

San Mateo-Foster City School District

Reopening Plan for In-Person Instruction 2020-2021

(Under Review, Oct 22, 2020)



SAN MATEO-
FOSTER CITY
SCHOOL DISTRICT

Table of Contents

<u>Return to In-person Learning</u>	3	<u>Staff Training and Engagement</u>	20
<u>Cleaning and Disinfecting</u>	4-5	<u>Family Information and Engagement</u>	21
<u>Child Nutrition</u>	6	<u>Screening and Testing Program</u>	22-23
<u>Cohorts for TK-5</u>	7-10	<u>Contact Tracing and Communication</u>	24-31
<u>Grades 6-8</u>	11	<u>Criteria for Closing Schools</u>	32-33
<u>Entrance / Egress on Campus</u>	12	<u>Communication with the Community</u>	34
<u>Physical Distancing</u>	13-16	<u>Appendix A: Resources</u>	35
<u>Face Coverings and Protective Equipment</u>	17		
<u>Hygiene Practices</u>	18-19		
<u>Staff Training and Engagement</u>	20		

Return to In-Person Learning

The San Mateo Foster City School District's Reopening Plan is created with the intent of supporting a transition to a Hybrid Model of learning. This model will combine in-person and distance learning to provide our students with an equitable, accessible and engaging educational experience. We will use an incremental approach to bringing students on campus for in-person learning following the County's health and safety protocols.

Cleaning and Disinfecting



Distance Learning Model

- On-going cleaning will occur throughout the school day for frequently touched surfaces, common areas and restrooms
- School kitchens are thoroughly cleaned and disinfected on a daily basis
- Child Nutrition staff will also conduct ongoing cleaning throughout their workday
- Merv 11 filters are utilized and changed every 4 months

Hybrid Model

- On-going cleaning will occur throughout the school day for frequently touched surfaces, common areas and restrooms
- Custodians will clean and disinfect classrooms on Wednesdays, Fridays/Saturdays between A/B cohorts
- School kitchens are thoroughly cleaned and disinfected on a daily basis
- Child Nutrition staff will also conduct ongoing cleaning throughout their workday
- Merv 11 utilized and changed every 4 months

Daily Cleaning Routines

Trained custodial staff will clean and disinfect frequently touched surfaces at school throughout the day and on a regular schedule.

- Examples of high-touch surfaces include:
 - Door handles
 - Light switches
 - Sink handles
 - Light switches
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
- Custodial staff will use disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved List “N” and will follow product instructions.

Child Nutrition



Distance Learning/Hybrid Learning Model

- Grab-and-Go school meals are available during Hybrid or Distance Learning.
- Under USDA guidelines currently in effect, breakfast and lunch are available for FREE to ALL community youth aged 18 and under and can be picked up by any youth or adult.
- During Distance Learning, meals are available at five school sites or can be delivered to families who cannot go to the sites.
- Meal service during the Hybrid Model will be available for students to take home at the end of the school day.

Cohorts for TK - 5 (Elementary)

General:

- Cohorts are self-contained all day.
- The District will establish stable cohorts for grades TK-5.
- Under typical circumstances, class sizes are:
 - Grade K-3 are ~ 24:1
 - Grades 4-5 are ~ 31:1

Hybrid Model – A/B Cohorts:

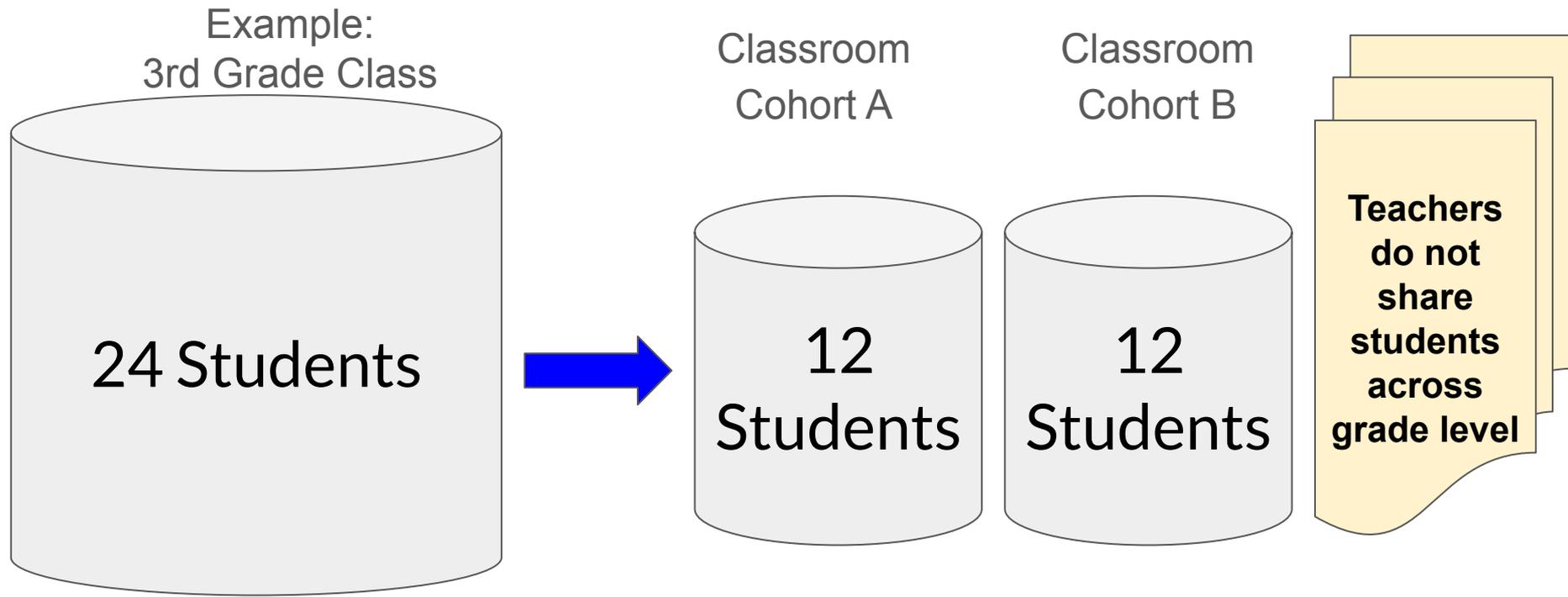
- Classes will be divided into A and B stable cohorts: K-3 class sizes will be <12 and grades 4-5 class sizes will be <15.

Cohorts for TK - 5 (Elementary), continued

Hybrid Model – A/B Cohorts, continued:

- For any classroom where 15 cannot be safely physically distanced, we will explore shifting some students to another class.
- Cohort “A” attends Mondays and Tuesdays; “B” attends Thursdays and Fridays. Wednesday is a distance learning day for both cohorts.
- Students attend in person for the morning only; pick up grab-and-go lunches and complete assignments at home.

Cohorts for TK - 5 (Elementary), continued



Elementary School Schedule

Elem School Fall Schedule - A/B Schedule - alternate days

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning	Group A - In School	Group A - In School	Distance Learning for all students; Full cleaning of school; Teacher collaboration	Group A - Distance Learning	Group A - Distance Learning
	Group B - Distance Learning	Group B - Distance Learning		Group B - In School	Group B - In School
Lunch	Lunch				

Grades 6-8 (Middle School)

- Middle Schools will remain in full time distance learning at this time.
- Should this change, the District will submit the required addendum to this Reopening Plan.

Entrance / Egress on Campus

Entrance

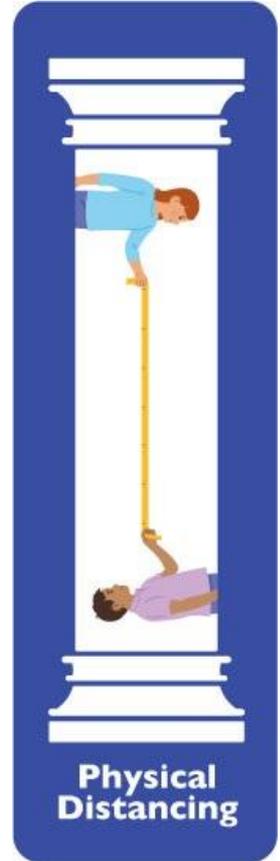
- Sites will utilize staggered bell schedules at the beginning of the day to ensure physical distancing through gates also allowing for temperature checks and to accommodate physical distancing in hallways
- Sites will utilize designated entry points for temperature checks

Egress

- Sites will utilize staggered bell schedules at the end of the day for physical distancing in hallways, grab-and-go lunch lines, bus lines, after school childcare and student pick up areas
- Sites will utilize designated exit points for safe physical distancing
- All students will exit school grounds when released

Physical Distancing: Hallway Use

- Depending on the width of the hallway, sites will utilize one-way directions OR designate specific hallways for one-way traffic.
- Schools will use yellow arrows to communicate one-way directions.
- Sites will utilize different class schedules to minimize multiple classes leaving rooms at the same time.



Physical Distancing: Classrooms

Classrooms will be configured for 12-15 students

- Desks and chairs will accommodate students sitting six feet apart.
- Backpacks and student supplies will remain with each student.
- Furniture other than student desks/teacher desk may need to be removed.
- Teacher personal items may need to be stored temporarily.

Physical Distancing: Restroom Use

- Students will use the restroom assigned to their cohort. Multiple cohort groups may use the same restroom.
- Floors will be marked with colored dots for physical distancing both inside and outside of the restroom, including in front of sinks.
- Schools will utilize signage identifying the number of stalls available to help students know when to enter the restroom safely, following physical distancing guidelines.
- Elementary schools will utilize a staggered recess to accommodate students using restrooms safely.

Physical Distancing: Playgrounds

- Sites will utilize staggered recess times.
- Sites will utilize different areas of play for each cohort.
- Cohorts have their own equipment or the equipment is cleaned between uses.

Face Coverings and Protective Equipment

Face Coverings

- Face coverings will be worn by all staff and students while on campus at any time unless they are alone or eating / drinking.
- In limited cases, face shields may be worn in the classroom as an alternative if worn with a cloth drape.

Employee Protective Equipment (EPE) Available on Campus

- Face coverings
- Hand sanitizer
- Gloves
- Plexiglass safety shields have been installed in school offices.
- Disinfecting wipes
- Face shields
- Isolation gowns



Hygiene Practices

Temperature and wellness checks:

- Signs are posted at each school entrance instructing students, families and staff not to enter campus if they are experiencing any symptoms of COVID-19 symptoms (e.g. fever, cough, shortness of breath, or other symptoms of COVID-19).
- Daily temperature checks are being administered to all staff and students entering a school campus; conducted before staff or students enter their work locations/classrooms.
- Staff or students presenting a temperature (100.4 or higher) or those individuals deemed symptomatic are being sent home to avoid potential exposure to others.
- Students becoming ill during the school day will be isolated. Each site has established a designated isolation space.



Hygiene Practices, continued

- School community members are reminded to stay at home if they are ill or experiencing flu-like symptoms or fever.
- Staff and students are reminded to be alert for symptoms such as fever, cough, shortness of breath or other symptoms of COVID-19 and to alert office personnel of any concerns.
- Staff are reinforcing proper wearing of face coverings.
- Staff are encouraging regular hand washing when entering the classroom and throughout the day as an important strategy in slowing the spread of disease. (Washing with soap and water, when available, is preferred over hand sanitizers.)

Staff Training and Engagement

Staff training has been completed with summer school staff, preschool staff and childcare (Annex) staff. Engagement including information from the CDE, SMCOE CDPH and SMCH has been shared with:

- Task Force Teams - Every week during June and July
- Paraeducators - August 12 and September 3
- Administrators - July 30
- Administrative Assistants - August 5 and 6
- Labor Management Initiative (SMETA/CSEA) - July 22, 29 and August 5
- Site Staff (Classified and Certificated)- August 10 and 11 and regular staff meetings
- Custodial Staff - April 2, May 18, June 17, July 28, Oct 7 and continuing monthly

Additional specific training to prepare for the reopening of school is planned prior to the transition to the Hybrid Model.

Family Information and Engagement

Family Engagement regarding COVID-19's impact on the District's education plan has taken many formats including Board meetings, parent surveys, Coffee Chats with the Superintendent and District-wide SchoolMessenger communications.

- Coffee Chats: Spring 2020 and August 13 (Spanish), August 27, September 17
- Board Meetings: June-October with additional meetings during July and August
- Parent Fall Reopening Survey (English and Spanish): July 21 – 27
- Learning Continuity Plan Family/Staff Survey (English and Spanish): August 28 – September 3
- Special Education District Advisory Committee: August 25
- District English Learner Advisory Committee: September 15
- *Superintendent Updates*, approx every two weeks via SchoolMessenger: [Archive](#)

Screening and Testing Program: Designed to Increase Safety for Staff and Students

The District is committed to participation in a regular COVID-19 Testing Employee Program as staff members return to school and in-person instruction resumes.

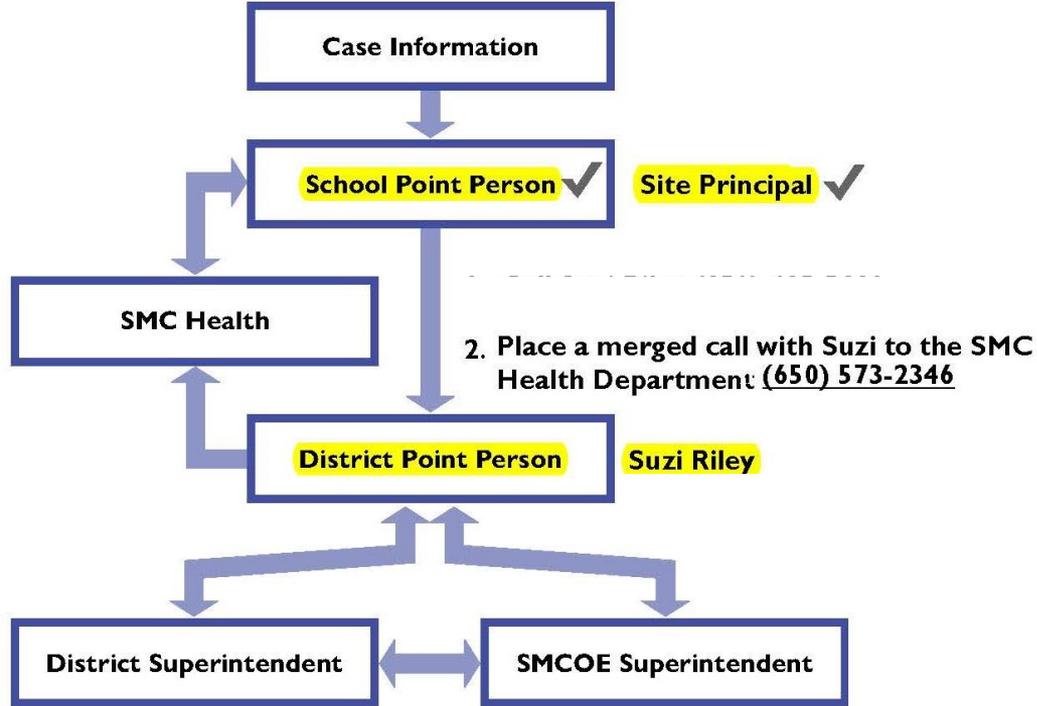
After reviewing multiple providers, SMFC has chosen to partner with the San Mateo County Office of Education and utilize ***Curative Care*** for COVID-19 employee testing.

- All employees will be tested for COVID-19 on a regular basis to detect possible cases. The District will be provided the testing kits for staff by *Curative Care*.
- Testing will be conducted at employee work locations to limit additional travel. Employee testing will be monitored by a testing facilitator who will be present during testing.

Screening and Testing Program, continued

- Testing kits will be distributed to employees and employees will self-administer their test by use of mouth swabs.
- Employees will participate in a registration process which includes a consent form and access to the *Curative* portal where they will receive their COVID-19 testing results. Results will be shared within 48-72 hours.
- A designated District point person will also receive confidential employee COVID-19 results for follow up and contact tracing.
- While the District cannot require students to be tested, resources will be provided for rapid COVID-19 testing and students and staff will participate in daily wellness checks and temperature screenings.

Contact Tracing and Communication Structure



Case, Close Contact and Indirect Contact Definitions:

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



Contact Tracing and Communication Protocol

When a confirmed case of COVID-19 has been reported at a District facility:

- The School COVID-19 Point Person will report all COVID-19 cases and clusters of undiagnosed respiratory illness to the District Point Person who will support the reporting to the SMC Communicable Disease Control as soon as practicable (within 24 hours).
- District Point Person will communicate directly with the District Superintendent.
- The School COVID-19 Point Person and the District Point Person will be in daily contact with the assigned San Mateo County Health investigator.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases.
- The District COVID-19 Point Person will consult regularly with the Superintendent.
- The Superintendent will notify SMCOE.

Identification & Tracing of Contacts: COVID Test Results

The following Immediate Actions will be taken: (source: [Pandemic Recovery Framework](#), Section III C “Testing and Contact Tracing”.)

1. Student or staff has symptoms or is a Close Contact of a confirmed Case (outside school community):

Scenario	Immediate Actions
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none">• Send home• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)• School/classroom remain open
<p>Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none">• Send home• Contacts should be quarantined for 14 days from the last exposure to the case• Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i>• School/classroom remain open

Identification & Tracing of Contacts: COVID Test Results

2. Student or staff has a positive COVID-19 test result:

Scenario	Immediate Actions
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none">• The school Principal or designee must immediately notify SMC CD Control• Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic• Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time• Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close.• Send notification to affected cohort/pod

Identification & Tracing of Contacts: COVID Test Results

3. Student or staff has a negative test result:

a. If symptomatic:

Scenario	Immediate Actions
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none">• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none">• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none">• Student/staff may return to school 72 hours after resolution of symptoms

Identification & Tracing of Contacts: COVID Test Results

3. Student or staff has a negative test result:

b. If asymptomatic:

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none">• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none">• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none">• Can return to school/work immediately.

Identification & Tracing of Contacts: COVID Test Results

c. Other scenarios depending on status as Close Contact:

Scenario	Immediate Actions
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none">• Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none">• Student/staff must remain in quarantine for a full 14 days after:<ol style="list-style-type: none">1. date of last exposure to COVID-19 positive non-household close contact OR2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none">• Can return to school/work immediately.

Criteria for Closing Schools ~ Return to Distance Learning

- Per the San Mateo County Health, the decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19.
- The decision will be made following consultation with San Mateo County Health.
- The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school.
- San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

Criteria for Closing Schools ~ Return to Distance Learning, continued

- Once closed, a school may typically reopen after 14 days and the following have occurred:
 - a. Cleaning and disinfection
 - b. Public health investigation
 - c. Consultation with San Mateo County Health

Commitment to Continued Instruction

- Should a school or the District close, students will continue to receive instruction through Distance Learning with the least amount of disruption possible in making this transition.

Communication with the Community

- The District will continue regular communications with our community.
 - Messages will be sent via SchoolMessenger - mass communication system offering email, voice and text options.
 - Communication will be sent in English and Spanish.
 - As appropriate, messages will be posted on websites and/or social media.
- Should cases or exposures occur at a school site, we inform our community while adhering to HIPAA and FERPA requirements to keep staff, student and family information private.
- The District will use sample messages from SMCOE's *Pandemic Recovery Framework* as the foundation for communications.

Appendix A: Resources

San Mateo County Office of Education. [*Pandemic Recovery Framework*](#), September 15, 2020.

California Department of Education. [*Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*](#), June 8, 2020.

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

California Department of Public Health. [*COVID-19 Industry Guidance: Schools and School-Based Programs*](#), August 3, 2020.

California Department of Social Services. [*COVID-19 Updated Guidance: Child Care Programs and Providers*](#), June 5, 2020.

Centers for Disease Control and Prevention. [*Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission*](#).

Centers for Disease Control and Prevention. [*Schools during the COVID-19 Pandemic*](#).