not bring a backpack to school. If a bag is needed to carry a snack or other necessary personal items, students are to use a small bag to carry items to and from school.
- Plexiglass screens for office workspaces for separation between the employees and the public.
- Plexiglass screens will also be used between teachers and students when working in a small group setting (guided reading, special education, etc)
- At the end of each day, all high touch surfaces including desks, chairs, table tops, door handles, etc. will be cleaned by custodial staff.

### **Non - Classroom Space**

- Raymond-Knowles Union Elementary School District has implemented a policy prohibiting or limiting nonessential visitors, volunteers, or any outside groups. Our facilities are not available to outside groups for facility use requests to use during the COVID-19 pandemic.
- Any facility that is used by our students or staff will be a part of the regular daily cleaning and disinfecting process. Any equipment shared between users will be cleaned prior to the next user. This includes PE equipment, furniture, copiers, educational supplies in science or art labs, etc.
- We will designate routes for students and staff to move about to prevent as much face to face interaction as possible. Students will enter one door of the cafeteria at a time, grab their meal(s), and exit out the opposite door.

### **Nutrition**

- Students will be offered a snack at their morning break.

- Students will be offered a meal kit (includes lunch and breakfast for the next morning) as they leave campus for the day.
- All eating and socialization will be in outdoor locations (weather permitting). Students will be apart as much as is practicable. Outside seating for eating will be spaced out.
- Tables will be sanitized between groups of students. Face coverings are removed only for eating, drinking, and outdoor mask breaks.
- Students may not share food.

### **Identification and Reporting of Cases**

Raymond-Knowles Union Elementary School District administration is responsible for working with The Public Health Department, families, and emergency care workers as needed during the COVID-19 pandemic.

- The RKS school office will be equipped with an isolation/sick room. This is where students and staff will be isolated if they become ill while on campus. The isolation/sick room is equipped with the appropriate PPE for students/staff. Administrative and secretarial staff will supervise the sick room when a patient is occupying the space.
- Any student that is sent to the office or comes to the office on his or her own accord not feeling well must wear a facial covering and segregate in the isolation/sick room. If that room becomes too crowded or unsafe for other students, the principal's office will be used as a back-up space and the principal will work elsewhere.
- Students/Staff will be sent home for the following:
  - Sore throat (new or unrelated to allergies)
  - New or worsening cough
  - New or worsening shortness of breath
  - Muscle or body aches
  - Vomiting or Diarrhea
  - Changes or loss in smell or taste
  - Chills
  - Fever
  - Unexplainable headache
- If at any time anyone is experiencing breathing issues or any other potential emergency condition, 9-1-1 will be called.
- Persons who are ill will be monitored while in the isolation/sick room until such time as a parent or emergency contact can pick them up.

- The school office secretary along with administration will ascertain symptoms when a student or staff member is not feeling well. A person on the individual's emergency card will be contacted to pick up the student/staff, as well as engage with the administrative team to see if contact tracing questions need to be answered through public health, and call for emergency services when needed.
- Siblings of the student who becomes ill will also be sent home if they are on campus at the time.
- The school secretary or administration may also recommend parents of sick students/staff that they get a COVID-19 test.
- If a staff member suggests that he/she does not feel well, he/she may be asked to go home if they are safe to drive or provide transport by a family member or an office staff member if they need assistance.
- If there are symptoms present in the person who is ill that requires a COVID-19 test and/or quarantine is necessary. District administration will work with Madera County Public Health to get phone numbers and addresses for any potential contact tracing that may be required.
- The area where the ill student or staff member was located prior to being in the office will be closed off, cleaned, and sanitized prior to any other people occupying that area. If it is located in a classroom, the teacher and students will be moved to an alternate location on campus if possible. Parents may be contacted before the school day is over to pick up their students early.
  - In the event of Public Health notifying the school of a concern, the area may be left closed for 24 hours prior to the heavy sanitizing so as to not infect any of our custodial or maintenance workers.
- Anyone that has been isolated or quarantined under advice of Public Health will be told that they cannot return to the campus until they have met the CDC criteria to discontinue home isolation which includes being fever free for at least 24 hours without fever reducing medication and at least ten days have elapsed.
- Students will continue to be provided with instruction via distance learning during the time that they are either isolating or quarantining.
- RKUEDD administration will continue to participate in weekly meetings with our Public Health Officer so that we have the most up to date information to share with our stakeholders.
  - The district will also observe guidelines from the state and federal government about responding to COVID-19 in the Workplace.

## Scenario Guide

### Steps to take in response to confirmed/suspected exposure on campus.

Scenario #1	Student/Staff develops COVID symptoms while at school	<ul style="list-style-type: none"> <li>• Send Home as soon as possible.</li> <li>• Recommend testing (if positive you will need to stay home until cleared by your physician).</li> <li>• School/classroom remain open</li> <li>• Student/staff to remain at home for 7 days or if symptoms persist beyond 7 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication.</li> <li>• Notify administration</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend student/staff follow up with physician for evaluation and testing.</li> <li>• If a second confirmed or suspected case in classroom, school to identify close contacts in classroom and other school settings in the two days prior to illness up to the time the student was last in class, including key contributing factors. Identify close contacts with symptoms and advise them to quarantine for 10 days.</li> <li>• If a student tests positive for COVID, identify and notify close contacts. Send notification letter.</li> <li>• Notify MCPH liaison.</li> </ul>
Scenario #2	Member of student's and or Staff's household tests positive	<ul style="list-style-type: none"> <li>• Student/Staff, and ALL household contacts, including other school-aged household contacts, need to quarantine and not return to work or school for 10 days from date of last contact with index case during index case isolation period.</li> <li>• Notify administration</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Staff sharing household with positive index case to quarantine for 10 days.</li> <li>• Advise all other school-aged household contacts to quarantine for 10 days after last contact with index case during index case isolation period.</li> <li>• If student/staff sharing household becomes symptomatic, refer to scenario #2 above. If student tests positive for COVID, refer to scenario #1.</li> </ul>
Scenario #3	Student/Staff feel ill with COVID symptoms but will NOT be getting tested.	<ul style="list-style-type: none"> <li>• Student/staff to remain at home for 7 days. The 7 days begin on the day the symptoms began. If symptoms persist beyond 10 days, student/staff remain home at least 48 hours after symptoms have resolved without the use of medication.</li> <li>• Notify administration</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend testing and follow up with a physician for index case.</li> <li>• Notify the teacher of symptomatic student and monitor class to determine if others become ill.</li> <li>• Notify the supervisor of symptomatic employee and monitor other staff who were in contact with the individual to determine if others become ill.</li> <li>• Notify MCPH liaison.</li> </ul>
Scenario #4	Student/Staff tests negative but has COVID	<ul style="list-style-type: none"> <li>• Student/staff to remain at home while symptoms persist consistent with screening</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend testing and follow up with a physician for index case.</li> </ul>

	symptoms (possible false negative)	protocols at school. Clear to return to school after a negative COVID test AND all symptoms have resolved for at least three days without the use of medications OR cleared by a physician. • Notify administration	• Notify the teacher of symptomatic student and monitor class to determine if others become ill. • Notify Supervisor of symptomatic employee and to monitor other staff who were in contact with the individual to determine if others become ill. • Notify MCPH liaison.
Scenario #5	Outbreak of cases on campus	Review all situations when two or more positive cases in a classroom, or three or more positive cases within a 2-week period on a school campus with MCPH.	•Classroom or school shutdown will be evaluated on a case by case basis in coordination with MCPH and consistent with CDPH guidance. • Notify MCPH within 48 hours with the number of cases, worksite location and contact information of qualified individuals.

### **Identification and Tracing of Contacts**

- If a student or staff member tests positive for COVID-19 RKUESD will work with Public Health to trace close contacts and contact them to advise them they have been exposed to COVID-19 and they need to quarantine and be tested.
- RKUESD fill out a contact tracing document as soon as a perceived positive (per symptom chart) or confirmed positive COVID-19 case is present on campus.

### **Physical Distancing**

- Students, Staf, and visitors must maintain 6 feet of physical distance in all indoor and outdoor settings when possible.
- While in classrooms students must maintain a minimum of 6 feet apart to the extent practicable as well as wearing appropriate PPE. Teachers/Staff will keep a 6 feet distance from students.
  - Teachers/Staff can approach students briefly to assist while wearing PPE
- Breaks (recess, bathroom, etc.) will be staggered.

### **Staff Training and Family Education**

- Information regarding COVID-19 health and safety precautions will be shared with parents and staff on a regular basis.

- All staff has had training on COVID-19 health and safety precautions.
- Students will be reminded of the importance of hand washing, not touching their eyes, nose, and mouth.
- All students and staff will be trained on all COVID-19 procedures a few days prior to school reopening for in-person instruction

### **Communication Plans**

RKUESD will communicate with families and staff regarding the CSP and the protocols in place. If there is a suspected or confirmed positive case administration will be in contact with the persons who have been in close contact with the person. RKUESD has letters that will be distributed to those who need to be notified. RKUESD will maintain the privacy of individuals when disseminating and distributing information regarding suspected or confirmed COVID-19 cases.

### **Consultation with Stakeholders**

Surveys about the following topics will be sent out to parents before RKUESD opens for in-person instruction

- COVID-19 testing at school
- Comfortability with school reopening in-person instruction while in the purple tier
- Preferred learning program
- COVID-19 Safety Plan (CSP)

The School Site Council will review and provide feedback on the COVID-19 Safety Plan before RKUESD opens for in-person instruction.

The RKUESD School Board will review and approve the COVID-19 Safety Plan before RKUESD opens for in-person instruction.