



Raymond-Knowles Union Elementary School District in
collaboration with Madera County Public Health
COVID-19 Guidelines for a Return to
In-Person Learning

updated
March 11, 2021

**This document is subject to revisions per county and state public health guidance*

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Introduction

In response to the COVID-19 pandemic, Raymond-Knowles Union Elementary School District (RKUEDSD) has created a plan for the 2020- 2021 school year with the health and safety of our students, staff and community as our top priority. The following plan will address specific areas of focus to mitigate the transition from distance learning to in-person learning based on information from the Madera County Health Department, the CA Dept of Public Health, and the Center for Disease Control.

The 2020 -2021 school year began in the Distance Learning format for all students. A few months into the school year, a small learning cohort was established on campus for students with insufficient internet connectivity. RKUEDSD is now working with stakeholders to transition to in-person learning. As our school prepares to resume in-person instruction, we advise staff and families to be prepared with plans for remote instruction for students who may need to isolate or quarantine if needed, as well as for short term and/or long term school closures due to the volatility of the COVID-19 crisis. We will continue to revise this document as necessary and as guidance from the Madera and the California Department of Public Health and CDC are updated.

**updates will be highlighted to allow the reader to decipher between original content and new content.*

Raymond-Knowles Union Elementary School District

Health and Safety Best Practices

Health Screening and Tracking

Students

- Parents are being asked to temperature screen students before leaving for school. If your student has a temperature of 100.4 without fever reducing medication please keep your child home from school.
- 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 required to take their temperature and record it on a Google Form before entering campus.
- Temperature readings are to be taken before entering campus to ensure temperature is below 100.4 degrees Fahrenheit. If the temperature reads 100.4 you are not to enter campus.
 - If a staff member's temperature reads close to 100.4 (99.0 - 100.3) it will be recommended you 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.(Staff who have been vaccinated may not be subject to quarantine)

Visitors

- All visitors must check in to the school office.
- Visitors will have their temperature checked in the school office if they plan to be on campus for more than 15 minutes.
- Visitors must wear a face mask when in the school office or on the school campus.

Raymond-Knowles Union Elementary School District Protective Measures

The Raymond-Knowles Union Elementary School District has implemented the following protective measures:

Responsibilities of Administrators, Supervisors and Administrative Secretaries

All administrators, supervisors and administrative secretaries must be familiar with this plan to be ready to answer questions from employees, parents, and students. Administrators, Supervisors and Administrative Secretaries will set a good example by following this plan at all times. This will involve practicing good personal hygiene, social distancing and jobsite safety to prevent the spread of COVID-19.

Responsibilities of Employees

All employees must take their temperature before arriving and/or entering the school site/facilities. This will assist our efforts with minimizing the spread of COVID-19 at our school.

As set forth below, RKUESD has instituted various housekeeping, social distancing, and other best practices at our school. In addition, employees are expected to report by phone to their supervisor if they are experiencing signs or symptoms of COVID-19, as described on our decision tree document (see appendix) and by our local Health Department.

All employees are expected to:

- Frequently wash their hands with soap and water for at least 20 seconds.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering the school site and every time a classroom is entered.
- Social Distancing of 6 feet when possible and no less than 4 feet at all times from all other persons.
- Wear PPE (personal protective equipment).
- Complete online trainings regarding COVID-19

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).
- Multiple 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.

Ensuring Teacher and Staff Safety

AB 685 – Cal/OSHA, COVID-19 Exposure Notices compliant

- Minimize the congregation of adults in staff rooms/break rooms.
- Conduct all staff meetings, professional development training, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.

- Employees with “potential exposure” will be given written notice via work email if/when they were in contact at the same location as the “qualified individual” within the “infectious period”.
- Employee written notice will include any available benefits, leave options, anti-retaliation and anti-discrimination protection and will be delivered within one business day.
- General Public Notice is not required. Contact tracing will be implemented on confirmed cases and/or as directed by the Madera County Public Health Department.
- All privacy and confidentiality rules and laws will be followed.

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 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. If sharing of equipment is necessary, a process similar to the wiping of desks, chairs and flat surfaces will apply to the equipment 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 of cleaning and disinfectant products.
- 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 used with or around students will be used after students and other staff have left the area.

Classroom and Office Space

- Students in grades TK- 8 will remain in their classroom for the entirety of their school day.
 - Students will continue to have recess, P.E., and other activities outside of the classroom but will not mingle with other cohorts/classes.
 - Students with individual education plans (IEP”s) will be permitted to leave their classroom to go to Mrs. Salazar’s classroom for their individual sessions per their IEP.
 - Students receiving speech services will continue to receive remote services with Mrs. Jackie Duffy. We are currently working with Mrs. Duffy to move times for students who will be coming on campus for in-person learning so they can receive their speech services while they are on campus. If scheduling becomes difficult some students may need to log on to their speech sessions from home.
 - 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 the number of students in the classroom.
- 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 being asked to use a small bag to carry items to and from school.
- Plexiglass screens will be used 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.
- All playground equipment will be covered in an antimicrobial solution. The solution will be reapplied weekly.
- We will designate routes for students and staff to move about to prevent as much face to face interaction as possible.

Nutrition

- RKS will offer a healthy snack at all morning breaks. This snack will be available at no cost to any student who would like to take one.
- Students may not share food.
- Face coverings are removed only for eating, drinking.
- Students will be offered a grab and go meal (includes lunch and breakfast for the next morning) as they leave campus for the day. Grab and go meals are free for all students.
- Teachers will ask all students in the morning if they plan to take a grab and go meal that day.

Raymond-Knowles Union Elementary School District Transportation

At this time, RKUEDSD will not be providing bus transportation. The safety guidelines of six feet apart on the bus would necessitate the district to create more bus routes to get all of our students to school safely. Our bus drivers are also our custodians, therefore, we can not have them running multiple morning and afternoon bus routes. This schedule would take up a large portion of their work day and would not allow enough time for them to clean and disinfect the school facilities. The staggered bus routes would also create a supervision challenge. We do not have the staff to supervise students who arrive to campus early or who have to wait on campus in the afternoon for their bus route.

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. Staff members will be standing outside to greet each car. Before students get out of the car they will have their temperature checked.
- If a student's temperature reads close to 100.4 (99.0 - 100.3) it will be recommended that they go home for observation. If the student remains at school they will be sent to the sick room for observation. If their fever does not resolve a parent/guardian will be called to come pick up their student.
- The car line gate will open at 8:00 am.
- Once students have been cleared at temperature screening they are to go directly to their classroom.

Student Pick Up (afternoon)

- Parents will come through the same car line as the morning drop off.
- Families who have students in grades TK-3rd and 4th-8th are to come through the pick up line at 12:30 pm. Younger students who were released from class before 12:30 pm will stay with their classroom teacher or school staff until their older sibling(s) have been released at 12:30 pm.
- Students will be waiting outside along the outside wall of the cafeteria (on the opposite side of the school office) for their parent/guardian to pick them up. Students will be released to their car once the car has reached the front of the carline.

Raymond- Knowles Union Elementary School District Face Coverings and Social Distancing Guidelines

Face Coverings

RKUESD requires face masks for all students and staff. The Centers for Disease Control and Prevention (CDC) along with the California Department of Public Health and Madera County Public Health recommends masks as the ideal face covering. Face coverings are required when in the presence of others, except when eating or drinking. This includes face coverings to be worn during in-person teaching, inside buildings and on the playground. Masks should be made of two or more layers of washable, breathable fabric. Do not wear masks intended for healthcare workers, like an N95 respirator. Masks are to be worn appropriately as shown below.



Students will not be allowed to exit their vehicle from the drop off car line unless they are wearing a mask. If a student forgot their mask at home, the school will provide one. If a student takes their mask off during the school day they will be asked to put their mask back on. If the student continuously refuses to wear their mask or does not wear it properly after a few warnings, they will be sent home and they may be excluded from on-campus instruction. Students excluded from in person learning on this basis will be offered other educational opportunities through distance learning or independent study.

There are times when it's okay to take your mask off when at school, such as:

- When eating or drinking
- Designated mask breaks. These will be scheduled by classroom teachers. Students will be spread out more than 6 feet apart outside for short mask breaks throughout the school day.
- Masks are to be placed back on immediately after these activities to reduce the risk of infection.
- Use and care: Wear a clean mask every time you go out. Wash in the laundry or by hand between uses.

What if an individual cannot wear a face covering?

- We recognize there are some people who cannot wear a face covering for a number of different reasons. Persons who are exempt from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired.
 - **Staff:**
 - If this applies, please notify your supervisor immediately. You will be asked to provide a note from a medical doctor that explains your medical condition and reason why you are unable to wear a mask and it will be required that you wear a face shield with drape.
 - **Students:**
 - If this applies to a student, a parent must obtain a note from a medical doctor that explains their student's medical condition and a reason for not being able to wear a mask. The student must wear a face shield with a drape as a suitable alternative in this case.

Social Distancing

- Four to six feet distancing will be enforced in all indoor and outdoor settings.
- 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.

Guidelines for COVID – 19 Exposure or Contraction

Raymond-Knowles Union Elementary School District administration is responsible for working with Public Health, 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 will 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
- The decision tree document (see appendix) will be used to determine if a student needs to be sent home, and/or COVID-19 tested.
- 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.
- 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 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.
- 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.
- If one student in a class tests positive for COVID-19, RKUESD will follow the procedural guidelines listed below. We will work in conjunction with our local Public Health Branch using the guidelines set forth by the Health Department.
- RKUESD 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"> • Send Home as soon as possible. • Recommend testing (if positive you will need to stay home until cleared by your physician). • School/classroom remain open • 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. • Notify administration 	<ul style="list-style-type: none"> • Recommend student/staff follow up with physician for evaluation and testing. • 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. • If a student tests positive for COVID, identify and notify close contacts. Send notification letter. • Notify MCPH liaison.
Scenario #2	Member of student's and or Staff's household tests positive	<ul style="list-style-type: none"> • 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. • Notify administration 	<ul style="list-style-type: none"> • Student/Staff sharing household with positive case to quarantine for 10 days. • Advise all other school-aged household contacts to quarantine for 10 days after last contact with index case during index case isolation period. • If student/staff sharing household becomes symptomatic, refer to scenario #2 above. If student tests positive for COVID, refer to scenario #1.
Scenario #3	Student/Staff feels ill with COVID symptoms but will NOT be getting tested.	<ul style="list-style-type: none"> • 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. • Notify administration 	<ul style="list-style-type: none"> • Recommend testing and follow up with a physician for a person who is positive for COVID-19. • Notify the teacher of symptomatic student and monitor class to determine if others become ill. • Notify the supervisor of symptomatic employee and monitor other staff who were in contact with the individual to determine if others become ill. • Notify MCPH liaison.
Scenario	Student/Staff tests	<ul style="list-style-type: none"> • Student/staff to remain at home while 	<ul style="list-style-type: none"> • Recommend testing and follow up

#4	negative but has COVID symptoms (possible false negative)	symptoms persist consistent with screening 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	with a physician for index case. • 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.

RKUEDS Learning Programs/Schedules

In-Person Instruction

Daily Schedule

**subject to change*

Grade Level	Days	Start Time	Break	Dismissal Time
Kindergarten	M-F	8:15 am	9:30-9:45	11:30 am
First	M-F	8:15 am	9:30-9:45	12:20 pm
Second	M-F	8:15 am	9:50-10:05	12:20 pm
Third	M-F	8:15 am	9:50-10:05	12:20 pm
Fourth	M-F	8:15 am	10:10-10:25	12:30 pm
Fifth	M-F	8:15 am	10:10-10:25	12:30 pm
Sixth	M-F	8:15 am	10:30-10:45	12:30 pm
*Seventh	M-F	8:15 am	10:30-10:45	12:30 pm
*Eighth	M-F	8:15 am	10:30-10:45	12:30 pm

*Seventh and Eighth grades will return to in-person learning once Madera County is in the red tier.

Distance Learning (Modified)

Students who choose the distance learning program (modified) will be required to be on Zoom more frequently and for longer periods of time than the current distance learning schedule. Students can anticipate being on Zoom for 2 to 3 hours depending on the grade level.

Independent Study

Students in this program will be given two weeks of assignments from an RKS supervising teacher. Parents/guardians are responsible for teaching and overseeing assignment completion. Students will meet with the independent study teacher every two weeks either in person or virtually to submit work, check in, and go over the next set of assignments. Parents will be responsible for picking up any materials needed for independent students at the school office. Independent study work will be a combination of digital and paper pencil. The district is currently researching an independent study curriculum to adopt.

Definitions

Close contact: A person within 6 feet or less (4 to 6 feet for children) for more than 15 minutes when the index case is without a face covering. If questions about whether an individual meets the criteria for a close contact, refer to key contributing factors. Refer additional questions regarding close contact criteria to MCHHS.

Isolation: Separates infected people who have a confirmed COVID test from others. Symptomatic COVID positive individuals must isolate for a minimum of 10 days from onset of symptoms, be at least 24 hours without fever, and have an improvement in respiratory symptoms. Asymptomatic COVID positive individuals must isolate for 10 days from test collection date.

Notice Of Potential Exposure: Notice from a public health official or licensed medical provider that a person was exposed to a qualifying individual at the worksite; notice from a person, or their emergency contact, that the person is a qualifying individual; notice through the District's testing protocol that the person is a qualifying individual; and/or Notice from a subcontracted employer that a qualifying individual was on the site.

Outbreak: Two or more confirmed COVID positive cases in a classroom OR three or more confirmed COVID positive cases on the school campus within 14 days.

Qualifying Individual: Any person who has a laboratory-confirmed case of COVID-19; a positive COVID-19 diagnosis from a health care provider; a COVID-19 related order to isolate from a public health official; or has died due to COVID-19.

Quarantine: Separates individuals who are close contacts of a confirmed COVID positive case but who are not yet ill. Individuals who are close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts

quarantine for 14 days after last close contact with index case while they are in isolation.

Worksite: A building, store, facility, agricultural field, or other location where a qualifying individual worked during the infectious period. This does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter.

Resources

[Centers for Disease Control and Prevention](#)

[California Department of Public Health](#)

[Madera County Department of Public Health](#)

[California Department of Education](#)

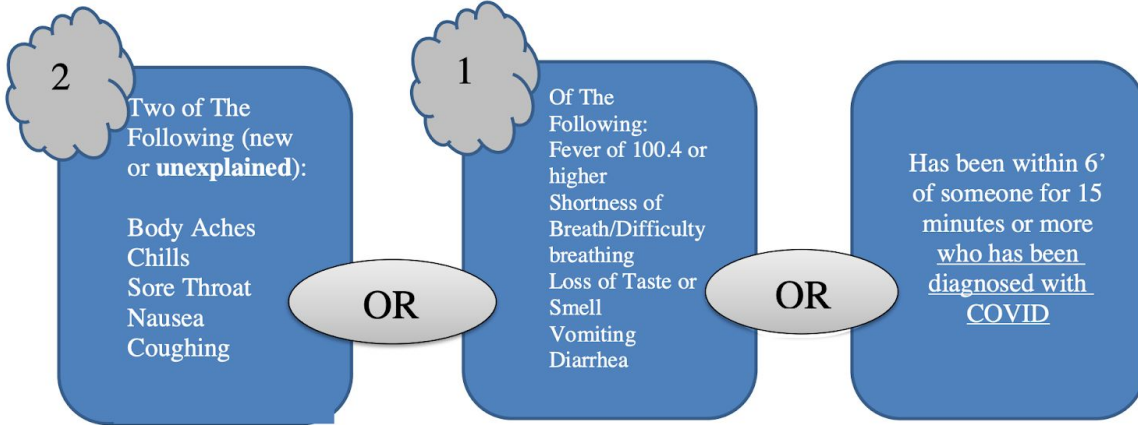
[Cal/OSHA - Division of Occupational Safety and Health](#)

[School's Guidance FAQ's](#)

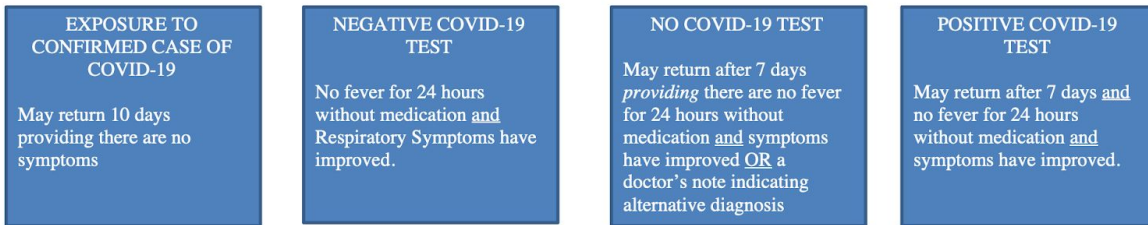
[Operating Schools during COVID-19: CDC's Considerations](#)

APPENDIX

COVID-19 GUIDELINE FLOWCHART. Stay home if you have:



When can I return to school?



WASH YOUR HANDS

1 Wet



2 Get Soap



3 Scrub for at least 20 seconds



4 Rinse



5 Dry

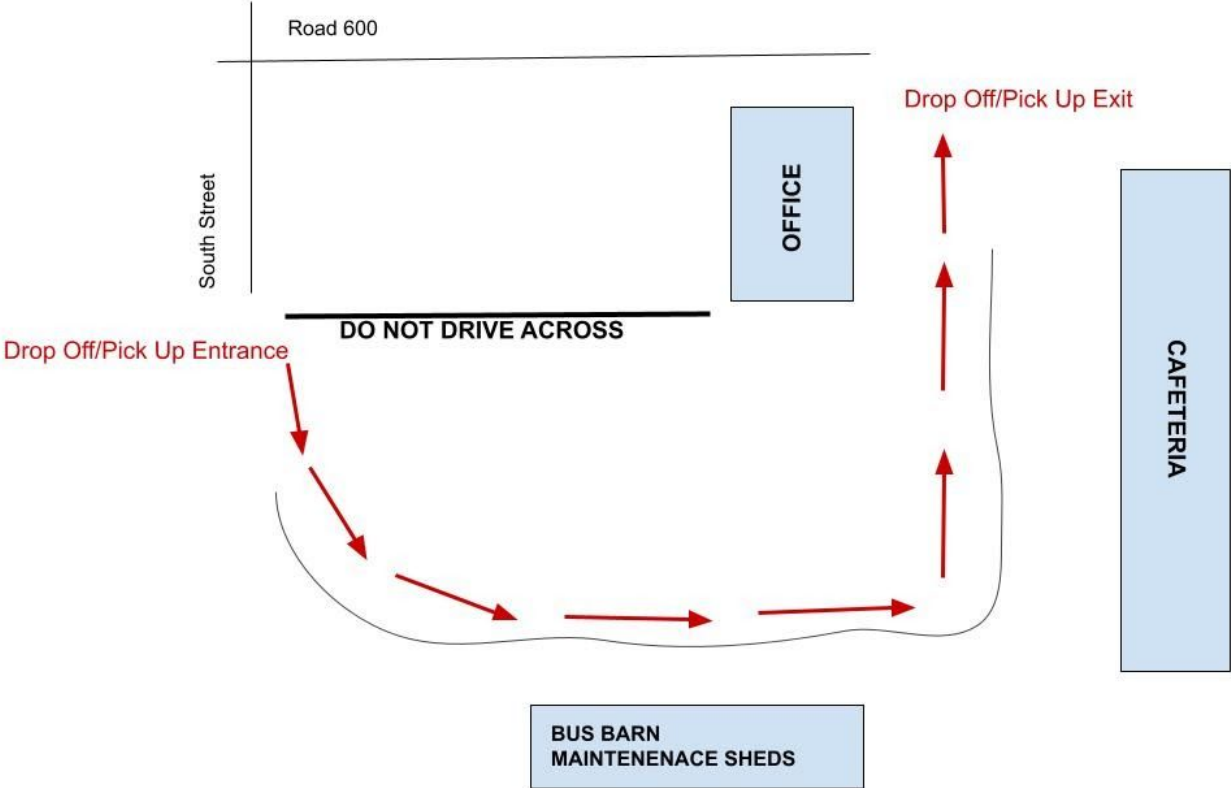


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cdc.gov/coronavirus

Student Drop Off/Pick Up Map

When entering the pick up/drop off line with your car please enter through the gate on South Street. Drive along the dirt track following the direction of the red arrows as shown below. Once your car is first in line your student may exit or enter your vehicle.




Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure


Low Risk: General Symptoms


 Fever
(100.4°F or greater)

 Congestion/runny nose

 Nausea/vomiting
/diarrhea

 Sore throat

 Headache

 Fatigue/muscle
or body aches

High-Risk: Red Flag Symptoms

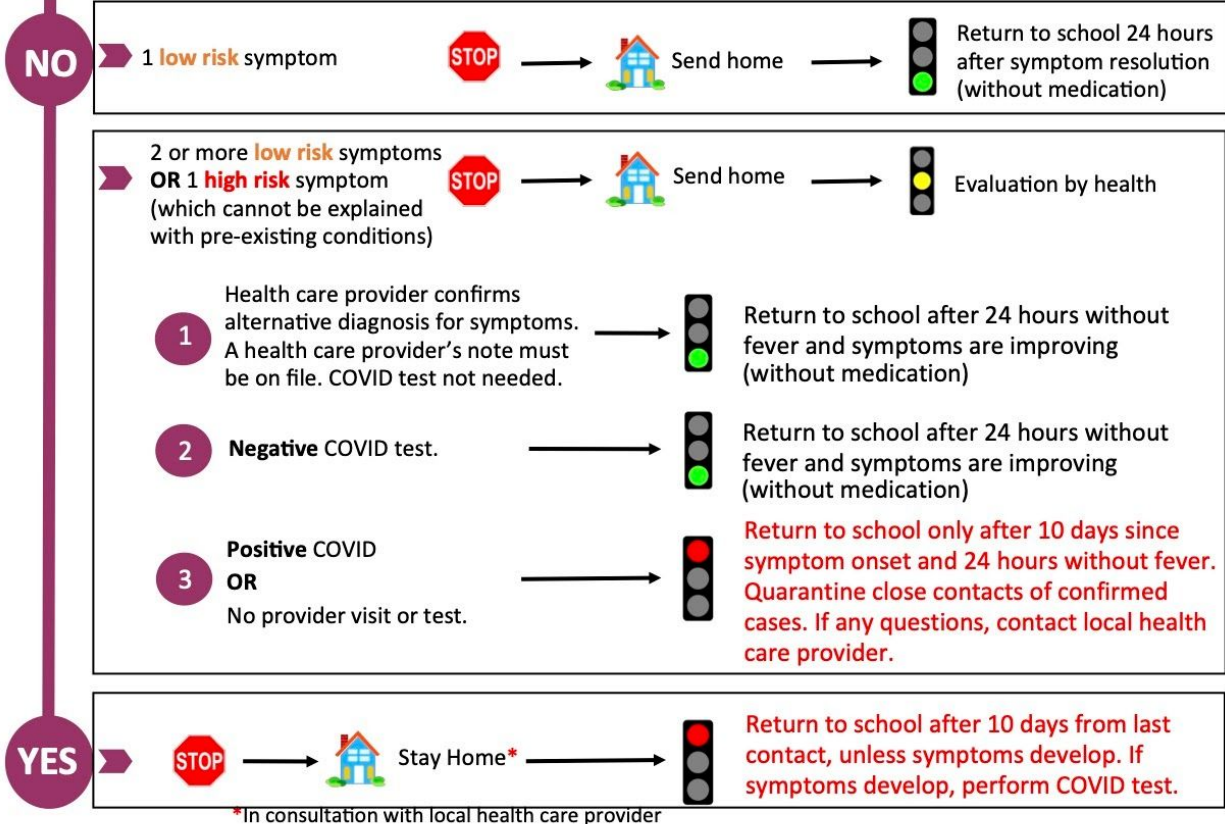
 **Cough**

 **Difficulty breathing**

 **Loss of taste/smell**

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under close supervision of a qualified health care provider. Guidance might change. 2.22.2021