ST DAVID UNIFIED SCHOOL DISTRICT COVID-19 PROTOCOLS FOR SCHOOL REOPENING

The following protocols will be implemented across all District sites.

Normal procedures for students who qualify for homebound or chronic ill services will be followed. Similarly, normal procedures for employee requests for reasonable accommodation due to disability will be followed.

I. REOPENING PROCESSES

A. Staffing

- 1. At the District level, the Administration will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. The Administration will ensure that each site has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.
- 2. The will coordinate Administration social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.
- 3. The Administration will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.
- 4. The Administration will coordinate and implement the protocols for screening students and staff.
- 5. The Special Education Director and 504 Coordinator will ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

B. Training

- 1. Prior to students returning to campus, all staff will be trained to implement these protocols.
- 2. Prior to students returning to campus, parents will be contacted and explained the portions of these protocols that relate to students and visitors. The Superintendent will be the point of contact, which will be communicated to parents prior to the first day of school, who will be responsible for answering parent questions regarding implementation of the protocols. All questions should go through this single (or at most two) points of contact at each site.

II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSTIVE COVID-19 TEST

- 1. Immediately report the situation to Administration ONLY. Confidentiality must be maintained to the greatest extent possible.
- 2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrange to send the employee home in a safe manner. If the employee is able to self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
- 3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear a cloth face covering and will maintain 6 feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be contacted immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.
- 4. Close off any areas that the symptomatic employee or student were in for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air

- circulation in those areas. After 24 hours, thoroughly clean and disinfect all surfaces in the area.
- 5. Determine whether other employees or students may have been exposed to the symptomatic individual. If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
- 6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two options has occurred:

Option one

- At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- o At least 10 days have passed since the first symptoms emerged

OR

Option two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- o The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).

III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS

A. DAILY SCREENING

Students and parents will be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

1. Daily Screening at Home

- Parents will be informed in registration documents, on the school website, and via
 email reminders that they should screen students for the above symptoms each
 morning, should self-report symptoms, and must keep students at home if any
 symptoms are present. Parents will be required to return the Protocols
 Acknowledgment Form prior to student reporting for first in-person day of school.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

2. Daily Screening Transportation

- All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.
- A school employee wearing appropriate PPE will check student temperature and symptoms before student boards bus. If student experiences symptoms the following steps will be taken.
- If parent is at the bus stop the student will return home with their parent.
- If parent is not at the bus stop student will be provided a mask if they do not have one already and then distanced from other bus riders as much as possible.

• If the student has a chronic condition such as allergies or asthma Parent should the staff of that condition if the staff has been notified student with runny nose or cough should be permitted to ride the bus.

3. Daily Screening at School

- Upon arrival at school, each student will go directly to student's classroom. A staff member will visually screen each student and take temperatures with a non-contact thermometer prior to the start of class. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the front office. Parents may be contacted for pick up with the following EXCEPTIONS:
 - If the student has a runny nose and the aide observes that there are no other symptoms, the aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
 - If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the aide observes that there are no other symptoms, the aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
- Students' temperatures may be checked randomly throughout the day.

All student health information will be maintained confidentially. The school aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to Administration.

B. TRANSPORTATION

Students will be assigned seats on buses and will sit only with family members, School buses will maintain maximum ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode. All students and drivers will be required to wear face coverings.

C. HAND WASHING

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

D. ENHANCED SOCIAL DISTANCING

Students will be reminded regularly by staff to maintain 6 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle students will be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are used for non-instructional activities may be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

1. Drop-off/Pick-Up Procedures

Parent drop-off/pick-up procedures will require parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car, unless express permission from a site administrator is provided for good cause shown. If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive/leave school before or after the assigned times for the majority of students.

2. Classroom Layout

In all classrooms, desks will be positioned with the following guidelines:

• Students will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

All students will face the same direction rather than facing each other. In certain classes tables are the only option of seating in this case teachers will seat students with the maximum amount of distance as possible. If 6 feet is not possible students will wear face coverings.

Students may be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students. When students are grouped together face coverings will be required.

3. Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)

a. Playgrounds

No more than one class at a time may be on playground equipment. Classes will be assigned a specific time and area to use the playground. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time.

b. <u>Lunch Room</u>

Tables are spaced out 6ft apart with only 4 kids per table.

No Microwaves will be available.

Lunch sales recorded at the register. Students WILL NOT be using the pin pads.

No salad bar

Students will be coming in in smaller groups. All tables will need to be disinfected between groups.

X's will be placed 6ft apart on the floor to ensure distancing while in line.

2 tables are being set in the back of the lunch room in case a student needs more time to finish their lunch.

Everyone is to enter thru the north entrance and exit thru south entrance.

c. Bathrooms

Students will go into bathrooms in group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

4. Visitors to School

Nonessential visitors and volunteers will be limited. Parent volunteers should not be utilized in the classroom during the COVID-19 health crisis. Only volunteers with prior administration approval.

5. Face Coverings

It will not be optional for students to wear face coverings when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

E. STUDENT BELONGINGS/MATERIALS

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

F. CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

G. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES

Field trips will be canceled. Teachers should use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities may be conducted when protocols can be followed.

IV. STEP TWO PROTOCOLS FOR EMPLOYEES

A. EXPOSURE ASSESSMENT

Prior to allowing employees to report to work, District administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

B. DAILY SCREENING

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache

- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee will take his/her temperature at home prior to arriving at work. When the employee arrives at work, the employee will check in with the designated on-site staff and confirm that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

C. HANDWASHING

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

D. ENHANCED SOCIAL DISTANCING

Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

E. FACE COVERINGS

Staff members are required to wear face coverings when on campus. When proper social distancing can't be maintained.

F. CLEANING AND DISINFECTING

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

ST DAVID UNIFIED SCHOOL DISTRICT

COVID -19 HEALTH MESSAGE

All students over the age of 5 and staff and visitors must wear face coverings.

Students and Staff must NOT come to school if they have the following symptoms:

- · Fever or chills
- · Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- · Headache
- · Fatigue
- · Congestion or runny nose
- · Cough
- · Vomiting
- · Diarrhea
- New loss of taste or smell

Further details can be found at the top of this page in our Covid-19 Mitigation policy. You may also call the school during normal business hours.

Beginning August 17th we will be serving lunch in Khall with the following precautions.

- 1. Tables are spaced out 6ft apart with only 4 kids per table.
- 2. No Microwaves will be available.
- 3. I will record lunch sales at the register. They WILL NOT be using the pin pads.
- 4. No salad bar.
- 5. Students will be coming in in smaller groups. All tables will need to be cleaned between groups.
- 6. X's will be placed 6ft apart on the floor to ensure distancing while in line.
- 7. 2 tables are being set in the back of the lunch room in case a student needs more time to finish their lunch.
- 8. Everyone is to enter thru the north entrance and exit thru south entrance.

Here is the lunch schedule:

K-1st 10:15 to 10:35

2nd-3rd 10:40 to 11:00

4th-5th 11:05 to 11:25

High School 11:30 to 11:50

6th 11:50

7th & 8th 11:55

On campus-Lunch will be served in Khall in a social distancing setting.

Online students/Curbside PU- No more curbside Mon-Thurs. Lunch can be picked up in khall.

Friday- Curbside pick up only. 10:30-12:00

ST DAVID SCHOOL DISTRICT HANDWASHING SCHEDULE

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- · upon arrival at school (hand sanitizer if there is no sink in the classroom)
- · after being outside for physical activity
- · before and after lunch
- · prior to leaving school for home
- · after sneezing, coughing, or blowing nose

ST DAVID SCHOOL DISTRICT SCHOOL VISITORS / VOLUNTEERS

Nonessential visitors and volunteers will be limited. Parent volunteers should not be utilized in the classroom during the COVID-19 health crisis. Only volunteers with prior administration approval.

ST DAVID SCHOOL DISTRICT RECESS SCHEDULE

ELEMENTARY MORNING RECESS K-2 9:15 - 9:30

3-5 9:30 - 9:45

ELEMENTARY LUNCH RECESS K - 1 10:40 - 11:00

2 - 3 11:05 - 11:25

4 -5 11:30 - 11:55

MIDDLE SCHOOL LUNCH RECESS

6 - 8 12:00 - 12:19