



CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT REOPENING SCHOOL GUIDELINES

2020-2021

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Cutler-Orosi Joint Unified School District Reopening School Guidelines

We will be Versatile, Efficient, Effective, and Equitable.

VERSATILE, EFFICIENT, EFFECTIVE, EQUITABLE

Given the uncertainty of the times, the unpredictability of COVID-19 and the ramifications of the pandemic, the COJUSD staff must be **VERSATILE** to respond to any immediate directives or changes that arise due to COVID-19. We must be able to pivot and address the safety, health, and educational needs of students and staff in a timely fashion. Given the state budget shortfall and its impact on the district's budget the COJUSD staff must be **EFFICIENT** in all financial decisions and practices to conduct services at high levels while being mindful of expenditures. Efficiency today will protect jobs tomorrow! Given the limited resources all staff must ensure we are **EFFECTIVE** in lesson planning, instruction, and materials used. Students will not have the usual classroom minutes with teachers. Instruction must be focused and deliberate with no wasted classroom time to ensure all students receive a quality education minimizing learning loss. Support staff must be deliberate and effective in all safety/cleaning/sanitizing/health procedures to ensure the wellbeing of all COJUSD staff. **EQUITABLE** practices must be implemented to address the needs of special populations in the District. Students in special populations will be provided with additional support and a specialized instructional program to address needs during this crisis.

ASSUMPTIONS FOR REOPENING:

The health and safety of our students, staff, and families is of utmost importance. When the 2020-2021 school year begins, on campus school will look much different than previous years due to new health and safety measures. Cutler-Orosi Joint Unified School District will develop plans to reopen schools based on guidance from public health officials and state agencies. District plans will be updated as the situation evolves.

It is important to note our district plans must focus sharply on academic instruction to enhance student performance and address learning loss. We will be honoring all elective and co-curricular courses as well as maintaining the extracurricular programs, clubs, and athletics that are so important to the physical, mental, and social well-being of our students.

On May 15, 2020, Governor Newsom shared California's May Budget Revision for 2020-2021. Schools have never faced this level of funding cuts. These significant funding cuts for schools will impact the reopening of school campuses. Districts are faced with increased costs to address safety measures connected to the pandemic.

The District is planning on the reopening of schools on a Hybrid Distance Learning Model and On-Site Learning Model (traditional).

Alternative Education Programs and selected primary grade levels are projected to be on-site for instruction as usual, every day of the week.

The following principles have been guiding the work:

- Protect the health and safety of students and staff
- Follow the guidelines set by Tulare County and Human Services Agency (County Health Department) and California Department of Education (CDE)
- Provide students with school routines for social, emotional, and academic learning
- Provide clear safety expectations for teachers, students, staff and parents during this emergency learning situation

DEFINITIONS:

- **Traditional Learning** is a form of education where students and teachers are in the same location physically during instruction.
- **Distance Learning** is a form of education in which there is a physical separation of teachers and students during instruction. In some instances, students receive materials and are provided instructional support through virtual check-ins. Other models involve the use of a variety of technology for instruction.
- **Hybrid Learning** is a combination of Traditional Learning and Distance Learning. Instruction is conducted both remotely and in person.

COJUSD STUDENT SAFE RETURN:

The School District intends to open up school as scheduled. Students in Preschool and TK-5 will be attending traditional school in August with many safety guards. Distance learning opportunity will be available for families choosing to keep their children at home. Itinerate teachers at elementary schools will be teaching to bring down the number of students in class.

Grades 6-12 will be in school in a hybrid learning system. Students will be assigned into two groups and will be attending school two-three days a week. Special populations will be attending school a third day.

All staff will return to their contracted work schedules at their designated work sites. Employees may have their schedules altered to address the safety of students and staff. School start times and school ending times may be altered.

PUBLIC HEALTH

OVERVIEW

COJUSD Schools will continue to collaborate with Tulare County Health Department to ensure a safe and healthy learning environment for students and staff. Regardless of the in-person learning model, any person entering the COJUSD Schools will be required to follow all public health regulations. Below is an explanation of the health regulations we anticipate based upon current information:

Group Gatherings and Social Distancing Requirements

- Today there are state and local public health orders limiting the size of group gatherings and 6 feet social distancing expectations where ever practicable.
- COJUSD will limit the use of large group gathering areas
 - An area is considered any room or wherever instruction takes place including outside space. Includes large areas - gymnasiums, cafeterias, hallways.
- Social Distancing Requirements
 - Maintain 6 feet (about 2 arms' length) from other people.
 - Avoid mass gatherings in large groups such as assemblies, cafeterias, field trips, staff meetings.
 - Maintain social distancing on buses.
 - Maintain social distancing outside - includes recess. Playground equipment and sharing of playground equipment limitations will be considered.

Number of Students and Staff Requirements

- Group gathering limitations and social distancing forces COJUSD Schools to afford enough space per person in our buildings. To meet these needs, we may need to reduce building capacity.
- To lower building capacity and preserve space for students and staff, visitors will not be allowed at schools.
- To the extent possible, COJUSD intends to keep the same student cohorts together.

School Traffic Guidelines and Symptom Screening

- Upon building entry, a symptom screening process will take place.

- Students, staff, and visitors entering a COJUSD school/building will submit to a thermal check along with a series of symptom screening questions.
- To the extent possible, the same staff will conduct symptom screening with the same group of students upon building entry each day. This will increase entry efficiency and enable staff to know their students when recognizing if certain students are presenting ill.
- There will be multiple entry points with staggered times for students to enter the building. School staff will be trained by our district Registered Nurses (RNs) and provided protocols in August on how to screen students.
- Staff may be screened for international or out of state travel. May require quarantine for 14 days depending on guidance from TCHD.
- Orosi High School will require closed campuses to limit multiple entry and exits into the schools.
- Attempt to create a one-way traffic flow with separate entry and exit at each school will be explored.
- Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic. Additional cues may be to indicate 6 feet intervals when standing in a line.
- Furniture will be arranged to support social distancing practices.
- Schools will control the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point.

Personal Protective Equipment (PPE) and Hygiene Measures

- Face coverings (nose and mouth)/face shields will be required for students and staff
- Gloves are required for Food and Nutrition Services workers at all times and other staff whenever cleaning or sanitizing an item or surface.
- Personal Protective Equipment (PPE) including face coverings (back-ups to personal face coverings), hand sanitizer, thermometers, and gloves will be provided to schools on a continual basis throughout the school year, beginning in August.
- Additional PPE and accommodations (e.g. plexiglass/cardboard, sneeze guards) will be provided for staff and students who are in a higher health risk category.
- Additional signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display in buildings.
- Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting hand washing. Students will wash/sanitize as they enter classrooms.

- All staff and students will be required to stay home when experiencing COVID-19 symptoms.

Suspected/Confirmed COVID-19 Cases - School Decision Tree (see addendum #1)

- Symptomatic staff and students in the building will need to go to an established isolated room (not the health room, as this must be kept available) until they can safely leave the building.
- Coordination with Tulare County Health Department regarding suspected and confirmed cases.
- The District Level Administration will assist School leadership teams to determine a course of action for their individual schools on a case-by-case basis.
- This may include the dismissal of students and most staff for a short-term period.

Transmission Mitigation and Cleaning Procedures

Consideration for increasing the circulation of outdoor air as much as possible by opening windows and/or doors as long as it does not pose a safety or health risk to other students.

To the extent possible, students and staff must prohibit the sharing of all supplies, utensils, devices, toys, books, and learning aids.

Custodial Services cleaning practices will be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted.

The Custodial Services Department will consult with the district Health Services department, and the Tulare County Health Department to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community.

TEACHING AND LEARNING

TEACHING

We are in an emergency teaching and learning situation and our goal is to provide students with an understanding of school routines to include social, emotional, and academic learning in the school environment. Students may receive instruction through Distance Learning, on-site instruction or a combination of both based on need, circumstances and state mandates. Lessons will be designed to provide practice for consolidating skills and new learning. Teachers will use teaching materials, styles, and strategies that are familiar as well as develop new skills and methodology as appropriate (synchronous and asynchronous teaching). Students will be encouraged to read independently at home daily. In general, school materials must not be

transferred from school to home or home to school daily. The instructional staff will follow the guidelines for lesson planning established by the Curriculum and Instruction Director.

For the great majority, working and collaborating together will be different. In addition, we have developed the following guidelines to limit frequent physical contact on campus:

- Staff will use the school's main office to ENTER premises or as designated by the site administration. Staff may EXIT using any gate.
- Staff will use Zoom or Google Hangout as much as possible for meetings and collaboration.
- Staff may be in close proximity to a student ONLY when necessary and will be required to wear a face mask/face shield. Daycare and preschool staff will follow specific guidelines provided by supervisor.
- Staff is to adhere to the 6-foot distance guidelines, where applicable, when working in the same room and must wash hands before entering the room and after leaving the room.
- Face masks/face shields are recommended when the 6-foot social distancing cannot be maintained.
- Staff room usage is allowed only if adults wash their hands when entering the staff room AND follow social distancing rules.
- Staff will be trained in new guidelines and procedures for health and safety before the beginning of the school year using the District's COVID-19 Education Module for staff.

LEARNING

The schedule used for this emergency is designed to meet state mandates, student needs and to limit the movement and contact of staff and students throughout the school for safety reasons. Principals will develop a versatile schedule for each school site. The schedule may need to be modified as a response to the current health situation.

The focus of lessons will be on Reading, Writing, Math (STEM), English Language Arts, English Language Development and Social Emotional Learning with their assigned teachers. The Curriculum and Instruction Director has provided guidelines for pacing, planning and minimum delivery method guidelines.

Teachers will plan the daily schedule of lessons within the arrival/dismissal time and around recess and lunch breaks for students on campus. All lessons will take place in the students' assigned classroom space with the designated teacher.

The Library will be open for students on designated times and with specific precautions. When students are allowed to check out books, the Librarian will sanitize books before re-shelving.

A schedule of PE classes will be developed to allow students to have PE inside and/or outside. During Distance Learning, alternative procedures will be provided.

All teachers will provide emotional/social support through lesson delivery and classroom practices built into the school day or Distance Learning structure.

Learning support services will be developed and delivered by the student's teacher and students needing additional support will be provided with a support system plan.

DISTANCE LEARNING

Distance Learning is when students are not on campus, either by state or health regulation, or by instructional design. Students who remain home due to a significant health risk will be able to access similar lessons and activities as their classmates who are on campus. Students will be assigned a teacher and Distance Learning activities will be conducted by the assigned teacher. Students will need to remain in the full Distance Learning assignment for the full quarter and may transition back into the physical classroom at the quarter mark.

Pre-Kindergarten through 5th grade lessons will be posted to the grade level folder on the COJUSD website so all students have access. Secondary lessons, grades 6 through 12, will be available on the teacher's Google Classroom account. Cyber High and Fuel Education may be assigned for full time Distance Learning students.

Teachers will be available by email, phone or by video conference for students who are Distance Learning. Students and parents can contact the Teacher, the Learning Director or School Site Principal with Distance Learning questions.

DEVELOPMENT OF DISTANCE LEARNING

Lesson plans are designed by grade level or content specific teachers and are used to create student assignments, which are then posted on the district website and in the teachers' Google Classroom.

Specific web-based curriculum, such as Cyber High, Fuel Education, and Edgenuity may be used by full time Distance Learning Teachers. Daily distance learning sessions will take place with full time Distance Learning students.

TRANSITION TO HYBRID LEARNING

District Office Personnel and Site Administration will group students by alphabet to ensure families (siblings) are placed in the same group in preparation for Hybrid Distance Learning schedule. Students will be assigned an "A" group or a "B" group and will be assigned their instructional days for the week. Teachers may also create groups of students that will remain together for instruction and activities.

The goal of creating groups of students is to develop well-functioning classes that meet the learning needs of the group and the family. When creating class groups quality instruction and learning is the goal, the following guidelines will be adhered to as much as possible:

- Considerations for school wide and classroom group split:
 - Twins are placed together
 - Family groups come in on the same day

- As a priority, students with behavior concerns should be separated
- 'Safety over friendship' is the priority when creating groupings
- Parents will be notified of their student's teacher placement by the Principal
- Parents will be notified of their student's group placement by the Teacher

ON-SITE GUIDELINES AND PROCEDURES

GENERAL SITE ARRIVAL AND DISMISSAL EXPECTATIONS

The following expectations and procedures are in place to ensure health, safety and hygiene standards are met.

IN GENERAL:

- All movement around and within the site is to happen with the expected 6-foot minimum distance where practicable.
- Students and staff are not to be in school if they show symptoms of illness and must be symptom-free with no fever for 72 hours before returning or be cleared with a physician's release.
- Students are to be on campus for their assigned time only.
- Students may not enter the campus before their scheduled arrival time unless involved in an approved before school program.
- Students may not stay on campus after dismissal time unless involved in an approved after school activity.
- Staff and students will follow the outlined health and safety guidelines thermal checks at arrival, face masks/face shields, washing and disinfecting hands in the entrance and exit of spaces.

The School Site Principal will make assignments for the school's bell schedule, student arrival and dismissal times. Student drop-off and pick-up locations will also be determined by Site Administration. Multiple locations for entry and drop off will be communicated and outlined on school maps to provide all stakeholders with clarity.

EXPECTATIONS FOR STUDENTS

- Students will be trained on the guidelines for health and safety using the COVID-19 Student Education Module delivered by grade span.
- Students will be allowed on the campus and/or classroom at their assigned start time and will wear face masks/face shields and submit to a thermal check at entrance.
- Students are to enter the campus **without parents** at their **assigned entrance area**. Pre-school and daycare students will have other specific guidelines provided by the supervisor.
- Students must wash hands where practicable or sanitize hands at a minimum when entering the classroom (gel in and gel out).
- Students must adhere to the 6-foot distancing rule when entering and exiting classrooms where practicable.

- Students may bring only the **minimal items** needed to the classroom.
- It is important for students and parents to arrive to school on time and if participating in the Before School Program, do not arrive until designated time.
- Students who **arrive late** must enter the site through the Main Office. Students are to check in at the office for thermal check and then go to their class.
- Elementary students will be taken to their dismissal point or the After School Program by teachers. Students will be released either to their assigned bus or to their parents (or designee). Staff will wait with their students until all students are picked up.
- Students in the After School Program must be signed out by a parent or other authorized person minimizing adults on the school premises.
- Secondary students, grades 6 -12, will exit the campus as assigned by Administration.
- School Site Administration will designate drop-off and pick-up locations for their site.
- Students should not share water bottles or any personal items with other students at any time.
- Students must update contact information, check email often, visit the District Website, www.cojusd.org, and follow district and school social media platforms for updated information.

EXPECTATIONS FOR PARENTS

- Parents will participate in the District health, safety and instructional education session with their student before student begins school for the 2020-2021 school year. Parents will be trained with the COVID-19 Health, Safety and Instruction Module for their grade span.
- Parents will arrive at the assigned start time and dismissal time – it is especially important to keep to these times to encourage social distancing.
- Parents are encouraged to bring their children to school rather than using the school bus for transportation.
- Parents drop students off outside of the campus. Pre-school and FEC childcare parents may accompany their student into the designated sign-in area.
- Parents are encouraged to allow their student to make the last part of the journey into school independently unless delivering a reluctant student or a student that needs special assistance.
- Parents are encouraged to drop off older students at the car drop off location.
- Parents will choose enroll their student into physical attendance to school for their students (traditional/hybrid) or full distance learning (learning at home). The program chosen will continue to be the student’s learning program through the quarter of trimester. Students will not be allowed to transfer into physical school attendance in the middle of the quarter or trimester.
- Parents will pick students up at the areas directed by the site administrator. Please note the pick-up doors may be different from the entrance doors.
- Please take your students’ temperature daily before leaving for school. Students with a fever of 100.4 or above or who exhibit COVID-19 symptoms **MUST NOT** be sent to school.
- During the COVID-19 pandemic volunteers in the classrooms will not be allowed. Visitors to the schools and offices are discouraged.

- Parent engagement and education opportunities will be provided via Zoom or in small groups.
- Participants will need to follow all district safety guidelines when arriving on campus; thermal checks, face masks/face shields, distancing, sanitizing.
- Parents are highly encouraged to communicate with the Health Staff at school if a student or any family member has tested positive for COVID-19.
- Parents must update contact information, check email often, visit the district website, www.cojUSD.org, and follow district and school social media platforms for updated information.
- Parent/Teacher Conferences may be held virtually to accommodate COVID restrictions
- Parents should help their children keep their facial coverings clean and in a safe place (their backpack) so that students have them when they need them.
- Early dismissal of students will be highly discouraged to limit exposure for staff and students.
- Parents will check-out and sign off for electronic devices at the student's school site.

EXPECTATIONS FOR TEACHERS AND STAFF

- Staff will be trained on new guidelines and procedures for health and safety before the beginning of the school year using the Safeschools Pandemic Flu Module for staff.
- Teachers and staff will enter through the main office entrances.
- Food Services staff will enter through the kitchen door and then follow the check-in procedure.
- Teachers and staff must sanitize hands when entering the office or classrooms (gel in, gel out).
- All employees are to complete the Exposure Control Form each day upon arrival. Employees will have a thermal check with a touchless device or use the face reader mounted in the office (for those who arrive early) and record the result on the Exposure Control Form. The form must be placed in the designated area.
- Teachers and staff are to use the 6-foot distancing standard when entering and leaving the buildings and campus where practicable.
- To ensure the safety of all students, staff members will help monitor students Before School and After School.
- Elementary Teachers or staff will report to their designated morning pick up area as specified by Site Administration to wait for students as they arrive on campus. Teachers will help monitor and supervise students ensuring social distancing. A duty rotation schedule may be used.
- Secondary Teachers are to adhere to their supervision schedule as specified by Site Administration.
- Teachers and staff will take their classes to dismissal areas as assigned by the Site Administration while maintaining the 6-foot distancing standard where practicable.
- Teachers are to discourage students from sharing electronic devices and school materials.
- Teachers should remove all non-essential personal belongings from the classroom.
- All staff must wear face masks/face shields while on school campus.
- Update contact information, check email often, visit the district website, www.cojUSD.org, and follow district and school social media platforms for updated information.

MOVEMENT OF PEOPLE IN, OUT AND THROUGHOUT THE SCHOOL CAMPUS

All movement of students around and within the buildings is to be supervised by an adult and adhere to the expected 6-foot distance where practicable. When students are moving around the building, they need to be taught the following expectations. These expectations must be reinforced consistently by all teachers and staff. They include:

- Everyone washes or sanitizes their hands as they enter another section of the school (gel in, gel out).
- Stay five steps apart (6 feet apart).
- Keep hands and bodies to him/herself.
- Students must wash hands after using or exiting the restroom.
- Face mask/face shield will be used except for students in preschool and students who cannot wear masks.

ENTERING AND EXITING THE CLASSROOM

BEGINNING OF THE DAY:

- Students will bring their belongings with them to the classroom, including coats and bags.
- Upon entering the classroom, students will either wash or sanitize their hands, (gel in, gel out) place their coats on the back of their chair and their bag(s) next to them or in their cubical.
- Students are then ready to begin the day.

DURING THE DAY:

- Students must wash or sanitize their hands upon entering the classroom; after recess or PE and after using the restroom or any other time they enter a room.
- Each student is allowed to bring a perfume-free hand lotion to be used after sanitizing and washing hands.

END OF THE DAY:

- Students put on their coats and place their bags on their back/shoulder.
- Students wash their hands or sanitize before lining up to be taken to exits and busses.
- Students walk to the designated dismissal area while maintaining social distancing. Teachers remain with their class until all students are picked up. **A duty rotation schedule may be used.**

CLASSROOMS AND NON-CLASSROOM SPACES

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
- Consider holding recess activities in separated areas designated by class/group.
- Minimize congregated movement through hallways as much as practicable. Establish additional ways to enter and exit a classroom and campus, and stagger passing times when necessary or when students cannot stay in one room.

OUTDOOR PLAY

Principals will create a revised recess schedule to provide outdoor playtime for all students and limit the number of students on the playground at one time. Designated staff will be on duty for every recess period at each playground. Childcare and preschool classes will adhere to special guidelines as specified by their Administration. Procedures for sanitizing/cleaning play equipment and recreational materials must be planned for.

STUDENT EXPECTATIONS FOR OUTDOOR PLAY

- Students are expected to follow the school rules and cooperate when instructed and directed by staff.
- Students are expected to adhere to all new procedures to meet new guidelines for health and safety.
- Students who struggle to meet the new expectations will be provided alternative physical activities.
- Students must maintain a 6-foot distance when playing where practicable.
- Independent ball play is permitted during outdoor play.
- Students will have access to playground equipment, toys or bikes on the schedule specified by the School Administration. Cleaning and sanitizing will need to take place after every student group.

USE OF MATERIALS IN THE CLASSROOM

CLASSROOMS MATERIALS

- Teachers need to maintain the sanitization of the classroom and materials.
- Teachers/staff need to wash or sanitize their hands prior to handling materials.
- All toys and manipulatives need to be cleaned/sanitized after every group of students uses them. If they cannot be washed they must be packed away.
- Soft toys and pillows/cushions/blankets must be removed and stored away.
- All school materials (other than electronic devices) stay at school; no home materials are to be brought to school with the exception of a pencil case which will then stay at school.

- Students cannot bring personal toys/items to school.
- Teachers will designate learning materials for each student that will not be shared with others.

ELECTRONIC DEVICES

- Electronic devices must not be shared with others.
- Electronic devices must be taken home and sanitized at the end of the day.
- Students must wash hands or use hand sanitizer before and after use of electronic devices.

OTHER MATERIALS

- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. When allowed, items must be cleaned and disinfected between use.
- No play dough/clay at the elementary sites.
- Role play corners are to be disinfected after the use of every group of students.

CLASSROOM AND CENTRAL LIBRARIES

- Libraries will be open with heightened disinfection and sanitization of the space. Books are not to be touched unless they will be checked out. Books must remain in the return box for 24 hours before wiping them and shelving them.

HEALTH AND SAFETY GUIDELINES AND PROCEDURES

GENERAL

- Implement screening and other procedures for all staff and students entering the facility.
- Conduct visual wellness checks of all students and thermal checks with a no-touch thermometer.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- If a student is exhibiting symptoms of COVID-19, staff should communicate to the school nurse who will then communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Monitor staff and students throughout the day for signs of illness; send students and staff home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Students or staff members who become ill at school are to report their symptoms to the health office (school nurse). The school nurse's office will be responsible for reporting suspected COVID-19 cases to county health officials.

HANDWASHING AND SANITIZING

- Hand sanitizer will be placed inside each classroom entry door.

- Upon entering the classroom, all students will wash their hands or use hand sanitizer (gel in, gel out).
- Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff should model, practice and monitor proper handwashing.

6 FEET WHEN WEARING A FACE MASK OR FACE SHIELD

- 6-foot marks will be placed before doors and on sidewalks.
- Students will enter school at their assigned area, one at a time, 6-foot apart where practicable.
- Students will be separated by a 6-foot distance throughout the school day both in the classroom and when transitioning to/from one activity to another where practicable.
 - The 6-foot separation requirement does not apply to infant and toddler classrooms.
- Students will exit and enter the campus from their designated areas.

FACEMASKS/FACE SHIELDS AND GLOVES

Staff should teach and reinforce the use of face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- Teachers, speech therapists and other specialized staff may use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) need to use gloves and facial coverings.
- Students are encouraged to use cloth face coverings. Cloth face coverings are best in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices, tables , desks	At the end of each day
Appliances	Exterior surfaces of refrigerators, microwaves, coffee machines	Daily
Electronic Equipment	Copier machines, TV's, Telephones	At the end of each day via general disinfecting

General Used Objects	Handles, light switches, sinks, restrooms	Daily or more often as needed
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Etc.	At the end of each use/day as appropriate
Technology	iPads, Chromebooks, laptops, etc.	Once per week (unshared devices)

CLEANING OF ROOMS

- Door handles, light switches, faucet handles etc. will be wiped down and sanitized by custodial staff daily.
- Toilets and sinks will be washed and sanitized at various times throughout the day as needed by the custodial staff. A log for daily bathroom cleaning will be kept for each bathroom documenting date, time and custodian who cleaned the bathroom.

When disinfecting, the disinfection solution will sit for 30 seconds and then the surface will be wiped dry with paper towels if still wet. The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to the next day.

SCHOOL HEALTH NURSE OFFICE

- Students who need to be sent home due to illness will be assessed and then isolated as per district health office guidelines.
- Other non-illness student health needs will be initially checked by front office staff prior to sending them to the Health Office to prevent overcrowding.
- Minor injuries or other issues will be treated when the office is clear of students with fever.

STUDENTS ILLNESS – PARENT/GUARDIAN MESSAGING

Students who show signs of illness may not attend school. Please do NOT send your student to school if he or she is showing symptoms of illness which could be passed onto another person.

Do **NOT** send your student to school if any member of the household has symptoms or has been diagnosed with COVID-19. Your student should self-quarantine. Quarantine means completely avoiding contact with other people for **14 days**. Quarantine stops other people from getting infected. Your student will likely not be tested unless he/she develops symptoms. Your student is in quarantine because your student is in close contact of a confirmed case of coronavirus. Close contact can be household contacts, defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities.

Students who show signs of illness, have a temperature of 100.4F, or higher will be sent home from school. The student shall wear his/her face mask/face shield and the student shall be isolated from the non-ill students until parent pick up. A member of Administration, Nurse, or Teacher will follow up with a phone call to parent to arrange immediate pick up of the ill student.

When positive cases in staff or students arise, health personnel will determine the impact of the situation, in conjunction, with the Tulare County Health Department to advise on the next step.

STAFF ILLNESS

Staff who show signs of illness (not just COVID-19) or have a temperature of 100.4F or higher should not come to school or, if already at school, should go home immediately. Staff must notify his/her administrator and enter the absence on Aesop.

Staff are considered sick when there are symptoms of illness, even mild symptoms. Staff with symptoms of illness are to stay home from work and use their appropriate leave entitlement.

Staff may return to work 72 hours after he/she no longer has a fever and is not using any fever reducing medication.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the Personnel Department must be informed in order to insure proper leave benefits are applied and any legal notices are given.

It is recommended that a person with diagnosed COVID-19 isolates themselves as much as possible in their home away from other family members and avoid all physical contact with others in the home. Employees may not return to work until a clearance note from a health care professional is submitted.

When positive cases in staff or students arise, health personnel will determine the impact of the situation, in conjunction, with the County Health Department to advise on the next step.

FAMILY MEMBER ILLNESS

If you suspect someone in your home has COVID-19, stay home out of caution. You will be using your COVID-19 leave. Do your best to isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are an essential worker and need to return to work. If it is confirmed that it is not COVID-19, you are to return to work.

If a family member has a confirmed case of COVID-19, the employee should be tested as well. After a negative test result, the employee is to return to work. The last action before leaving the house should be a thermal check and washing his/her hands daily.

AT RISK STUDENTS

Teachers and staff will monitor the emotional well-being of students in the new learning environment. Parents will be asked to share any concerns with their student's teacher.

We will be particularly aware of the following situations and issues:

1. Reluctant students*

2. Social / emotional concerns including new concerns because of new class, teacher, environment, friendships
3. Behavior / disciplinary issues
4. General academic concerns
5. Late and absent students
6. Student protection issues

*Students who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter classrooms, who make excuses during the day will be sent home.

FOOD SERVICES

These guidelines apply to both in classroom eating and cafeteria eating when reopened. Until schools are fully open, Stage 4, we will continue to have drive-through meal service for students if allowed by USDA.

MEAL SERVICE PROCEDURES

PRESCHOOL SITES

The AM session will take a sack lunch home at dismissal. The PM session will eat in the classroom practicing social distancing.

ELEMENTARY SITES

All students will eat in their designated classroom area. All sites in the district will be offering meals in either boxes or bags to limit the possible exposure and keep items safe and compliant. Milk will be packaged separately to keep it cold.

CLASSROOMS

- A student will be sent to the cafeteria to pick up his/her classroom's meals using a wagon.
- The wagon containing leftovers and unserved meals will be returned after meal service.
 - The meal count sheet is to be included with the wagon.
- All students and staff wash their hands before eating breakfast, lunch or snack.
- Students sit at their designated spot for lunch.
- Meal service is supervised by the teacher or other staff.
- Staff use the provided disinfectant and towels to clean the desks/tables after students have eaten.
- When meals are served in the classrooms, it is the teacher/staff responsibility to maintain the sanitation and cleaning of the tables before and after meals.

SERVICE IN THE CAFETERIA (SPECIAL OCCASIONS)

- Each elementary school cafeteria can feed approximately 50 students with social distancing.

- Designated seating areas will be labeled for students who eat in the cafeterias, maintaining social distancing.
- Students will also maintain the 6-foot distancing while picking up and eating their meals where practicable.
- Childcare and preschool programs will follow specific guidelines as communicated by site supervisors.

SECONDARY SITES

All meals will be compliant and will be prepackaged except for milk. All meal service will be in the cafeteria and outside service locations.

- Meal times may have to be staggered based on the student capacity of the service locations.
- Cleaning and sanitizing of cafeteria tables will be conducted between meals.
- The school site is responsible for student supervision during meal periods.
- Students will also maintain the 6-foot distancing while picking up and eating their meals where practicable.

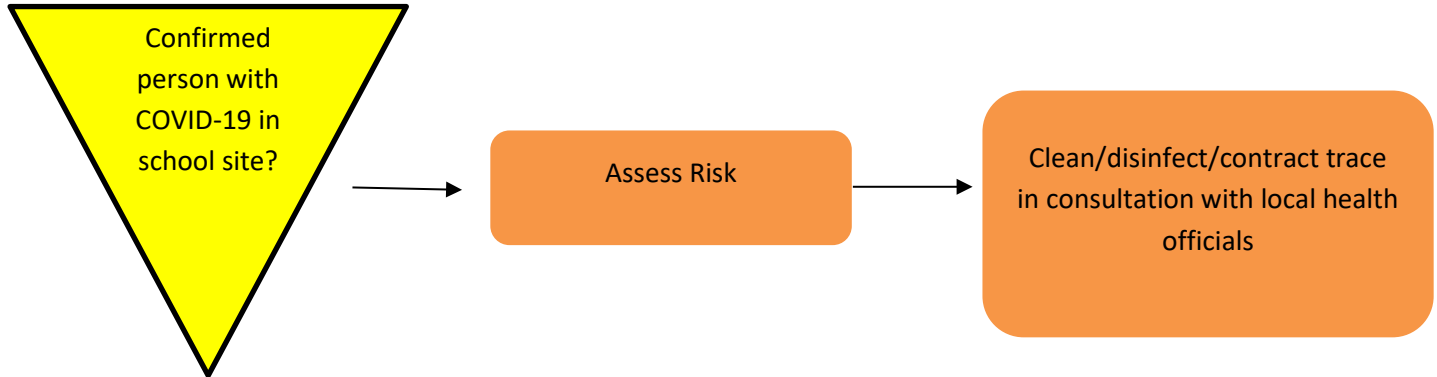
TRANSPORTATION

The transportation schedule for home to school bus runs will remain as they have in the past. This means the individual school site bell schedules for the start and end of school remain the same. No additional transportation runs will be added.

- Drivers will be provided disinfectant supplies and disposable gloves to support disinfection.
- Buses must be thoroughly cleaned and disinfected daily after each route as practicable and after transporting any individual who is exhibiting symptoms of COVID-19 by trained staff.
- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Students will use face coverings as they enter the bus. Students are encouraged to use cloth face coverings because they are more effective in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Families (siblings) must sit together on the bus while wearing face masks/face shields.

COJUSD School Decision Tree

ALL SCHOOLS REGARDLESS OF COMMUNITY SPREAD



NO COMMUNITY SPREAD

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
 - Site logs with central District access
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events
 - consider postponing non-critical gatherings and events
- Require sick students and staff to stay home
- Establish procedures for someone becoming sick at school
 - Refer to student flowchart

Monitor changes in community spread

MINIMAL TO MODERATE OR SUBSTANTIAL COMMUNITY SPREAD

Is community spread Minimal to Moderate or Substantial?

- Coordinate with local health officials
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

Implement Extended School Dismissals

- Classroom goes home when there is a confirmed case.
- Schools close if multiple cohorts have positive cases, or 5% of school is positive
- District closes if 25% of its schools are closed within 14-day period



*This form will continuously be evaluated as new information is released per CDC and/or state and local sources.

COJUSD STUDENT COVID-19 SCREENING FLOWCHART

Student Presents to Health Office with Symptoms (mask student)

H.A. or LVN notifies front office of a Code "C" student.

***Assess all three areas**

*Front office to assist with students that have non-contagious issues & send them back to class to prevent extra exposure until Code "C" student is in isolation.

Verbal

When did symptoms start? Recent travel? Recent exposure to someone who is ill? Conduct Risk Assessment per

Visual

Flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness, and

Physical

Temp > 100.4°F (confirmed with oral thermometer) or Pulse Ox. <94%

Pediatric patients with COVID-19 may experience the following signs or symptoms over the course of the disease:

- Fever
- Cough
- Nasal congestion
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Body/Muscle aches
- Poor appetite

Other: rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling of hands/feet, stomach pain

Call EMS:

if student has the following symptoms

- Trouble breathing/low oxygen level (<94%)
- Persistent pain or pressure in the chest
- New confusion
- Inability to awaken or stay awake
- Blue color to lips or face

Verbal, Visual and Physical concerns are abnormal.

No

Allow to rest for 10 minutes

Yes

Isolate

Improving

No

Yes

Back to Class

Contact family and send student to Clinic. Notify Parents/Guardians of criteria for return to school:

- Provider's clearance note
 - Letter of clearance from HHSA
 - Completion of 14 day quarantine and symptom free, no fever x 3 days without medications.
- DOCUMENT ALL FINDINGS**



Return to Extracurricular Activities – Guidelines

Reglas de Regreso a Actividades Extracurriculares

Cutler- Orosi JUSD Extracurricular Activities Return Plan

After consulting the state and local health guidelines and with the utmost care for students, the Cutler-Orosi Joint Unified School District will begin athletic conditioning and small group activities on June 24, 2020. Very strict guidelines and procedures will be implemented for the safety of students and staff. Extracurricular coaches and teachers will communicate with students and parents via email the plans for extracurricular activities. Guidelines and procedures to participate in extracurricular activities will also be posted on the district website, www.cojUSD.org and on the secondary schools' websites.

Plan De Retorno De Actividades Extracurriculares Del Distrito Escolar De Cutler-Orosi

Después de consultar con las reglas de salud estatales y locales y con el máximo cuidado para los estudiantes, el Distrito Escolar Unificado de Cutler-Orosi comenzará acondicionamientos deportivos y actividades en grupos pequeños el 24 de junio de 2020. Se implementarán reglas y procedimientos muy estrictos para la seguridad de los estudiantes y el personal. Los entrenadores y maestros extracurriculares se comunicarán con los estudiantes y los padres por correo electrónico los planes para las actividades extracurriculares. Las reglas y procedimientos para participar en actividades extracurriculares se publicarán en el sitio web del distrito: www.cojUSD.org y en los sitios web de las escuelas secundarias.

Pre-Workout Screening

- Health Survey
- Temperature Check (100.4)
- Personal Water Bottle- no sharing



Examen previo a entrenamiento

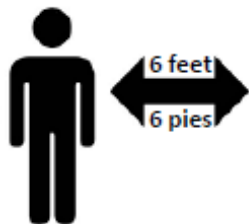
- Encuesta de Salud
- Verificación de temperatura (100.4)
- Botella de agua personal: no compartir

10 Person Limit per Group



Límite de 10 personas por grupo

Social Distancing Practice at 6 – feet



Práctica de Distancia Social de 6 pies

No Shared Equipment



No Compartir Equipo

Hand Washing Breaks



Descansos para Lavarse las manos

No Locker Room Use



No Uso de Vestuarios



Please go directly home and wash clothes.

Por favor de irse directo a casa y lavar su ropa.



Sources: Centers for Disease Control and Prevention (cdc.org) National Federation of High School Sports (nfhs.org)