



MT. BALDY SCHOOL

Guidelines for Re-opening Our School

2020-2021

Developed in Collaboration with MBS Administration, MBTA, and Stakeholders

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Board Approved July 26,2020

*This document is subject to revision based upon changes in policies and procedures from State and Local Health Departments

This guidance is based upon the latest versions of the following documents:

“Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools”(CDE June 2020,)

“COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California 2020-2021 School Year”(California Department of Public Health, July 17, 2020)

“Considerations for K-12 Schools: Readiness and Planning Tool” (Centers for Disease Control, July 1, 2020)

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Stages of Re-opening of School

[Modeled after California's Resilience Roadmap]

NOTE: The plan outlined for each stage is fluid and may be impacted by revisions made to the local county guidelines and to accommodate the needs of our school community.

Stage 1: Safety and Preparedness

I. Student Learning and Support

- Distance Learning 2.0 [Refer to Appendices B-E]
- Activities and Athletics suspended
- Field trips, overnight travel or out of state travel cancelled
- No scheduling or attending field trips, overnight travel or out of state travel

II. Employees

- Limited number of essential workers report to the work site
- Majority of essential workers encouraged to work remotely from home
- Non-essential workers stay at home
- Out of state or in state travel or conferences cancelled, unless conducted virtually

III. Parent Groups/Volunteers

- Work off site

IV. Outside User Groups

- Not allowed

V. District Facilities

- Limited to operate essential business only

VI. Preventive Procedures [Refer to Appendix A]

- Employees to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines is required
- Post information about handwashing and hand-sanitizing at cleaning stations
- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom,

after coughing/sneezing, after touching their face covering, and after each transition back to the work space or room

- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers (minimum of 60% alcohol) throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day [Refer to Appendix G] St

Stage 2A [Beginning]: Lower Risk Workplaces

Gradually re-open lower risk workplaces with adaptations

I. Student Learning and Support

- Distance Learning 2.0 [Refer to Appendices B-E]
- Activities and athletics suspended
- No scheduling or attending field trips

II. Employees

- Begin to phase more essential workers back to the work site
- Majority of essential workers who can work remotely encouraged to work from home
- Non-essential workers stay at home
- Out of state or in state travel or conferences cancelled, unless conducted virtually

III. Parent Groups/Volunteers

- Work off site

IV. Outside User Groups

- Not allowed

V. District Facilities

- Limited to operate essential business only

VI. Preventive Procedures [Refer to Appendix A]

- Employees to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines is required
- Post information about handwashing and hand-sanitizing at cleaning stations

- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and each transition back to workspace or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers (minimum of 60% alcohol) throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day [Refer to Appendix G]

Stage 2B [Later]: Lower Risk Workplaces

Gradually re-open lower risk workplaces with adaptations

I. Student Learning and Support

- Blended Learning [Refer to Appendices B-E]
- Outdoor play/recess/lunch with modified schedules to allow for appropriate physical distancing
- Indoor assemblies/rallies suspended
- Activities and athletics suspended
- No scheduling or attending field trips

II. Employees

- Phase in a majority of the essential workers back to the work site
- Limited number of essential workers working remotely from home

III. Parent Groups/Volunteers

- Work off site

IV. Outside User Groups

- Not allowed

V. District Facilities

- Open to the public for limited periods of time

VI. Preventive Procedures [Refer to Appendix A]

- Employees and students/families to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines is required
- Post information about handwashing and hand-sanitizing at cleaning stations
- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and each transition back to workspace or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers (minimum of 60% alcohol) throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day [Refer to Appendix G]

Stage 3: Higher Risk Workplaces

Open high-risk environments with adaptations and limit on gathering sizes

I. Student Learning and Support

- Blended Learning transition to Traditional Instruction [Refer to Appendices B-E]
- Outdoor play/recess/lunch with modified schedules to allow for appropriate physical distancing
- Assemblies suspended
- Modified Activities may resume without spectators [adherence to health orders will apply]
- No scheduling or attending field trips

II. Employees

- All employees report to the work site
- Overnight and out of state travel/conferences suspended
- Virtual conferences may be approved, on an as needed basis

III. Parent Groups/Volunteers

- Upon pre-screening evaluation, parent groups and volunteers may participate in other non-instructional rooms; not allowed in classrooms during instructional time [Refer to Appendix F]

IV. Outside User Groups

- Not allowed

V. District Facilities

- Open to the public

VI. Preventive Procedures [Refer to Appendix A]

- Employees and students/families to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines is required
- Post information about handwashing and hand-sanitizing at cleaning stations
- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and each transition back to workspace or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers (minimum of 60% alcohol) throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day [Refer to Appendix G]

Stage 4: End of Stay at Home Order

I. Student Learning and Support

- Traditional Instruction [Refer to Appendix B]
- Gradual opening of activities with spectators
- Upon approval, field trips and overnight travel/out of state may be scheduled during the 2020-2021 school year

II. Employees

- All employees report to the work site
- Overnight and out of state travel/conferences may be scheduled, on an as needed basis

III. Parent Groups/Volunteers

- Parent groups and volunteers may resume with modification

IV. Outside User Groups

- Resume for all groups

V. District Facilities

- Open to the public

VI. Safety Procedures

- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices

Instructional Setting Transition Criteria

Distance Learning will occur if San Bernardino County is identified as being on the “Monitored” list for more than three consecutive days. Our school may reopen for in-person instruction in the Blended Learning phase, in accordance with CDPH Guidelines, 14 consecutive days after the County is no longer on the “Monitoring” list. Our district may choose to apply for a waiver for reopening earlier if conditions warrant as approved by the San Bernardino County Superintendent’s Office and granted by the local Department of Public Health.

Individual school closure is recommended based upon the number of cases, the percentage of the teachers/students/staff that are positive for COVID-19 and following consultation with the local health officer. Closure will be appropriate when there are multiple cases in multiple cohorts or when at least 5 percent of the total teachers/student/staff are cases within a 14 day period.

Schools may reopen for in-person learning after 14 days and the school has been cleaned and disinfected, there has been a public health investigation, and consultation with the local public health department.

Appendix A:

Preventive Procedures for Operations-Transitions and Settings

Prevention procedures describe expectations across transitions and different settings. Procedures may need to be adjusted based on the current stage of reopening, setting and guidelines issued by the state and county. [San Bernardino Readiness and Recovery Plan](#) and [CDPH Framework from July 17, 2020](#)

Employees	
	Prevention Procedure
Training	<p><u>Training Office and District Staff</u> Train staff on the following: how to use Personal Protective Equipment (PPE) and enforcing proper hygiene standards in the workplace and during transitions</p> <p><u>Certificated Staff at Schools</u> Train staff on the following: how to use PPE, social/physical distancing guidelines, enforcing proper hygiene standards in the classroom and during transitions</p> <p><u>Classified Staff at Schools</u> Train staff on the following: how to use PPE, social/physical distancing guidelines, enforcing proper hygiene standards in the workplace and during transitions</p> <p><u>Custodians</u> Train staff on proper cleaning practices and standards, proper use of District approved cleaning/sanitizing and disinfectant chemicals</p>
Employee Absences to Cover Essential Workers	<ul style="list-style-type: none"> ● Utilize substitute management system ● Utilize overtime as necessary ● Implement contingency plan to cover positions deemed essential

Office	
	Prevention Procedure
Employee Screening	<p><u>Surveillance Testing</u>: Once schools are reopened to at least some in-person instruction, it is recommended that surveillance testing be</p>

	<p>implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases <u>as lab testing capacity allows</u>.</p> <p>School districts shall test staff periodically, as testing capacity permits and as practicable. Recommended testing would be that 25% of staff are tested every two weeks, to assure rotation of all staff.</p> <p>If the school reopens to in-person instruction, but the county is later placed on the county monitoring list, the school should begin testing staff, or increase frequency of staff testing, but the school is not required to close.</p> <p><u>Passive Screening:</u> All employees should monitor themselves on a daily basis for COVID-19 symptoms (as updated by the CDC), self-report concerns to the Superintendent/Principal, and to stay home when not feeling well. Employees who are not experiencing COVID-19 symptoms but who have a sick family member at home with COVID-19 should be instructed to self-report to superintendent/Principal and follow CDC guidelines.</p> <ul style="list-style-type: none"> ● Employees should not report to work if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. ● If an employee is exhibiting flu-like or similar symptoms consistent with COVID-19, the supervisor should send the employee home and notify the Superintendent/Principal. ● If the employee becomes sick during the day, the employee should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. ● Train designated staff on utilizing health screening (documentation/logging). ● Any staff member that wishes to have their temperature at work taken may do so as a screening method at their discretion. ● The administration will maintain contact with the Health Department to: <ul style="list-style-type: none"> ○ Implement plan to address Positive COVID-19 Cases or Community Surges ○ Consult and follow local public health orders
<p>Social/Physical Distancing</p>	<ul style="list-style-type: none"> ● Maintain ADEQUATE distance between individuals ● Place floor markers to highlight social/physical distancing guidelines and flow ● Put up signage in common areas about expectations
<p>Face Coverings</p>	<ul style="list-style-type: none"> ● Face coverings are strongly recommended by county, state, and federal health departments and are expected to be worn when in the vicinity of others. ● Employees that cannot wear a facemask due to medical reasons

	<p>should work with the Superintendent/Principal in the interactive/accommodations process.</p> <ul style="list-style-type: none"> ● A face covering should not be put on anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance ● General considerations for the use of cloth face coverings include: <ul style="list-style-type: none"> ○ Mouth and nose are fully covered ○ Covering should fit snugly against the sides of the face so there are no gaps ○ You do not have any difficulty breathing while wearing the cloth face covering ○ Avoid touching your face as much as possible ○ Clean hands with soap and water or alcohol-based hand sanitizer immediately before putting on, after touching, or adjusting, and removing the cloth face covering ○ Wash reusable face coverings regularly ○ Face coverings should not be shared
Handwashing/ Sanitizing Station	<ul style="list-style-type: none"> ● Promote good hygiene practices ● Post information about handwashing and hand-sanitizing at cleaning stations ● Encourage employees to wash their hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom or taking breaks, after coughing/sneezing, after touching their face covering, and each time they return to their desk/workspace. ● Provide adequate supplies for handwashing ● Place hand sanitizers (min. of 60% alcohol) offices/lobby and in classrooms without sinks ● Educate/review handwashing procedures with staff (show handwashing video) https://youtu.be/d914EnpU4Fo
PPE	<ul style="list-style-type: none"> ● Needed PPE: <ul style="list-style-type: none"> ○ District/School: face coverings/gloves (if applicable) ○ Designated Isolation Room: gowns, face covering, gloves, face shields (this can be from the nurse's office supply)
Other	<p>Install protective guards/plexiglass shields at select employee work stations if physical arrangement does not allow for adequate social/physical distancing</p>

Staff and Public Restrooms	
	Prevention Procedure
Social/Physical Distancing	Install social distancing floor markings
Cleaning	Refer to Appendix G
Other	Post handwashing posters

School	
Student Screening	<ul style="list-style-type: none"> ● Passive Screening: Symptom checking at home before school each day by parents/guardians <ul style="list-style-type: none"> ○ Instruct parents/guardians to screen their students before leaving home. Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after resolution of fever (without fever-reducing medication) and improvement in other symptoms (COVID-19 Industry Guidance: Schools and School-based Programs, June 5, 2020). Common symptoms of COVID-19 include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell (CDC, Public Health). ○ COVID-19 Symptom Checklist Letter and all-call will be provided ● Active Screening: Additional health screening may include use of temperature checks prior to students entering campus ● Screening of students displaying symptoms and upon initial return <ul style="list-style-type: none"> ○ School nurses train health tech and designated staff (e.g. office staff, childcare) on screening questionnaire, temperature checks, and documentation/logging) ○ Screening to be conducted in a designated space or outside area of school

	<ul style="list-style-type: none"> ● Student should not be on site if symptoms present. Temperature screening – if temperature is at or above 100 F then student is moved to isolation room, parent/guardian contacted to pick up student and parent/guardian instructed to follow isolation guidelines. ● Isolation Plan: <ul style="list-style-type: none"> ○ Presenting symptoms consistent with COVID-19, student should remain at home in isolation for a minimum of 14 days plus at least 3 days after resolution of fever (without fever-reducing medication) and is improvement in other symptoms (COVID-19 Industry Guidance: Schools and School Based Programs, June 5, 2020) (Note: isolation plan is guided by public health and subject to change). ● Any positive confirmed cases (confirmed by doctor’s note/testing results) will be tracked by administration
Employee Screening and Face Coverings at School	<ul style="list-style-type: none"> ● Passive Screening: All employees should monitor themselves on a daily basis for COVID-19 symptoms (as updated by the CDC), self-report concerns to the Superintendent/Principal, and to stay home when not feeling well. Employees who are not experiencing COVID-19 symptoms but who have a sick family member at home with COVID-19 should be instructed to self-report to the Superintendent/Principal and follow CDC guidelines. ● Employees should not report to work if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. ● If an employee is exhibiting flu-like or similar symptoms consistent with COVID-19, the administration should send the employee home and notify the Superintendent/Principal. ● If the employee becomes sick during the day, the employee should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. ● Train designated staff on utilizing health screening (documentation/logging). ● Any staff member that wishes to have their temperature at work taken may do so as a screening method at their discretion. ● The Superintendent/Principal will maintain contact with the Health Department to <ul style="list-style-type: none"> ○ Implement plan to address Positive COVID-19 Cases or Community Surges ○ Consult and follow local public health orders ● Face coverings are strongly recommended by county, state, and federal health departments and are expected to be worn when in the vicinity of others. ● Employees that cannot wear a facemask due to medical reasons

	<p>should work with the Superintendent/Principal in the interactive accommodations process.</p> <ul style="list-style-type: none"> ● A face covering should not be put on anyone who has trouble breathing is unconsciousness, incapacitated, or otherwise unable to remove the face covering without assistance. ● General considerations for the use of cloth face coverings include: <ul style="list-style-type: none"> ○ Mouth and nose are fully covered ○ Covering should fit snugly against the sides of the face so there are no gaps ○ You do not have any difficulty breathing while wearing the cloth face covering ○ Avoid touching your face as much as possible ○ Clean hands with soap and water or alcohol-based hand sanitizer immediately before putting on, after touching or adjusting, and removing the cloth face covering ○ Wash reusable face coverings regularly ○ Face coverings should not be shared ● The administration will contact the Health Department for guidance.
Student Arrival	<ul style="list-style-type: none"> ● Plan for multiple entry points for students and staff to prevent gathering of large group sizes ● Place floor makers to highlight social/physical distancing guidelines ● Post signs by entrances indicating that sick individuals must stay home ● Upon every entry into the classroom, have students wash or sanitize their hands (after recess, after lunch, after any visit outside of the classroom)
Student Dismissal	<ul style="list-style-type: none"> ● Provide staggered release of students and multiple exits that promote physical distancing
Lunch	<ul style="list-style-type: none"> ● During Blended Learning students will take lunches home ● Limit the number of students at meal service ● Place floor markers to highlight social/physical distancing expectations ● Plan for areas and times for meals that would promote social and physical distancing ● Students must sanitize hands upon entry and exit ● Sharing of consumables and food is not permitted

	<ul style="list-style-type: none"> ● Maximize amount of physical distancing allowable during meals (e.g. allowing students to eat beyond the designated lunch area to maximize physical distancing)
Recess	<ul style="list-style-type: none"> ● Limit the number of students outside on the play yard ● Consider prohibiting the use of play structures if they cannot be cleaned in between groups ● Plan for alternatives for recess and play that do not involve physical contact with students ● Tubs of balls will be rotated by group and disinfected daily (pending approval by local health officials)
Physical Education	<ul style="list-style-type: none"> ● Limit the activities those that do not involve physical contact with other students or equipment until advised otherwise by state/local health officials
Face Covering at School	<ul style="list-style-type: none"> ● While face coverings are strongly recommended by county, state, and federal health departments, the SB County Readiness and Reopening Plan (Appendix A) requires face coverings to be worn when in the vicinity of others. (Note: not recommended for students under the age of 2, masks are strongly recommended for grades K-2)) ● A face covering should not be put on anyone who has trouble breathing, is unconsciousness, incapacitated, or otherwise unable to remove the face covering without assistance ● Follow student's Health Care Plan or 504 for accommodations when applicable ● General considerations for the use of cloth face coverings include: <ul style="list-style-type: none"> ○ Mouth and nose are fully covered ○ Covering should fit snugly against the sides of the face so there are no gaps ○ You do not have any difficulty breathing while wearing the cloth face covering ○ Avoid touching your face as much as possible ○ Clean hands with soap and water or alcohol-based hand sanitizer immediately before putting on, after touching or adjusting, and removing the cloth face covering ○ Wash reusable face coverings regularly ○ Face coverings should not be shared
Social/Physical Distancing at School	<ul style="list-style-type: none"> ● Decrease the number of students in the classroom ● Rearrange the seats in the classroom to have sufficient space between students ● Remove extra or additional furniture to create more space for physical distancing

	<ul style="list-style-type: none"> ● Align seats so they are facing the same direction ● If necessary, place floor markers to reflect social/physical distancing limits ● When possible, have teachers rotate between classrooms and not students ● When possible, classrooms should have the same groups of students all day ● Implement procedures for turning in assignments to minimize contact <p>For younger students</p> <ul style="list-style-type: none"> ● Eliminate activities (e.g. circle time) that bring groups of students within close proximity of each other ● Use classroom materials to help students visualize safe distances ● Items that cannot be cleaned and sanitized should not be used ● Do not share items with other groups or classes of students, unless they are washed and sanitized before being moved from one group to the other ● Set aside items that need to be cleaned in a container labeled “soiled items” ● Keep cleaning agents out of reach of students ● Students should not bring in personal items from home
Handwashing/ Sanitizing at School	<ul style="list-style-type: none"> ● Schedule and communicate hard line schedules for handwashing and sanitizing during transitions: before entry into the class, before and after meals, after using after using the restroom or taking breaks, after coughing/sneezing, after touching their face covering, and each time they return to their desk/workspace or return from outside of the class ● Promote good hygiene practices ● Post information about handwashing ● Provide adequate supplies for handwashing ● Place hand sanitizers throughout the classroom ● Educate/review handwashing procedures with staff (show handwashing video) https://youtu.be/d914EnpU4Fo ● Children under the age of 9 should use hand sanitizer under adult supervision
Facilities	
Travel Patterns	<ul style="list-style-type: none"> ● Place directional floor arrows to direct traffic
Play Structure	<ul style="list-style-type: none"> ● Cleaned and disinfected daily by proctors ● Stagger use and clean and disinfect between use

Drinking Fountains	<ul style="list-style-type: none"> ● Cleaned and disinfected twice daily (minimum) by proctors during the day
Work Room	<ul style="list-style-type: none"> ● Cleaned and disinfected daily by site custodians
Student Restrooms	<ul style="list-style-type: none"> ● Schedule restroom use and if feasible, maintain separate restrooms for classes/grade levels ● Restrooms should be well stocked with soap and paper towels ● Toilet seat covers should be in all restrooms ● Cleaned and sanitized throughout the instructional day: wipe down all toilets, urinals, flush valves, faucets, sink surfaces, doorknobs/handles, and doors to restroom stalls
Cleaning (applies to all sites and areas)	<ul style="list-style-type: none"> ● Train custodial staff on proper cleaning practices and standards, proper use of District approved cleaning/sanitizing and disinfectant chemicals ● Disinfecting surfaces between uses <ul style="list-style-type: none"> ○ Desks and tables ○ Lunch tables ○ Chairs ○ Copy machines ● Disinfecting frequently-at least daily-high touch surface areas <ul style="list-style-type: none"> ○ Door handles ○ Handrails ○ Drinking fountains ○ Sink handles ○ Restroom surfaces ○ Playground equipment ● Areas cleaned/wiped daily Classrooms, front office, computers, computer labs (keyboards and accessories), phone headsets, restrooms, kitchen, light switches, etc. (carpet, hard floors, countertops, fixtures, etc.) and any other high touch areas/surfaces/fixtures
Other	<ul style="list-style-type: none"> ● Replace HVAC filters at scheduled intervals using high efficiency MERV 10 hospital grade filters ● Adjust fresh air intake vents to ensure proper fresh air intake and ventilation ● Open windows and doors as much as possible to increase circulation of outside air as long as it does not pose a safety or health risk to children in the room

Health Office	
Sick Room/Isolation Space	<ul style="list-style-type: none"> ● If student is ill while at school and has respiratory symptoms/or a fever, a face covering will be placed on the student if they do not already have a face covering. The student will be separated away from well students while waiting for a parent/guardian to arrive for pick up (COVID-19 Industry Guidance: Schools and School-Based Programs, June 5, 2020) ● All health offices and separate isolation rooms should be walked-through and identified to ensure adequate space area ● Positive COVID-19 Case <ul style="list-style-type: none"> ○ Contact Superintendent/Principal
Social/Physical Distancing in the Sick Room	<ul style="list-style-type: none"> ● Only one student in sick room at a time. Additional ill students will need to be housed under cover in outside classroom with distance-based supervision.
Face Covering in the Sick Room	<ul style="list-style-type: none"> ● All students identified with a temperature at 100 F or above and/or have COVID-19 symptoms will have a face covering ● Symptoms include: Common symptoms of COVID-19 include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell and most recently skin rash with red or purple bumps on their toes or hands as well as a burning sensation, often accompanied with pain or tenderness (CDC, Public Health)
Handwashing/ Sanitizing in the Sick Room	<ul style="list-style-type: none"> ● Promote good hygiene practices ● Post information about handwashing and hand-sanitizing at cleaning stations ● Encourage employees to wash their hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom or taking breaks, after coughing/sneezing, after touching their face covering, and each time they return to their desk/workspace ● Provide adequate supplies for handwashing ● Place hand sanitizers (min. of 60% alcohol) throughout the office ● Educate/review handwashing procedures with staff (show handwashing video) ● Children under the age of 9 should use hand sanitizer under adult supervision

Other	
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Meal Service	
	Prevention Procedure
Lunch--May have students take lunches home	<ul style="list-style-type: none"> ● Lunch not served on campus--students who receive Free and Reduced Lunches will take lunches home ● Offer food that is pre-packaged by manufacturer or Nutrition Services for each student ● Use disposable food service items ● Implement a contactless delivery service ● Meals to be served over multiple lunch periods
Face Covering	<ul style="list-style-type: none"> ● Reinforce use of cloth face coverings. Face coverings will be worn by staff ● Gloves will also be worn and required for workers who are involved in food preparation in the kitchens during most essential times
Handwashing/ Sanitizing Station	<ul style="list-style-type: none"> ● Promote good hygiene practices ● Post information about handwashing ● Reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among staff ● Employees will wash their hands immediately at the beginning of the day, before and after preparing meals, after using the restroom or taking breaks, after coughing/sneezing, after touching their face covering, and each time they return to their workspace ● Adequate supplies for handwashing will be available at all stations including soap, paper towels, and disinfectant wipes when applicable
Cleaning	<ul style="list-style-type: none"> ● Workstations and frequently touched surfaces such as kitchen countertops, door handles, carts and trays will be frequently cleaned, sanitized and disinfected daily and between use
Other	<ul style="list-style-type: none"> ● If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. ● Avoid sharing food and utensils and ensure the safety of students with food allergies

Busing	
	Prevention Procedures
School Bus Set Up and Protocols	<ul style="list-style-type: none"> ● Seats will be eliminated or marked to maintain social distancing ● When weather permits, bus windows will be open ● Bus Rider's handbook to be updated with COVID-19 information ● Maintain social distancing between passengers, limiting seat occupancy to every other seat and across aisles
Bus Boarding Procedures	<ul style="list-style-type: none"> ● Students to maintain social distancing while boarding ● Passengers are to proceed to the back of the bus and be seated from the back of the bus to the front of the bus
Bus Disembarkation Procedures	<ul style="list-style-type: none"> ● Students to maintain social/physical distancing while disembarking ● Passengers are to disembark from the front seats first (last on first off)
Face Covering	<ul style="list-style-type: none"> ● Students and driver to wear face masks at all times while on the bus ● Accommodations for students who have a health care plan or 504 plan in place ● Have a surplus of face coverings to supply to students
Handwashing/ Sanitizing	<ul style="list-style-type: none"> ● If allowable by CHP, add hand sanitizer stations to each bus by door ● Children under the age of 9 should use hand sanitizer under adult supervision
Cleaning of Bus	<ul style="list-style-type: none"> ● Drivers shall wipe down seats, seat belt buckles, rails and other high touch surfaces at the end of each run/passenger disembarkation and at the end of the day
Health Screening	<ul style="list-style-type: none"> ● Engage in symptom screening and temperature checks using a no-touch thermometer when students arrive on campus ● Implement a plan to address students who may have a fever of 100 degrees Fahrenheit ● Implement a plan to address students who may become symptomatic while being transported

Visitors/Volunteers

	Prevention Procedures
Arrival/Screening	<ul style="list-style-type: none"> ● Limit/restrict access of visitors and volunteers (Adhere to Stages of Re-Opening of Schools) ● Upon COVID-19 pre-screening evaluation, visitors that are essential to school activities may be allowed on campus ● Visitors who are not experiencing COVID-19 symptoms but who have a sick family member at home with COVID-19 should not seek entrance to a District site ● Visitors should not report if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19 ● If a visitor becomes sick during the day, they should be sent home immediately. Surfaces they came into contact with should be cleaned and disinfected ● Administration will contact the Health Department for advisement
Face Covering	<ul style="list-style-type: none"> ● Face coverings are strongly recommended by county, state, and federal health departments and are expected to be worn when in the vicinity of others
Handwashing/ Sanitizing Station	<ul style="list-style-type: none"> ● Require visitor to use handwashing/hand-sanitizing station before entering campus ● Visitors will be reminded of the following key times to wash their hands: <ul style="list-style-type: none"> ○ Before and after site entry ○ After blowing your nose, coughing, sneezing, and after using the restroom ○ Before eating and before and after preparing food ○ After touching objects which have been handled by others, such as pencils and other equipment ○ Before putting on and after taking off work gloves ○ After putting on, touching or removing cloth face coverings ○ Before donning or doffing eye or face protection (eyeglasses, goggles, etc.) ○ Regular handwashing with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol
Other	

Communication and Coordination of Services

	Prevention Procedure
General Communication	<ul style="list-style-type: none"> ● Develop guidelines for what families need to know: <ul style="list-style-type: none"> ○ Learning options ○ When to keep students home from school ○ Pre-screening efforts at home ○ Face coverings at school ○ Temperature checks at school ○ Expectations for riding the bus ○ District and Schools to send out messages about guidelines
Communication Protocol for a School with a Positive Case of COVID-19 case	<ul style="list-style-type: none"> ● Administration to develop communication plan
Coordination of Services	<ul style="list-style-type: none"> ● Administration to keep up-to-date with CDC guidelines for their respective areas ● Main contact with San Bernardino of Department of Health Services: Health Services ● If there is a known positive COVID-19 student case: <ul style="list-style-type: none"> ○ Inform Superintendent/Principal
Other	

Appendix B:

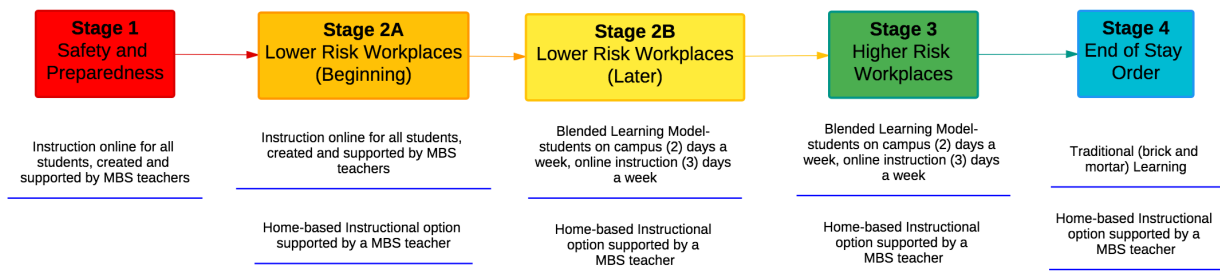
Continuum of Learning Options

I, 2a Distance Based Learning 2.0 for Grades K-8: Students are assigned a credentialed teacher to help plan monthly instruction. The parent/guardian serves as the teacher during the week, providing lessons based on the instructional guide. Students meet virtually to review the completed work and receive one-on-one or group support.

2b, 3 Blended Learning (also known as Hybrid): Students are divided into Cohort A or B. Students participate in a blend or combination of learning in a classroom setting and the remainder of student work completed with some online, virtual learning or completed independently.

4. Traditional Instruction: Students participate in a classroom setting every day on a full day schedule.

Home-based Instruction Option: Students participate in structured online or virtual instruction through a third party with consultation and guidance of a Mt. Baldy teacher.



Appendix C: Distance Learning Expectations

Subject to change pending MBTA input

I. General Expectations

- Up-to-date Google Classroom: Standard welcome message, contact information, virtual office hours, instructional plans/routines, syllabus information [instructional platform, feedback, grading criteria, expectations of assessment and evidence of learning], engagement norms
- Use District endorsed instructional platform [Google Classroom]
- Deliver direct (live, synchronous) and "other" teaching modalities
- Hold virtual office hours, outside of instruction
- Coordination of virtual office hours with other staff
- Respond to students and families within 24 hours. If a message is received after 3:30 pm, a response may not be returned until the following day. If a message is received during a weekend or school holiday, a response will be returned when school resumes
- Similar, but modified and differentiated expectations apply to other teaching and nonteaching certificated staff dependent on role
- Submission of weekly lessons plans to verify minutes of time value of virtual assignments assigned (audit item)
- Submission of daily interaction with each student (attendance and audit item)
- Teachers will prepare and assist with packaging, distribution and collection of physical instructional materials including textbook assignments, consumables, and other necessary materials for distance learning
- Teachers will provide make-up work for individual students for absences
- In the event a cohort needs to quarantine, teachers will revert to the Distance Learning schedule

II. Definitions

A. Instruction

- Direct (live, synchronous) instruction: Led and/or facilitated by the teacher on input, model, guided practice, answer questions, provide whole group feedback, and monitor student progress in a distance learning classroom or instructional platform
- Other instruction: Pre-recorded direct instruction videos, Flipgrid, answering questions on a slide deck, monitor discussion board/collaboration, facilitated discussions (teacher-student and student-student), monitoring student progress via instructional platform of choice (e.g. Google Classroom)

III. Virtual Office Hours

- On demand support for students and/or families, outside of live instruction
- On demand support through Google Meet AND Email
- Appointments to meet with student(s)/families; answer questions; hold small group instruction by invitation or mandate; review for upcoming assessments; make up assessments; check-in with students

Appendix D:

Continuum of Learning Schedules

Blended/Distance Learning Outline

Mon.	Tues.	Wed.	Thurs.	Fri.
Mon/Tues Cohort		Online Instruction Teacher PLC Facility disinfection	Thurs/Fri Cohort	
<u>Grades</u> K 1 3 5 6			<u>Grades</u> 2 4 7 8	

Monday/Tuesday Cohort

Blended Learning

Mon/Tues Cohort				
Mon.	Tues.	Wed.	Thurs.	Fri.
Brick and mortar learning	Brick and mortar learning	Online Learning	Online Learning	Online Learning
<u>Grades</u> K 1 3 5 6	<u>Grades</u> K 1 3 5 6	Teacher PLC Facility disinfection	<u>Grades</u> K 1 3 5 6	<u>Grades</u> K 1 3 5 6

Distance Learning

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
7:30-8:00	Teacher prep		<u>Wellness Wednesday</u>	Online instructional activities	Online instructional activities
8:00-9:00	Kinder instructional block			Kinder instructional block	
9:00-10:30	1st instructional block				
10:30-11:15	5th & 6th instructional block 1				
11:15-12:00	3rd instructional block 1				
12:00-12:45	5th & 6th instructional block 2				
12:45-1:30	3rd instructional block 2				
1:00-1:45			1:30-2:15 virtual w/students	1st virtual support	
1:45-2:30				3rd virtual support	
2:30-3:15					

Thursday/Friday Cohort

Blended Learning

Thurs/Fri Cohort				
Mon.	Tues.	Wed.	Thurs.	Fri.
Online Learning	Online Learning	Online Instruction	Brick and mortar learning	Brick and mortar learning
<u>Grades</u>	<u>Grades</u>	Teacher PLC	<u>Grades</u>	<u>Grades</u>
2	2	Facility disinfection	2	2
4	4		4	4
7	7		7	7
8	8		8	8

Distance Learning

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
7:30-8:00	Online instructional activities	Online instructional activities	<u>Wellness Wednesday</u>	Teacher prep	
9:00-10:30				2nd instructional block	
10:30-11:15				7th & 8th instructional block 1	
11:15-12:00				4th instructional block 1	
12:00-12:45				7th & 8th instructional block 2	
12:45-1:30				4th instructional block 2	
1:00-1:45	2nd virtual support		1:30-2:15 virtual w/students		
1:45-2:30	4th virtual support				
2:30-3:15	7th & 8th virtual support (no sibling overlaps)				

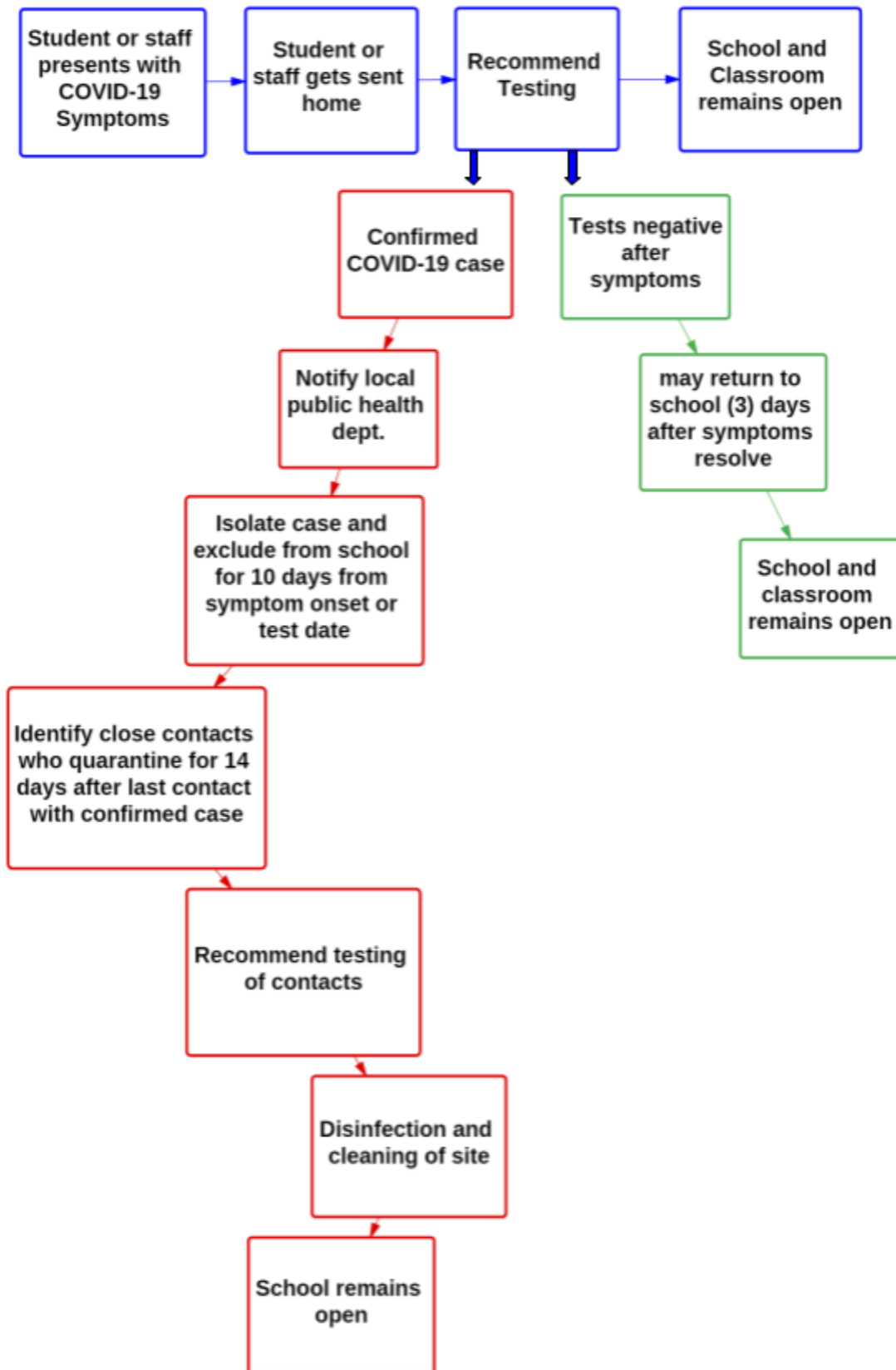
Appendix E :

What measures should be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

Source: CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)

	Student or Staff with:	Action	Communication
1.	<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom Screening: Per CA School Sector Specific Guidelines</p>	<p>Send home</p> <p>Recommend testing (If positive, see #3, if negative, see #4)</p> <p>School/classroom remain open</p>	No Action needed
2.	<p>Close contact (†) with a confirmed COVID- 19 case</p>	<p>Send home</p> <p>Quarantine for 14 days from last exposure</p> <p>Recommend testing (but will not shorten 14- day quarantine)</p> <p>School/classroom remain open</p>	<p>Consider school community notification of a known contact</p>

3.	Confirmed COVID-19 case infection	<p>Notify the local public health department</p> <p>Isolate case and exclude from school for 10 days from symptom onset or test date</p> <p>Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</p> <p>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine)</p> <p>Disinfection and cleaning of classroom and primary spaces where case spent significant time</p> <p>School remains open</p>	School community notification of a known case
4.	Tests negative after symptoms	<p>May return to school 3 days after symptoms resolve</p> <p>School/classroom remain open</p>	Consider school community notification if prior awareness of testing



**Contact with a confirmed
COVID-19 case who is
less than (6) feet for more
than (15) minutes**



Send home



**Quarantine for (14) days
from last exposure**



**Recommend testing
(Note: testing will not
shorten the (14) day
quarantine**



**School and classroom
remain open**

Appendix F:

Health Screening Questionnaire for Parent Groups/Volunteers

1. Have you traveled out of California in the last 14 days?

2. Have you had close contact (6 feet or less) with a person who has had a cough and/or fever and has traveled internationally in the last 14 days?

3. Have you been in contact with someone with a confirmed or presumed case of COVID-19?

4. Have you had any of the following: a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell in the last 14 days?

5. May I have your permission to take your temperature?

****No visitor entry if any responses to #1-4 are a “yes” or if visitor has a fever. ****

Appendix G:

Custodial/Cleaning

Maintaining Healthy Environments

- School may consider implementing several strategies to maintain healthy environments. Train custodial staff on proper cleaning practices and standards, proper use of District approved cleaning/sanitizing and disinfection chemicals.

Disinfecting surfaces between uses

- Desks and tables
- Lunch tables
- Chairs
- Copy machines

Disinfecting frequently-at least daily-high touch surface areas

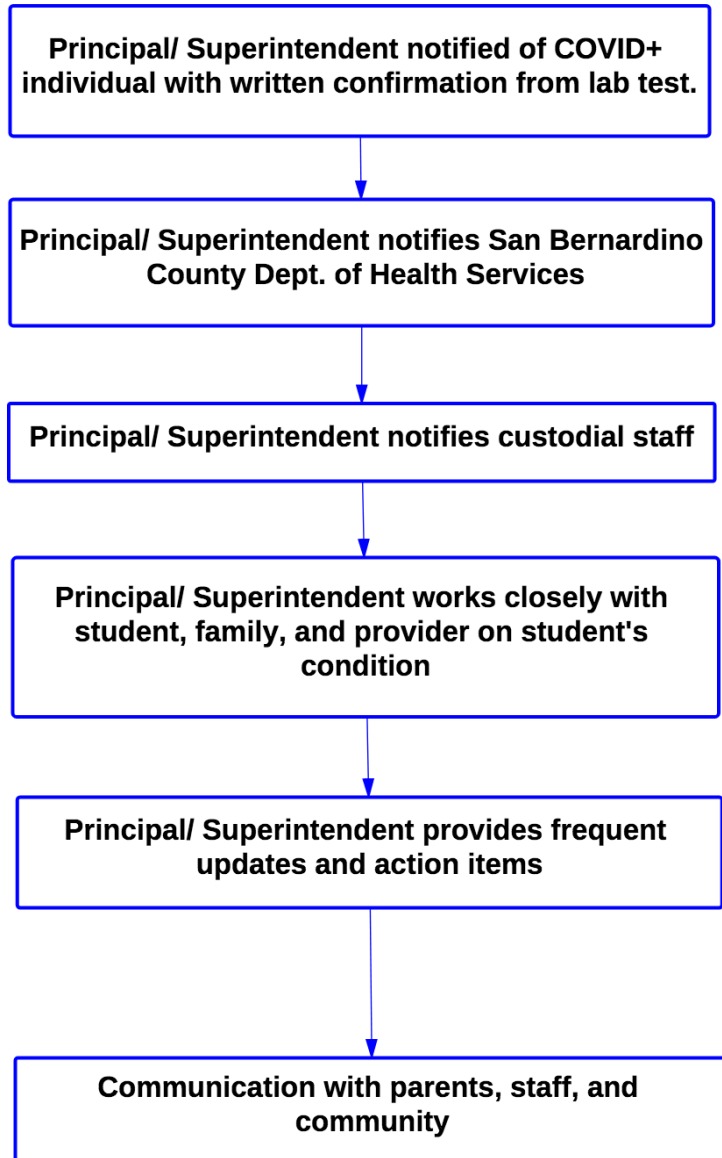
- Door handles
- Handrails
- Drinking fountains
- Sink handles
- Restroom surfaces
- Playground equipment

Areas cleaned/wiped daily

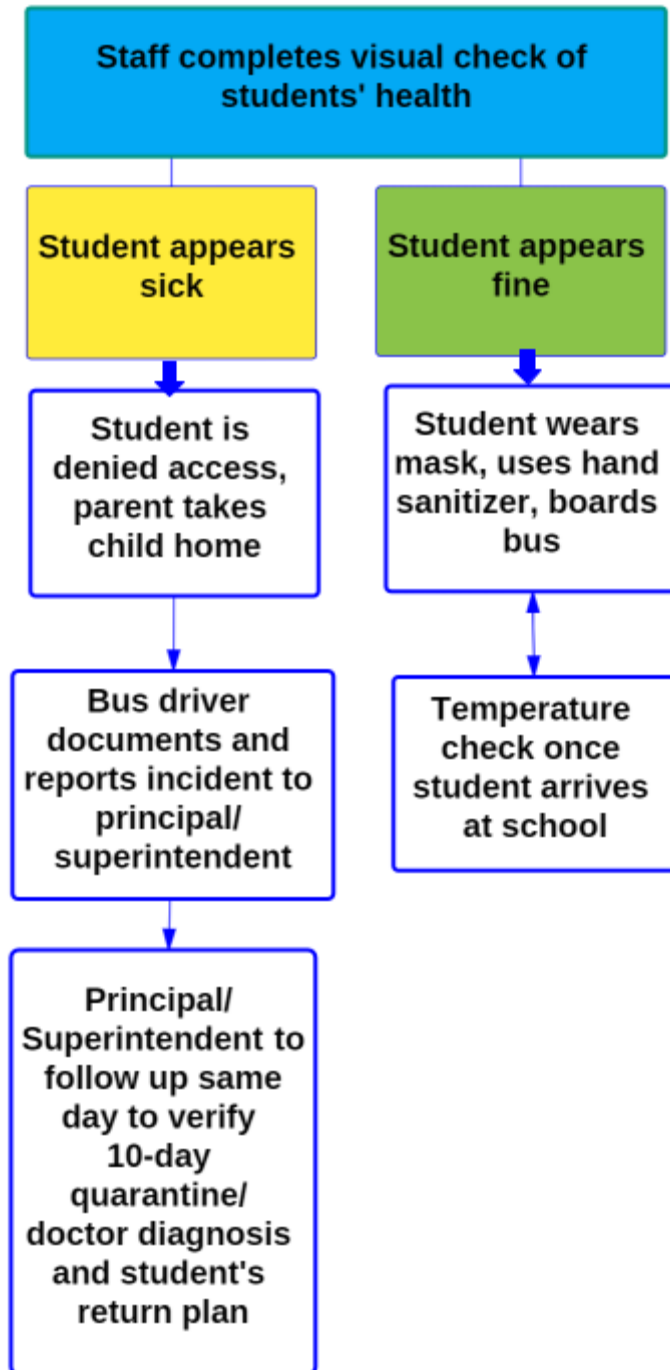
Classrooms, front office, computers, computer labs (keyboards and accessories), phone headsets, restrooms, kitchen, light switches, etc. (carpet, hard floors, countertops, fixtures, etc.) and any other high touch areas/surfaces/fixtures

Appendix H:

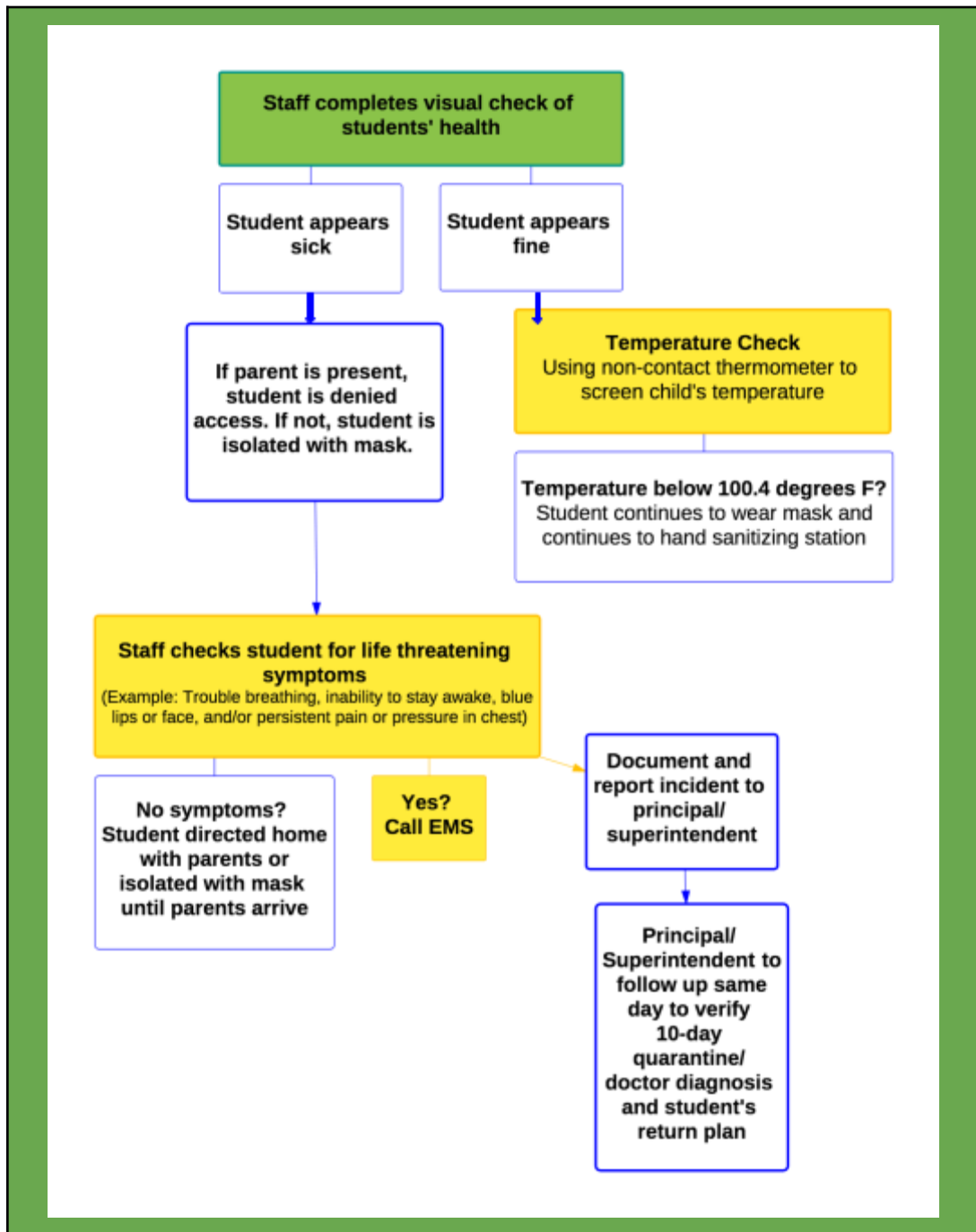
**COVID-19
Confirmed Incident Process**



Appendix I:
COVID-19 Student Bus Pick-up Screening Flowchart



Appendix J:
COVID-19 Student Drop Off Screening Flowchart



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

- Fever
- Cough
- Nasal congestion or rhinorrhea, lack of sense of smell
- Sore throat
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Myalgia
- Poor appetite
- Other: rash, red eyes, cracked swollen lips, red/swollen tongue, swelling hands/ feet, stomach pain

Conditions Accepted for Students Return:

- Doctor's diagnosis other than COVID-19 and absence of fever for 3 days without the use of fever-reducing medications
- Quarantine (10 days) with no continued symptoms and absence of fever for 3 days without the use of fever-reducing medications

Doctor's diagnosis of a positive COVID-19 test; Student will complete 10 days quarantine regardless of symptoms.

Proper Temperature Check Procedure:

1. Remove all insulated headwear (beanies, hoods, hats). Allow 10 minutes after removal before temperature check.
1. Press measurement button one time to activate device, wait for blank display reading.
2. Using non-contact thermometer check student's temperature. Aim device at student's forehead, maintaining a distance of approx. one inch without touching. Do not touch student directly.
3. Press and hold measurement button aiming at student until physical vibration is felt from device.