

# VISTA DEL MAR UNION SCHOOL DISTRICT PLAN FOR RE-ENTRY 2020---2021

OCTOBER 28, 2020

*Please note that as the district receives new information, things stated in this and other related documents could change*

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## Introduction and Intent

### INTRODUCTION AND INTENT

The Coronavirus COVID-19 Pandemic has radically altered our lives and the way we interact with one another.

The school environment has been, and will continue to be, impacted for the foreseeable future, until we have a vaccine, or we achieve herd immunity. During that time, Vista del Mar Union School District will take all reasonable measures to protect the health of our students and staff.

The purpose and intent of this re-entry plan is to provide for a smooth and safe opening of school. The plan is to educate our children in a safe and professional setting, with an option to modify the delivery system, depending on the science and medical issues in our county. Vista del Mar Union School District is committed to promoting the health and safety of its students, staff, and families while continuing to provide an educational program committed to our mission: The mission of Vista de Las Cruces, a collaborative, historically rich community, is to guarantee students a safe and positive environment from which they will emerge as well-rounded, forward thinking citizens. As we work to change some of our practices and protocols, we must work equally hard to keep some aspects of school the same. School must continue to be a place of learning that centers the relationship between students and staff members with laughter and a joy for learning.

Any level of school reentry will have some risk of increased virus transmission to students, staff and the community. The staff at Vista Del Mar are neither medical professionals nor pandemic experts. The decision is based on the guidelines provided by the California Department of Health (CDPH), the Santa Barbara County Public Health Department (SBCPH), the Center for Disease Control (CDC), and the California Department of Education (CDE). Engagement with these agencies ensures that decisions are the best decisions to serve all stakeholders in a safe manner. The following information is intended to provide readers with an overview of the actions that have been taken to address COVID-19. Additionally, you can access our Prevention Plan (County Attestation document) for another view of important campus-opening information at [www.vistadelmarunion.com](http://www.vistadelmarunion.com)

Sincerely,

Lois M. Peterson

Superintendent/Principal

## Planning Assumptions

### PLANNING ASSUMPTIONS

The COVID-19 pandemic emergency continues to be fluid. On a daily basis, we receive new information about the disease. Therefore, this plan will change as new information and new guidelines become available. The assumptions reflect both state and local stakeholder input. The plan is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced and disseminated widely, or until her immunity is reached.
2. The California Department of Public Health (CDPH) Santa Barbara County Public Health (SBCPH) will determine conditions under which schools may reopen based on County and State guidelines, virus transmission data points, and local conditions related to the virus.
3. SBCPH will set the protective measures a school district must take in reopening
4. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from SBCPH in response to local conditions, will impact local decision-making.
5. The economic impacts of the pandemic will have significant and lasting impacts on schools.
6. Vista Del Mar Union School District will endeavor to provide a supportive environment where both students and staff feel safe and connected. Teachers and staff aim to work with parents, students, and members of the community to maintain an emotionally supportive environment where students and staff can heal and thrive.
7. Vista Del Mar Union School District recognizes that the pandemic is ongoing and that individual students, entire classes or the whole school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCPH.
8. When school reopens, operations will need to be modified to include social distancing in all possible settings, additional handwashing opportunities, and use of PPE items.

## Re-Entry Plan Components

### RE-ENTRY PLAN COMPONENTS

The District's Re-Entry into School Plan is designed to address the following components of Re-Entry:

- Healthy Hygiene Practices
- Face Coverings and other Essential Protective Gear
- Entrance, Egress, and Movement within the School
- Cleaning and Disinfection
- Ventilation and Use of Outdoor Spaces
- Physical Distancing
- Sharing of Objects
- Teacher and Other Staff Safety
- Training Staff and Educating Families
- Health Screening for Students and Staff
- Identification and Tracing of Contacts
- Testing of Students and Staff
- Closing Classes
- School Point of Contact

The Plan is intended to be consistent with guidance for schools from the California Department of Public Health (CDPH), the California Department of Education (CDE), and the Santa Barbara County Public Health Department (SBCPHD). This plan will be updated periodically as new rules, regulations, and guidance are issued by these various agencies charged with protecting the health and safety of our school students, teachers, and staff.

## Desired State of Reopening

### DESIRED STATE AT REOPENING

In addition to having a well-thought out plan, several other tasks are required to be fully ready to open school. The following list was generated to help direct the preparations.

Have action plans and procedures for employees, which provide administration, teachers, staff, students, and families the necessary information to safely go to school.

Attending to the mission of optimizing educational opportunities for all students equitably and educating the whole child.

Instruction is being provided at a level that will allow students to successfully articulate to the next course or grade level.

Qualified students are receiving school meals.

Appropriate hygiene and safety protocols and practices (including hand washing and physical distancing) are in place to minimize exposure and risk to students and staff.

Prepared to respond when students and staff become ill at school.

Student and employee mental wellness supports are maintained or increased to reflect the current needs.

Prepared for class, grade, or school closures in the event of changing conditions that would warrant order by the County Health Officer.

Prepared for increased rates of absence among students and staff.

Providing accurate, timely, consistent, and accessible information to students, families, staff, and school boards. Providing training and educating the students, staff and families on expectations.

Full cooperation and collaboration among the Local Education Agencies and County Public Health, County Office of Education, other school districts, the cities and County, Santa Barbara County Office of Emergency Management, and other allied agencies. If families are in need of thermometers for their home, please let the Superintendent/Principal know.

## From Home to School and Back Home

### FROM HOME TO SCHOOL AND BACK HOME

Plans for school reentry encompass many factors that make up a student's day. "School" includes the in-classroom experiences among students a teachers, as well as non-classroom-based periods, such as recess and lunch.

School planning also includes the many transitions to, from, and around school. This includes arrival, dismissal, and transitions between classes.

To reduce the risk to health and safety of all students and staff, this report attempts to address many aspects of the school day, including: preparing to go to school, transporting to school, arriving and entering school, participating in classes and activities during school, moving around the school, and returning and arriving back home.

Before leaving home, specific actions must be taken by the students and their families. Safety at school actually starts at home! If any member of the family (or any Vista del Mar Union School District staff member) has any of the COVID-19 symptoms, we urge them to stay home. Santa Barbara County Public Health lists the following as possible symptoms of COVID-19:

- sore throat
- runny nose
- fever
- chills
- not feeling well
- sneezing
- coughing
- gastro-intestinal symptoms (soft stool/ stomach cramps)
- a new loss of smell and/or taste.

## **(Cont) From Home to School and Back Home**

### **(CONT) FROM HOME TO SCHOOL AND BACK HOME**

Arriving by car or bus and entering classrooms, transitioning between classes or activities, eating meals, and going back home, all require school plans for hygiene and sanitation, face coverings, providing social distancing and limiting interaction among groups. Managing social distancing for a kindergartner is different than it is for a fifth grader. In all cases, practices and protocols will require vigilance and support by administrators, teachers, staff, students, and families.

The intent within these protective measures is to make every effort to minimize risk. No one procedure, policy, tool, or practice will create a safe environment for students; all of these efforts work together to create a safe system of support. The collective impact of the multiple layers of safety and protection reduces risk but cannot completely eliminate it. We know that implementation will not be perfect. Therefore, the effectiveness of the plan comes in the universal understanding of the intent of each of the guidelines and the good faith efforts to implement them.

## Classroom Protocols

### CLASSROOM PROTOCOLS

Teachers and staff will adhere to the following classroom protocols;

- When feasible, classes will be held in outdoor learning spaces
- When classes are indoors, students shall line up outside the classroom door prior to entering the classroom; students shall face forward and stand on a dot, a six-foot separation shall be maintained between students
- Students shall wear face coverings while on the school campus and while entering or exiting school campus
- Before school and after recess, each child will either wash his or her hands, or utilize the District provided hand sanitizer
- All staff and students shall adhere to handwashing/hand sanitizer protocols
- Physical guides will be provided, such as tape on the floor, dots on the sidewalk, and/or signage on walls to ensure social distancing in line or while waiting to be admitted into the classroom.
- Staff will monitor students throughout the day for signs of illness.
- Staff should regularly engage in symptom screening to identify signs of illness. Staff is encouraged to use the COVID-19 Symptoms chart to screen students.
- All students must wash or sanitize hands as they enter the classroom before school, and before and after recess/lunch periods.
- The district will maintain small class size and will endeavor to minimize the mixing of student groups (cohorts) throughout the day. The movement of students, educators, and staff will be minimized throughout the school day.
- Classrooms will be arranged to maximize student separation and minimize face-to-face contact. Desks will be arranged 6 feet apart.

Students will be encouraged to find creative ways to connect with students that don't involve touch

- ❖ Air hug
- ❖ Air high 5
- ❖ Say hello in different languages
- ❖ Make a finger heart
- ❖ Nod, bow head

## **(Cont) Classroom Protocols**

- ❖ Silent hand wave

### ❖ **(CONT) CLASSROOM PROTOCOLS**

- When practicable, students will sit behind a plexiglass partition sneeze/cough guard.
- All soft seating, couches, and non-educational furniture will be removed from the classroom to maximize student spacing. All personal belongings are the responsibility of the teacher and must be removed. Items not removed will be removed by the District.
- Stuffed animals and any other toys that are difficult to clean and sanitize will not be allowed on campus.
- All classrooms will be disinfected and cleaned in accordance with the Cleaning and Operations section of this plan.
- Teachers should maintain each child's belongings separately. These items shall be stored in individually labeled storage containers, cubbies, or areas.
- Staff will need to remind students in hallways and common spaces to maintain physical distancing. The district will have signage throughout the campus communicating physical distancing requirements.

### **BATHROOM USE**

Face coverings must be used when in a bathroom. Before leaving a bathroom, the staff member or student must wash his or her hands for at least 20 seconds. Only one person at a time will be allowed in a bathroom.

## Face Coverings Required

### FACE COVERINGS REQUIRED

All students and staff shall be required to wear face-covering when they are in the following situations:

- Any indoor space.
- In any enclosed area where other people are present.
- While outdoors when unable to maintain at least six feet from other individuals.

District will provide face coverings for all students.

The following individuals are exempt from wearing a face covering:

- Children less than 2 years old.
- Students or staff with a medical condition, mental health condition, or disability that prevents wearing a face covering. Students that are hearing impaired, or communication with a person that is hearing impaired where the ability to see the mouth is essential for communication.
- Students during snack or meal times.
- Student and staff that are outdoors when maintaining a distance of six feet from all other individuals.

## Student Health & Safety

### STUDENT HEALTH & SAFETY

Parents are to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), observe for symptoms outlined by public health officials and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

All students will be screened upon entering the campus by the superintendent/principal or the confidential executive assistant.

All students will be provided cloth facial coverings. All students should wear a clean cloth face covering when inside the classroom or outside when within 6' of another person.

Students with the following symptoms may have COVID-19 and should not go to school:

Fever or chills	Headache
Cough	New loss of taste or smell
Shortness of breath or difficulty breathing	Sore throat
Fatigue	Congestion or runny nose
Muscle or body ache	Nausea or vomiting
Diarrhea	

**STAFF HEALTH & SAFETY**

All staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health official(s)). Staff must stay home if they have symptoms consistent with COVID-19 or if they have had contact with an individual diagnosed with COVID-19.

All teachers must have an emergency substitute plan, daily schedule, and weekly schedule available to the Superintendent/Principal.

All staff should wear a cloth face-covering when inside the classroom. Face cloth coverings will be issued for each employee. The employee will be responsible for maintaining his/her face coverings.

All staff must wear a face covering when leaving the classroom and on the school campus.

Staff will avoid congregating in work spaces, and only one staff person at a time in the staff work room and kitchen area.

## Campus Access - Visitors and Guests

### CAMPUS ACCESS – VISITORS AND GUESTS

To protect the health and safety of our students and staff, campus access will be limited to students, teachers and staff only during the instructional day.

During in-person learning, students shall be dropped-off and picked-up in the drop-off and pick-up area only. Vehicle drop-off shall occur at the front of the school only. Arrival by vehicle to school should not before 7:45 a.m.

No volunteers will be permitted on campus or in the classrooms.

To protect the health of our children, outside visitors are strongly discouraged from visiting the school or school office. When possible, families are encouraged to mail and telephone office staff with questions or concerns instead of physically visiting the school office or any part of the school. When returning information or forms parents shall send the item to school with the child through the classroom teacher.

If a parent must visit/enter the school campus for any reason, the parent shall call the office first to schedule an appointment. When visiting, the parent shall always wear a face covering and maintain 6 feet social distancing while inside the perimeter of the school. In addition, face coverings shall be worn while dropping off, picking up, or waiting to enter the school campus.

A sign is placed on the office door that states: “No Mask; No Entry”. The mask must cover the nose and mouth at all times while visiting the campus.

The office, workrooms, staff bathrooms, student bathrooms, and classrooms will be disinfected nightly including all counters, sinks, and copy machines.

Gloves and hand sanitizer are provided in the classrooms and office areas.

## Field Trips

### FIELD TRIPS

At this time, no extended field trips outside of the county will be permitted.

Field trips for the spring will be re-considered in the spring after evaluating COVID-19 conditions, and whether the programs can adequately protect the health and safety of the students and the staff.

Field trips may be considered at a future time based on the SBCHD Guidelines and the District's ability to minimize the risk to students and staff.

All field trips will be dependent upon meeting and complying with CDH and CDE guidelines.

The CDC recommends virtual activities in lieu of field trips and intergroup events.

## **School Attendance, Tardies, Grading**

### **SCHOOL ATTENDANCE, TARDIES, GRADING**

School attendance is extremely important for students. Regardless of the instructional model, student roll is taken each school day, at the start of the day, and at the beginning of each class. Attendance is reported to meet state requirements. To be absent from school, a parent/guardian is required to contact the office if the child is going to be absent, and the reason for the absence. Parents/guardians are encouraged to schedule all appointments for students after regular school hours to avoid the child missing school. Vacations and other family events are encouraged to be scheduled during the weeks when school is out for breaks.

Anyone late for the school must be screened to be allowed to go further on campus. If a child is going to be late, the parent/guardian must call the school and provide a reason for the tardy.

Grading will be assigned as in “normal times” for all grade levels.

### **BUS PROTOCOLS**

While at a stop, in line, and while boarding, students must maintain social distance of at least 6 feet. Students should wear cloth face coverings. Seating starts at the back with the first student, and then alternating seats are occupied. Only siblings may sit in the same seat. The first row of seats of the bus remains empty.

## **Bus Protocols**

### **MORNING ARRIVAL & DISMISSAL**

- In the morning, all students, upon entering campus, must wear a face covering for the drive-up temperature/screening.
- Please have students prepared to get out of the car themselves and get checked.
- For the safety of staff, parents must remain in their vehicle when students are getting dropped off and screened.
- Students will proceed to the upper level and stand in designated grade level area and social distance
- Instructional aide will give sanitizer to each student.
- Students are to wash hands before entering their classroom
- In the afternoon, students will be walked out to pick-up location and remain on a dot for social distancing until parents drive up to pick-up their child or if they board the bus to go home.

## **Morning Arrival & Dismissal**

## **Recess/Snack Breaks and Lunch**

### **RECESS/SNACK BREAKS/LUNCH**

- Grade levels are assigned to specific areas for recess and lunch to limit contact. Staggered schedule.
- Must have an accurate count, one week in advance, for each week of students bringing their own lunch or having a lunch provided to them by the school.
- If a student brings their own food, it must be prepared so the student can easily open it. Adults or other students are not permitted to touch another student's food. While eating, students do not have to wear masks
- Restrooms- Grade levels are assigned to a restroom. One student at a time in restroom.
- Common equipment is limited and cleaned daily.

### **ART, MUSIC, LIBRARY, & PHYSICAL EDUCATION**

**Art & Music**— A schedule will be created that supports a safe and healthy environment for students. When possible, art and music supplies and projects will be maintained in individually labeled storage containers or cubbies. Music will have limitations based on how the program is developed.

**Physical Education** - Activities are designed to limit contact, and that do not involve physical contact with other students or equipment, until advised otherwise by state/local public health officials.

**Outdoor spaces** - We will hold class outdoors when feasible and educationally appropriate.

**Library** – Use of the library is scheduled so that proper cleaning of tables chairs, and shelves are met.

**Outdoor Learning Areas** have been designated as follows:

Room 7 --- TK, K, and Grade 1 – Patio Areas

Room 5 & 6 --- Grade 2 and 3 – Patio Areas

Room 8 & 9 --- Grades 4 and 5 /Art – Patio Areas

Room 10 – Music -- Patio Areas

### CLEANING & OPERATIONS

Custodial staff will perform environmental cleaning following CDC Guidelines. This shall include routinely cleaning all frequently touched surfaces in accordance with the instructions provided on the labels of cleaning agents. The following touch surfaces should be cleaned daily: desks, tables, doorknobs, light switches, countertops, handles, phones, computers, toilets, faucets, drinking fountains, and sinks, and handrails, touch screens, playground structure. Prior to opening, the custodial staff has been assigned deep cleaning including windows, floors, ventilation, freshly painted walls, carpet, desk and furniture, appliances and bathroom furnishings etc. Guidance provided by CDC.

Custodial staff will be provided with the proper equipment and PPE for cleaning and disinfecting, including gloves appropriate for all cleaning and disinfecting. Custodial staff will ensure that each classroom and occupied space is stocked with adequate supplies, including disinfectant and cleaning supplies, soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and no-touch trash cans.

Custodial staff will complete a checklist of spaces cleaned and disinfected. If an area is not verified as cleaned and disinfected, an assigned custodian will complete those spaces prior to the commencement of the school day.

Teachers and staff who complete the SIPE online course related to pesticides will be qualified to use proper cleaning supplies to disinfect areas in their classrooms and campus areas. The online course may be found at: [www.getsafetymained.com](http://www.getsafetymained.com) See the instructions below.

Three Levels of Site Cleaning

1. Daily cleaning
2. Specific location
3. Schoolwide cleaning

## Cleaning & Operations

### (CONT.) CLEANING & OPERATIONS

Level	Description	Method
Daily or More	Cleaning Touch Surfaces	Custodial staff will provide regular cleaning. Teachers and staff who voluntarily take an online course are qualified to use proper cleaning supplies. Go to <a href="http://www.getsafetrained.com">www.getsafetrained.com</a> . See instructions below.
Specific Location	Cleaning of an area in which a person with symptoms of an infectious disease was present.	Custodial staff will provide this cleaning following CDC Guidance <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html</a>
Schoolwide	Cleaning an entire school site due to a confirmed person with COVID-19	The custodial staff will be assembled or a contractor hired. Guidance provided by CDC.

When engaged in cleaning activities, staff should adhere to the following daily cleaning protocols:

- Wash hands frequently.
- Wear gloves when cleaning and handling trash.
- Do not touch your face while cleaning.
- First, clean the surface or object with soap and water; then, disinfect using an EPA-approved disinfectant. Ensure proper use of the product and approval by the school district.

## Cleaning & Operations

When an area has been contaminated by someone who is believed to be ill or may potentially be carrying the COVID-19 virus, the following deep-cleaning protocols shall be followed:

- Isolate the area or areas occupied by the individual in question. In the event that a classroom must be vacated, students will be moved to the cafeteria if available. Otherwise, the students will be moved to an outdoor learning space. Staff shall consult with the superintendent/principal to identify an appropriate area.
- Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person in question, such as classrooms, offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Wear gloves, mask, and goggles.
- Do not vacuum a room or space that has people in it. For common spaces, wait until the room or space is and will remain empty before vacuuming.
- Once the area has been appropriately disinfected, it may be re-opened for use. Properly dispose of protective equipment and re-wash hands.
- Resume routine cleaning and disinfecting.

A clear and thorough cleaning and disinfecting plan that prioritizes health and safety for staff, students, and custodial personnel which are based on the latest scientific understanding of the characteristics of COVID-19 virus. These evidence-based cleaning and disinfecting practices were developed by CDC and EPA.

<https://mail.google.com/mail/u/0/#search/kcox%40sbcco.org/FMfcgxxwKjKpPhOXNqHDVl.thCjDrR>

## Professional Development & Training

### PROFESSIONAL DEVELOPMENT & TRAINING

The district will implement hygiene practices to ensure personal health and safety on the school campus. All district staff are required to complete the SIPE Training related to COVID-19 safety. The district will train staff and students on proper handwashing techniques:

- Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels to dry their hands thoroughly.
- Wash hands when: (1) arriving and leaving home; (2) arriving at and leaving school, (3) after playing outside; (4) after having close contact with others; (5) after using shared surfaces or tools; (6) before and after using the restroom; (7) after blowing nose, coughing, and sneezing; and, (7) before and after eating preparing foods.

The district will also provide staff training or utilize state-provided training materials for: (1) use of chemicals in accordance with Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations; (2) disinfecting frequency; (3) physical distancing of staff and students; (4) symptom screening, including temperature checks; (5) face coverings; (6) proper use of tissues for wiping noses; (7) cough and sneeze etiquette; (8) keeping one's hands away from one's face; (9) confidentiality of health information; (10) training on trauma-informed practices. The district recognizes that COVID-19 has caused stress to our students, staff and families. The District endeavors to provide resources to help mitigate this stress through a well rounded social-emotional learning program.

- Second Step Program
- Staff and students are encouraged to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Staff and students are encouraged to talk with people they trust about their concerns and how they are feeling.
- If needed, staff and students are encouraged to contact the national distress hotline: 1-800-985-5990 or text TALKWITHUS to 66746.
- Staff and students are encouraged to eat healthy, exercise, get good sleep, and find time to relax.

## Communication

### COMMUNICATION

The District will communicate with staff, students, and parents about new, COVID-19-related protocols, including:

- Proper use of face coverings.
- Temperature checks.
- Handwashing protocols.
- Cleanliness and disinfection.
- Transmission prevention.
- Guidelines for families about when to keep student's home from school v. systems for self-reporting symptoms.
- Criteria and plan to send a student home, close a classroom, or close school.

The district will differentiate key messaging across multiple platforms (e.g., Class Do Jo, Google Classroom email, website posts, social media, news media outlets, printed mailings, etc.).

The district will use existing school resources to communicate: school campus signage, Parent Square, and handouts.

A dedicated space on the website has been created for communicating the district's Re-Opening Plan and relevant information.

## Symptomatic Student

### SYMPTOMATIC STUDENT

In the event that a student develops symptoms consistent with the COVID-19 virus while he or she is on campus or during the school day, the district staff shall adhere to the following protocols:

- The student should be immediately separated from all students and isolated in our Sick Room an area away from student and staff paths of travel.
- The teacher will phone the office for a staff member to escort the student and any sibling to the outside pick-up/drop-off zone until they can be transported home or to a healthcare facility.
- The teacher and/or staff member escorting the student shall wear a mask and gloves.
- The student shall also be provided a disposable mask to be worn at all times until picked-up by a parent or guardian.
- The parent of the student shall be advised that the ill student and any siblings shall not return until they have been seen and cleared by a health care professional and have met SBC Public Health criteria to discontinue home isolation.
- School staff should report interaction with a symptomatic person to the superintendent/principal for appropriate follow-up and documentation, including appropriate notification to SBC Public Health.
- Any area used by the individual student that is symptomatic shall be immediately isolated and disinfected in accordance with the protocols in this plan or those provided by the CDC and SBCPH.

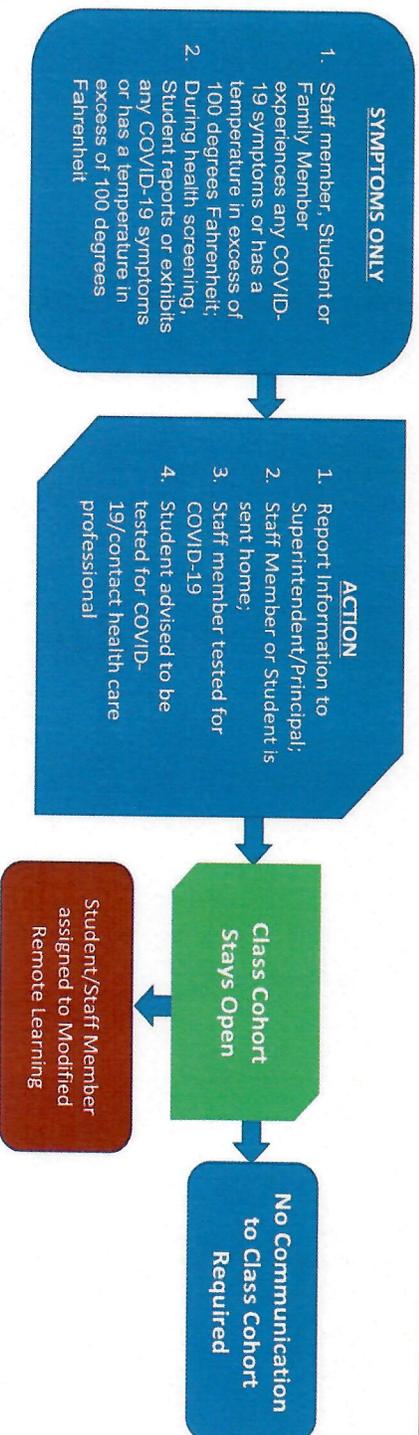
## Symptomatic Staff Member

### SYMPTOMATIC STAFF MEMBER

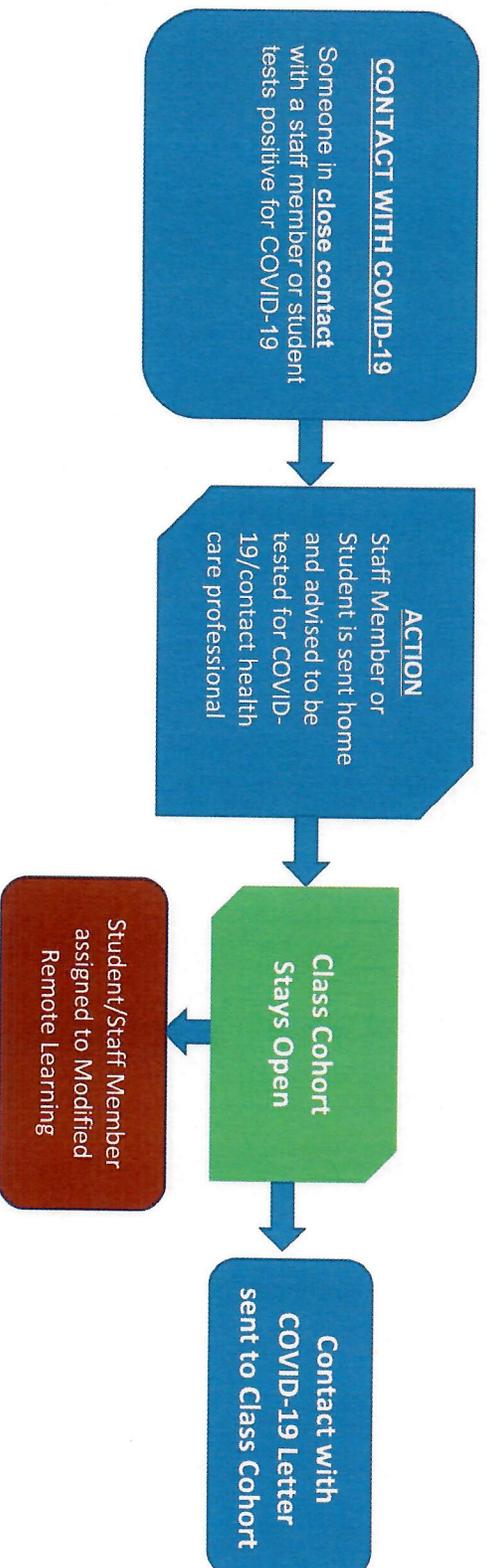
In the event that a staff member develops symptoms consistent with the COVID-19 virus while he or she is on campus or during the school day, the staff member shall adhere to the following protocols:

- The staff member shall immediately contact the superintendent/principal or designee to notify of the symptoms of illness and be released from their duty assignment.
- The staff member shall report to the superintendent/principal all areas occupied during illness and all student and staff contacts.
- Once released, the staff member will self-isolate and immediately vacate the school campus. The staff member shall avoid further contact with any student or member of the district staff.
- The superintendent/principal or designee shall immediately contact SBCPH and follow their recommended protocols for handling the situation including but not limited to, contact tracing, cleaning and disinfecting occupied areas, communication with parents and staff, and potential class or school closure;
- The staff member shall wear a mask or be provided a disposable mask to be worn at all times until he or she has vacated the campus.
- The staff member shall not return to the campus until he or she has been seen and cleared by a health care professional and have met SBC Public Health criteria to discontinue home isolation.
- Any area used by the staff member that is symptomatic shall be immediately isolated and disinfected in accordance with the protocols in this plan or those provided by the CDC and SBCPH.

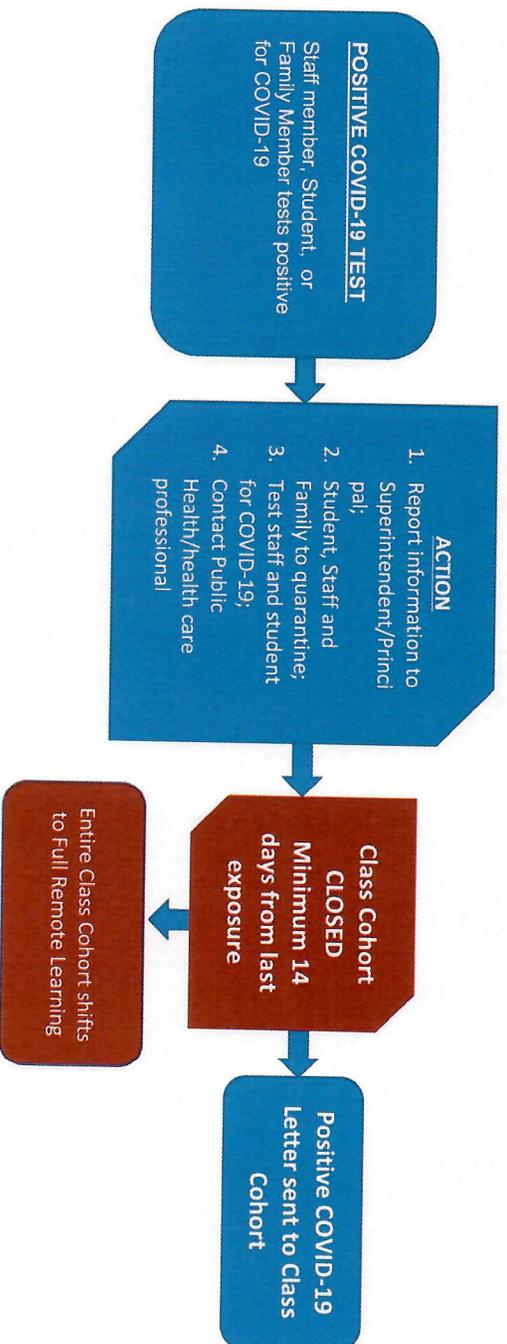
# Staff Member or Student Exhibits COVID-19 SYMPTOMS



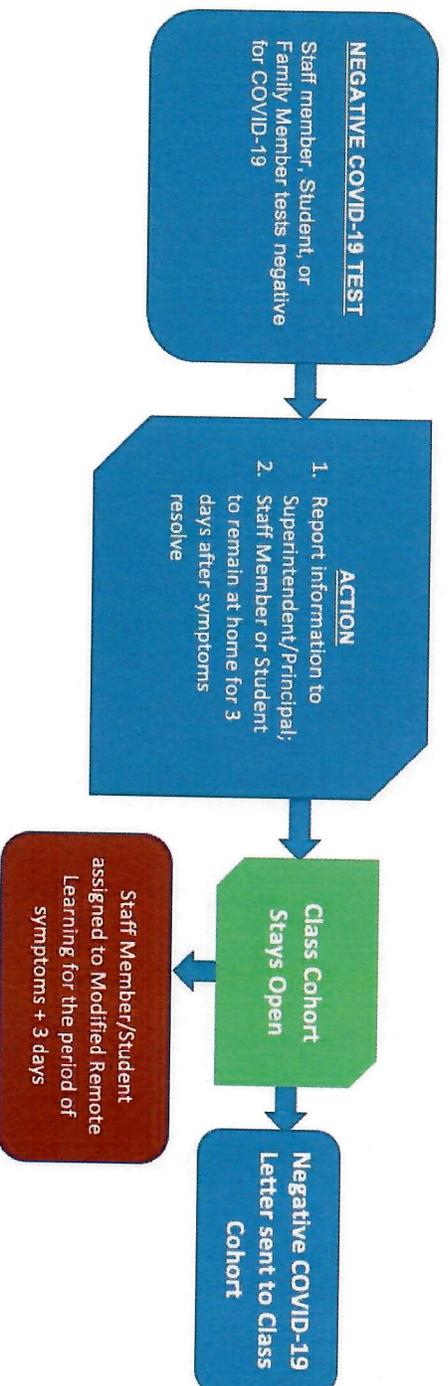
# Staff Member or Student Exhibits Comes in CLOSE CONTACT with COVID-19 Positive Individual



## Staff Member or Student Tests POSITIVE for COVID-19



## Staff Member or Student Tests NEGATIVE for COVID-1



## COVID-19 Surveillance Testing Policy for Staff

Per state and local Public Health guidance, certain staff in TK-12 school settings shall be tested for COVID-19 on a regular basis (every two months). This is an employment requirement, similar to tuberculosis clearance, to help prevent the spread of disease within the school environment and to support COVID-19 data collection for our county.

Visita Del Mar Union has established a protocol to require testing for staff using an attestation system. Every two months, staff will receive an Informed email prompt to obtain a COVID-19 test within the following two weeks. Upon completion of the COVID-19 test, the employee shall sign a document attesting to the completion of the required COVID-19 test including the date and location of the test.

Employees do not need to submit proof of their COVID-19 test completion or the results. However, if the results are positive, the employee shall contact the Superintendent/Principal immediately to discuss isolation and recent contacts so to begin contact tracing to determine any quarantines that may be needed. Public Health will automatically receive confirmation of positive COVID-19 test results directly from the lab and will also follow up with the employee for contact tracing within 1-2 days from receipt of the test result. The sites listed below are state and local public health options available for free COVID-19 testing. When you receive the Informed K12 email that you need to be tested, schedule an appointment.

### STATE-OPERATED COMMUNITY TESTING SITES

Pre-register for an appointment at <https://www.lhi.care/covidtesting>. When you register, identify yourself as an essential school employee. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

Santa Maria Fairgrounds	937 South Thornburg Street, Santa Maria
Buellton	240 East Highway 246, Buellton
Goleta Valley Community Center	5679 Hollister Avenue, Goleta

### SANTA BARBARA COUNTY PUBLIC HEALTH DEPARTMENT SITES

Pre-register for an appointment by calling a week in advance (805) 705-7279. Inform them you are an essential school employee required to have surveillance testing. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

Lompoc	301 North R Street (behind clinic building)
Santa Barbara	267 Camino del Remedio (Calle Real Campus)
Santa Maria	2115 Centerpointe Parkway (Betteravia Government Center)

If you are unable to obtain a timely COVID-19 test at these locations or if you have any questions, please contact Superintendent/Principal.

## COVID-19 Testing and Wellness Attestation

As part of our COVID-19 Surveillance Testing Policy for Staff, staff shall be tested for COVID-19 on a regular basis (every two months), in accordance with state and local Public Health guidance. This is an employment requirement, similar to tuberculosis clearance, to help prevent the spread of disease within the school environment and to support COVID-19 data collection for our county. **This is to notify you that you must obtain a COVID-19 test within the next two weeks.** You may have the test performed at one of the sites listed below, or at a different site of your own choice. Testing may be completed during work hours if it will not negatively impact student services. Please discuss with your supervisor.

### STATE-OPERATED COMMUNITY TESTING SITES

Pre-register for an appointment at <https://www.lhi.care/covidtesting>. When you register, identify yourself as an essential school employee. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

- Santa Maria Fairgrounds 937 South Thornburg Street, Santa Maria
- Buellton 240 East Highway 246, Buellton
- Goleta Valley Community Center 5679 Hollister Avenue, Goleta

### SANTA BARBARA COUNTY PUBLIC HEALTH DEPARTMENT SITES

Pre-register for an appointment by calling a week in advance (805) 705-7279. Inform them you are an essential school employee required to have surveillance testing. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

- Lompoc 301 North R Street (behind clinic building)
- Santa Barbara 267 Camino del Remedio (Calle Real Campus)
- Santa Maria 2115 Centerpointe Parkway (Bertaravia Government Center)

### COVID-19 Test

Please provide only the date and location of your test on this document. To protect your privacy, please do not provide test results. If you receive a positive test result, notify the Superintendent/Principal, preferably by telephone. Public Health will automatically be notified of a positive result by the laboratory where the test was processed.

Employee Name: \_\_\_\_\_

Date of bi-monthly COVID-19 test: \_\_\_\_\_

Testing Location: Place a check mark next to the site listed above where you had your test performed. If you had your test done at a different site, please provide the name and address of that site below.

Other test site (if applicable): \_\_\_\_\_

**Wellness Check**

Regular COVID-19 surveillance testing of staff is only one measure we are taking to ensure the safety of our worksites. In addition to periodically being tested for COVID-19, you are expected to continue following our Wellness Check protocol, as follows:

I understand that prior to coming to work each day, I must conduct a daily self-assessment wellness check to determine if I am well and free of [symptoms of COVID-19 as identified by CDC](#). I further understand that I must not come to work if I have any symptoms associated with COVID-19 not due to a known or chronic condition.

Agree

I understand I must notify my Superintendent/Principal if I experience any of the symptoms of COVID-19, have been diagnosed with COVID-19, or have recently had close contact (within 6 feet for 15 or more minutes regardless of face coverings) with a person diagnosed with COVID-19.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Executive Summary:

Since March of 2020 the global pandemic caused by COVID-19 has had arguably the greatest impact in history on the education of children and young people worldwide. The pandemic has caused untold suffering to our fellow global citizens and forced many into isolation, exacerbating both educational and emotional challenges for students and untold hardships for their families.

School districts in Santa Barbara County have been providing online instruction since last March. As of October 13th, however, public health indicators at the county level have improved to the point where local health officials are saying we can begin to return to elementary schools to in-person instruction. <https://publichealthsb.org/>

Part of the path to that return includes a mandated “Re-Opening Plan” that articulates the steps and actions we are taking to ensure that a limited or progressive return to in-person instruction is done in a thoughtful manner that prioritizes staff and student safety. This plan needs to be submitted to the Santa Barbara County Office of Education, approved by the Santa Barbara County Public Health Department, and ultimately approved by our own Board of Education before any re-opening can begin.

The full Re-Opening Plan contains detailed information on our:

- Health protocols (such as mask wearing, physical distancing, and handwashing)
- Cleaning and sanitization plans
- Ventilation upgrades
- Screening and testing of employees and students
- Response to students or staff who test positive or who symptoms of COVID-19

As the full Re-Opening Plan is quite long, we are providing this Executive Summary to help community members get a more general understanding of our proposal.

The pandemic’s negative impacts on students’ educational and emotional experiences have been massive, as have the impacts on families’ day to day arrangements and schedules. But we cannot proceed without being deeply conscious and considerate of the health and well-being of our students and staff.

In light of this, the proposal to return to school is gradual, and flexible enough to return to an exclusively distance-learning platform if public health conditions worsen. This gradual return will also allow us to develop responses to challenges as they come up, so that we continue the re-opening in a safe manner.

Intrinsic to this plan is the understanding of two primary concepts:

1. Even with the new permission to reopen, **school schedule and operations will not immediately return to operating in the same way that we were prior to the arrival of COVID-19. Safety of each and every person remains my number one priority.**
2. The ability to clean and sanitize classrooms, restrooms, railings, doorknobs, light fixtures, desk tops, tables, chairs, bus seats, etc. will be closely monitored.

**Proposed Framework for Returning Students to In-Person Instruction with All Students**

7:55 – 8:05 Children arrive; report to assigned areas on campus by grade level/teacher

8:05 – 8:15 Temperature checks; washing of hands; hand sanitizer

8:15 – 8:30 Morning Meeting – Zoom in classrooms (i.e. Pledge of Allegiance, announcements, celebrations

8:30 Daily In-Person Classroom Learning Begins

**Tentative Daily In-Person Schedule TK- K-Grade 1**

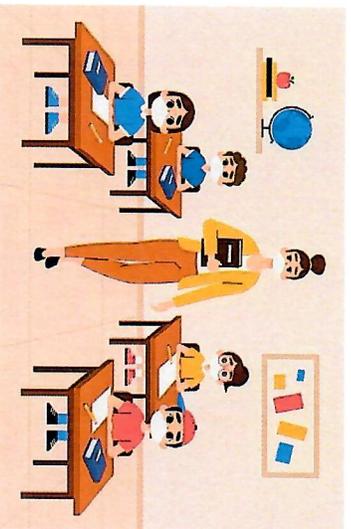
- 8:30 – 9:00 Class Morning Meeting
- 9:00 – 10:00 Math
- 10:00 – 10:15 Recess & Snacks
- 10:01 – 11:15 English Language Arts/Writing/Social Studies
- 11:15 – 11:45 Whole Class Read Aloud
- 11:45 – 12:30 Lunch & Recess
- 12:30 – 1:30 Art & Science
- 1:30 - 2:25 1:1 & Assessment
- 2:25 Dismissal

**Tentative Daily In-Person Schedule Grades 2 and 3**

- 8:20 – 10:00 English Language Arts/Social Studies on Monday, Wednesday, and Friday  
Math, Science on Tuesday and Thursday
- 10:00 – 10:20 Recess
- 10:20 – 12:05 Math, Science on Monday, Wednesday, and Friday  
English Language Arts/Social Studies on Tuesday and Thursday
- 12:05 – 12:55 Lunch & Recess
- 12:55 – 1:45 Art & Music (alternate days with grades 4 & 5)
- 1:45 – 2:25 PE, 1:1 & Assessment
- 2:25 Dismissal

**Tentative Daily In-Person Schedule Grades 4 and 5**

- 8:20 – 10:00 Math, Science on Monday, Wednesday, and Friday  
English Language Arts/ Social Studies Tuesday and Thursday
- 10:00 – 10:20 Recess
- 10:20 – 12:05 English Language Arts on Monday, Wednesday, and Friday  
Math, Science on Tuesday and Thursday
- 12:05 – 12:55 Lunch & Recess
- 12:55 – 1:44 Music & Art (alternate days with 2 & 3)
- 1:45 – 2:25 Pe, 1-1 & Assessment
- 2:25 Dismissal



## TEACHER AND STUDENT MOVEMENT AND ROTATIONS

Teachers will remain with students and students in grades 2-5 will only move from a classroom to another classroom pending on the content to be taught. teachers will be practicing physical distancing protocols.

### INDIVIDUALIZED EDUCATION PLANS (IEP)

To support the safety of staff, family, and students, IEP meetings will continue to be held virtually for students in both the Remote and Flexible models.

### PARENT/VOLUNTEER ACCESS TO OFFICES AND CAMPUSES DURING INITIAL RETURN

In order to minimize potential exposure to and transmission of COVID-19, school campuses will continue to be closed to non-staff adults throughout the 2020-21 school year. Office staff will be available by phone and email, however.

*Non-staff adults, including parents/guardians who want to volunteer, drop something off for their child, or speak to a teacher or staff member, will not be allowed on campus. Instead, they should call or email the front office for assistance.*

## PHYSICAL DISTANCING

As practicable, students and staff will maintain six feet of physical distancing. Desks will be arranged in a way that supports that distancing. In addition, staff will install directional markers and signs to help students and staff maintain physical distance across the campus and plexiglass shields on student desks and areas where student assessments will occur.

In cases where it is hard to maintain physical distancing - such as with very young students or those with special needs - public health guidance does permit some relaxing of the standard, as long masks are worn and cohort stability is maintained.



## HANDWASHING



Soap, paper towels, and/or hand sanitizer will be provided in classrooms, as well as in school office and common areas (such as break rooms). Classroom expectations will include handwashing upon entering and exiting the room and before meals.

## MASKS

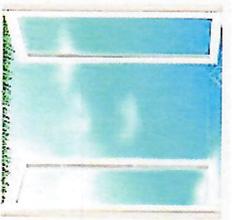
SBCPHD s health orders mandate that school employees and all students in grades K-12 wear a cloth or disposable mask at all times while at school - including when they are outside. Vista's expectation is that all students and staff will come to school with their own personal face coverings, but we also have a large inventory of disposable and cloth masks on hand for those who forget. Students who are unable to wear masks due to health or developmental reasons can receive a waiver and may be permitted to wear a clear plastic face shield instead. Such waivers will require a doctor's note..



## FACILITIES

### INDOOR AIR QUALITY

Strategies used to improve air quality in our buildings and disperse COVID-19 droplets: natural ventilation (open doors and windows), upgraded mechanical ventilation systems (with custom designed improved filters), and freshly painted classrooms, Details on our plan to balance COVID-19 transmission with smoky conditions or inclement weather are available in the full Re-Opening Plan.



### MAXIMIZING OUTDOOR SPACE

School will support and encourage outdoor learning as often as is feasible and productive.

## CLEANING AND DISINFECTING OUR SCHOOLS

Maintenance and facilities is a priority for cleaning and disinfecting protocols that follow guidance from both the Centers for Disease Control (CDC) and the Environmental Protection Agency (EPA). Custodial staff will disinfect high-touch surfaces (such as light switches, faucets, handrails, and doorknobs), classrooms, and common areas regularly. To facilitate cleaning, the district has procured electrostatic sprayers, which represent a new standard of infection control, to use daily in all school settings moving forward.



A schedule for cleaning will be adopted for in-person instruction.

### SHARED CLASSROOM ITEMS

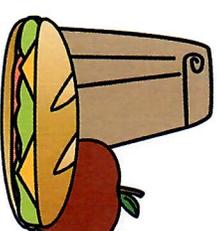
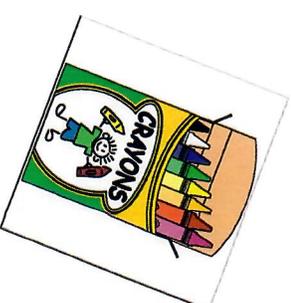
The District recommends that students have their own classroom supplies (such as glue sticks, crayons, and tape) rather than sharing them with other students. Items that do need to be shared (such as staplers) will be either cleaned between uses or left to sit for a recommended period of time.

## TEACHER WORK ROOMS AND STAFF LOUNGE SPACES

To reduce risk to employees, the protocols for the number of people that can gather in common areas such as teacher work and break rooms are defined in the Rentry Plan. Clear guidance around cleaning, and sanitizing in such areas will also be established. To maximize ventilation, windows and doors in these areas should be kept open as often as possible.

### CAFETERIAS AND FOOD SERVICE

Vista will provide *free* bags of meals rather than sit-down, communal school meals..



## When Students or Staff Get Sick

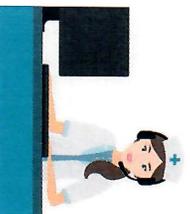
### HEALTH SCREENINGS FOR STAFF AND STUDENTS

In order to limit the spread of COVID-19, all students and employees will be required to self-screen prior to arriving at school or a district facility. That screening will include questions about temperature, potential COVID-19 symptoms, and potential contacts with people who have tested positive for COVID-19. Students or employees answering yes to any of the questions will be asked to stay home.

### PROTOCOLS FOR SYMPTOMS AND POSITIVE CASES

All staff will follow the protocols set forth by the Santa Barbara County Department of Public

Health. Those protocols include reporting positive cases to SBCPHD, identifying contacts, and writing letters to cohorts. Staff will also train teachers to help them know how to respond to students who appear to have COVID-19 symptoms. **Please note:** According to SBCPHD protocols, students or staff with even one symptom of COVID-19 will need to remain in isolation for 10-14 days or until they are feeling better, the fever has been gone for at least 24 hours without taking medicine, *and* they have a medical evaluator note that verifies the symptoms were not due to COVID-19.



### ISOLATION SPACES AND PICK UP PROTOCOLS FOR STUDENTS

Any student exhibiting one or more symptoms of COVID-19 will need to be picked up and taken home immediately. An “isolation space,” has been identified where symptomatic students can wait for a parent/guardian or emergency contact to pick them up.

### Closing after Re-Opening

Even if public health conditions across the county worsen after we re-open, the California Department of Public Health has mandated that districts only close a **school** if it has experienced 5% positive testing rate of both students and teachers and a **district** if 1 in 4 schools has a 5% positive rate.



## TESTING

### STUDENT TESTING

While Vista Del Mar Union School District currently does not have the logistical or financial capacity to ensure the testing of all students, our team strongly encourages all families to seek testing prior to returning to school.

Families with health insurance should contact their health care provider for information on where to get tested.

### Employee Testing

While Vista del Mar Union School District does not have the capacity to develop and completely fund its own system of employee testing, we are working to utilize multiple sources of testing and test sites for our employees to provide multiple avenues to the goal of monthly testing.

That model is still under development, but will most likely consist of:

- Third-party testing sites that bill employees' insurance
- Free testing sites at community clinics

The district is currently working out a process through which employee tests can be scheduled and the results logged.



The guidance Vista encourages everyone to follow is from the California Public Health and the Santa Barbara County Public Health authorities to minimize the spread of COVID-19. Please continue to wear a mask when in public, follow the protocols for physical distancing and avoid large gatherings. We are all in this together and to keep everyone safe and return to school everyone has a role and a responsibility to follow.

# SAMPLES OF LETTERS (To be translated in Spanish also)



## NOTIFICATION OF POSITIVE COVID-19 TEST IN CLASS COHORT

Date , 2020

[Parent]  
[Address]  
[Address]

Dear [XXX School/Classroom] Parents/Guardians and Staff:

Vista Del Mar Union School District's top priority is the health and safety of each and every student under our care and each member of our staff. Our Re-entry to School Plan provides a detailed set of protocols for responding to situations where a classmate or staff member to a small class cohort tests positive for COVID-19. These protocols include notifying the class cohort when a member of that group tests positive for COVID-19.

Today, I was informed that a member, either a staff member or student, tested positive for COVID-19. The last date of known exposure to the class/cohort was [XXX date]. The District has notified the Santa Barbara County Public Health Department (SBCPHD) of the test and potential exposure. Shortly, within 48 hours, you will be contacted by SBCPHD as part of their contact investigation efforts to contain the spread of the virus.

The purpose of this letter is not to alarm you but rather to provide you with valuable information that is intended to help us prevent the further spread of the virus in our small community. It is important that we respond to this situation in a collaborative and compassionate manner. There is a lot about this virus that is still unknown.

**In the interim, in accordance with SBCPHD guidance, we advise that your child immediately quarantine to the greatest extent possible, even if your child is asymptomatic.** In addition, you may inform your healthcare provider and follow their advice. Be sure to let the provider know that you or your child has had a direct exposure through this classroom.

The classroom will be closed through at least [date] for the duration of the quarantine, which is 14 days from the last exposure. The District will continue to provide the class with modified remote learning instruction as set forth in the District's Re-Entry into School Plan and Remote/Distance Learning Plan.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> include, but are not limited to the following:

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

Again, the safety of our students, staff, and school community is our priority. Please contact your healthcare provider if you have any additional medical questions or concerns.

Thank you for your attention to this important health and safety matter.

Sincerely,

Dr. Lois M. Peterson  
Superintendent/Principal

**NOTIFICATION OF NEGATIVE COVID-19 TEST**

Date , 2020

[Parent]  
[Address]  
[Address]

Dear [XXX School/Classroom] Parents/Guardians and Staff:

Vista Del Mar Union School District's top priority is the health and safety of each and every student under our care and each member of our staff. Our Re-entry to School Plan provides a detailed set of protocols for responding to situations where a classmate or staff member to a small class cohort tests positive for COVID-19. These protocols include notifying the class cohort when a member of that group exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19 has tested NEGATIVE for COVID-19.

Consistent with our Re-Entry into School Plan and Santa Barbara County Public Health guidance, the classroom will remain open. We appreciate your patience during this difficult time.

Please let me know if you have any questions and contact your health care provider if you have any additional questions or concerns.

Sincerely,

Dr. Lois M. Peterson  
Superintendent/Principal

**NOTIFICATION OF CLOSE CONTACT WITH POSITIVE COVID-19 INDIVIDUAL**

Date , 2020

[Parent]  
[Address]  
[Address]

Dear [XXX School/Classroom] Parents/Guardians and Staff:

Vista Del Mar Union School District's top priority is the health and safety of each and every student under our care and each member of our staff. Our Re-entry to School Plan provides a detailed set of protocols for responding to situations where a classmate or staff member to a small class cohort tests positive for COVID-19. These protocols include notifying the class cohort when a member of that group tests positive for COVID-19. For COVID-19, a close contact to anyone is anyone who was within 6 feet of an infected person for at least 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

Today, I was informed that a member, either a staff member or student, came in close contact with an individual has tested positive for COVID-19. The last date of known exposure to the class/cohort was [XXX date]. The District has notified the Santa Barbara County Public Health Department (SBCPHD) of the potential exposure and is taking further steps.

The purpose of this letter is not to alarm you but rather to provide you with valuable information that is intended to help us prevent the further spread of the virus in our small community. It is important that we respond to this situation in a collaborative and compassionate manner. There is a lot about this virus that is still unknown.

Consistent with our Re-Entry Plan and Santa Barbara County Public Health guidance, the classroom will remain open. The individual and their immediate family/household have been quarantined, and monitoring symptoms, and are working with their healthcare provider for additional steps, including tested if advised.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> include, but are not limited to the following:

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

Again, the safety of our students, staff, and school community is our priority. Please contact your healthcare provider if you have any additional medical questions or concerns.

Thank you for your attention to this important health and safety matter.

Sincerely,

Dr. Lois M. Peterson  
Superintendent/Principal