



School Reopening Plan

San Mateo Union
High School District

California's Safe Schools for All Plan

- California released a new Safe Schools for All Plan that provides the support and accountability to establish a clear path to minimize in-school transmissions and enable, first, a phased return to in-person instruction, and then ongoing safe in-person instruction
 - [COVID-19 and Reopening In-Person Instruction Framework](#)
 - [COVID-19 School Guidance Checklist](#)
 - [Safe Schools For All Hub](#)
- Requirements for SMUHSD
 - Reopening status due **2/1/21**
 - School Safety Plan (referred to as COVID Safety Plan-CSP) Due and Posted Prior to Opening
 - Data In-school transmissions
 - Serving student in-person beginning **1/25/21** must be reported via web form

SMUHSD Reopening Plan

- [Request for Review of Plan to Open for In-Person Instruction](#)
- [Aragon High School](#)
- [Burlingame High School](#)
- [Capuchino High School](#)
- [Hillsdale High School](#)
- [Mills High School](#)
- [Peninsula High School](#)
- [San Mateo High School](#)

Entrance, Egress and Movement within the School

- Signage and markings for movement have been placed on all campuses
- Students and staff will be required to:
 - Complete the health screenings app
 - Use identified entrances to campus
 - Take temperatures
 - Follow path of travel signage



Campus Visitation

- On campus visitation is discouraged unless necessary.
- Drive through procedures are encouraged for distribution of materials.
- Doorbells will be used where installed to notify office staff of visitor arrivals.
- Vendors are encouraged to make appointments and arrange access with Operations.
- Conferences with families should be conducted through Zoom or Google Meet.



Health Screenings for Student and Staff

Screening Process and Location:

- Students and staff are required to show green check mark LiveSafe app in order to enter campus.
- All staff and students complete temperature checks.



Upon entry to campus, all students will:

- Proceed immediately to their assigned seat in their classroom.
- Visit the sanitation station to use sanitizing gel OR visit restroom to wash hands.
- Prepare for learning:
 - Prepare materials to participate in classes.
 - Turn on and wear headphones with microphones.

Face Coverings and Other Essential Protective Gear

Face Coverings:

- Students and staff are required to bring and wear personal face coverings to all SMUHSD campuses.
- [Face coverings](#) will be required to be worn by all at all times.
- Extra face coverings will be available when needed or requested.
- Those using cloth face coverings will be instructed to wash them daily.



Face Coverings and Other Essential Protective Gear (cont'd)

Essential protective equipment:

- Plexiglass shields have been installed at clerical stations and other desks as needed, such as teacher stations.
- Protective suits available for custodial and health staff.
- Gloves available for cleaning in classrooms.
- Signage highlighting the Four Pillars have been posted throughout campus in English, Spanish, and Mandarin:
 - Hand hygiene
 - Face coverings
 - Six foot distancing
 - Directional travel arrows
 - Virus prevention
 - Cleaning and disinfecting

[COVID-19 Expectations and Responses.](#)



Healthy Hygiene Practices



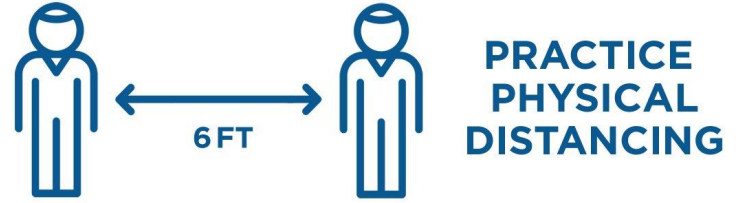
Hygiene Routines:

- Hand sanitizer will be required to be used when entering and exiting all locations.
- Washing hands with soap at least every 2-3 hours (with hand sanitizer as an alternative) will be expected.
- Proper hygiene etiquette will be expected, such as covering the mouth when sneezing/coughing.
- Touchless hand sanitizer stations and sanitizers in classrooms and work areas.

Sanitizing and Disinfecting Materials:

- Disinfecting wipes and hand sanitizer will be provided to all departments and in common spaces.
- Proper use of wipes and hand sanitizers will be incorporated into student education and employee training.

Physical Distancing



Physical Distancing Expectations

- All students and staff will be required to maintain a minimum of 6 feet of physical distancing at all times.

Learning Spaces / Desks:

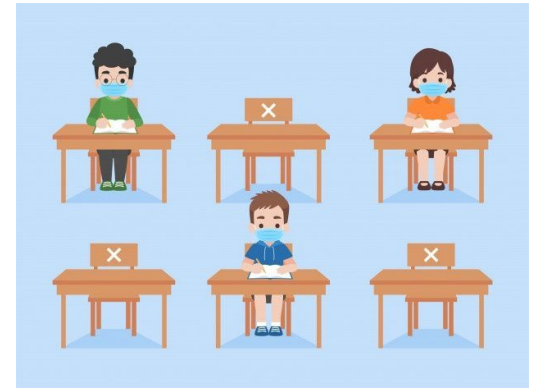
- Desks will be placed 6'-14' apart to allow for adult staff to walk between students and still maintain physical distancing requirements.
- Desks will be numbered for student assignment.
- Students are required to use the same assigned desk every day.

Student Restrooms:

- Restroom physical spacing will be followed including disabling every other stall, urinal, and sink.
- All restrooms will be cleaned/disinfected between each class period or hourly.
- One to two students at a time in each restroom determined by size of restroom.

Classrooms

- Students will be provided a consistent assigned seat.
- Desks marked to ensure physical distancing at a minimum of six feet.
- Where classrooms have two doors, one will be designated for entrance, while the other will be used as an exit.
- Learning spaces will be stocked with hand-sanitizer, gloves, and disinfectant wipes.
- Classrooms will be disinfected nightly using Clorox 360 machines and product #49.



Cohorting

- In an effort to reduce the volume of students on campus each day to below 30% of total students, cohorting will consist of two student groups.
- Students will have the choice to 'OPT-IN' to in-person instruction or remain virtual synchronous learning.
- Students opting in will be placed on an 'A' or 'B' rotation.
- Students choosing to continue their learning completely synchronously will be placed in the 'C' rotation.



Campus Supervision

- Two Campus Safety Specialists will be on campus each day to supervise staff and students.
- Each will be trained on the practices included within this reopening plan.
- Additional Campus Safety Specialists may be necessary if the number of staff and students on campus exceeds 300 people.
- During opening, transition, and closing periods, staff and members of the administrative team will provide additional support and supervision.



Designated Brunch/Lunch Areas

Students will be assigned to a designated lunch area.

The following conditions will be in place:

- Students must eat in their assigned area.
- Each assigned area will have a designated bathroom.
- Each lunch area will have clear indicators of where students may eat that ensure six feet of separation.
- In the event weather conditions do not allow for eating outside, students will remain in their assigned indoor location.



Bell Schedule for Spring 2021

All students are learning with their teachers in a synchronous model via Zoom.

Monday	Tuesday	Wednesday	Thursday	Friday
Odd Period Block	Even Period Block	Wednesday Schedule	Odd Period Block	Even Period Block

Odd Period Block (Monday/Thursday)

1/3/5/7 Block Periods		
Teacher Collab	7:45	8:45
Period 1	9:00	10:15
Period 3	10:30	11:45
Lunch	11:45	12:15
Period 5	12:20	1:35
Period 7	1:50	3:05

Even Period Day (Tuesday/Friday)

2/4/6 Block Periods + Flex		
Teacher Collab	7:45	8:45
Period 2	9:00	10:15
Period 4 + LA	10:30	11:55
Lunch	11:55	12:25
Flex	12:30	1:15
Period 6	1:30	2:45
OH/Clubs	2:45	3:15

Wednesday Schedule (with Enrichment Time*)

Enrichment / Intervention Sched.		
AHS PD/TSG	7:45	9:15
Period 1	9:30	10:00
Period 2	10:05	10:35
Break	10:35	10:45
Period 3	10:50	11:20
Period 4	11:25	11:55
Lunch	11:55	12:25
Period 5	12:30	1:00
Period 6	1:05	1:35
Period 7	1:40	2:10
Enrichment*	2:15	3:15

Restroom Assignments

- All restroom access will be based on a student's current location.
- Each student will be able to view signs in their respective class that indicate the designated restroom associated with the classroom the student is in.
- Based on county guidelines, only the designated number of students will be allowed in the restroom at one time.
- Students will be instructed to line up six feet apart while waiting for the restroom on designated markers.

Health Office and Safety

- Location of Health office and a quarantine area/pop up tent area for students on each campus.
- Additional pop-up tents will be utilized in the situation where overflow is necessary to ensure adequate social distancing.

Cleaning and Disinfection

The District has directed custodians to 1) conduct more frequent cleanings throughout the day in public spaces and common areas, as well as 2) use EPA-approved germicide/disinfectant.

Cleaning and disinfecting:

- Place hand sanitizer dispensers in lobbies/common areas.
- Prop doors open to reduce touching of handles as appropriate.
- Commonly used surfaces are frequently disinfected.
- Shared equipment is disinfected or quarantined between uses.
- Proper cleaning procedures will be incorporated into student and employee training.
- Schools will be disinfected nightly using Clorox 360 machines and product #49.
- We will follow the EPA's [Six Steps for Safe & Effective Disinfectant Use](#).

After Occupied Hours/Night Shift

- All areas that were occupied during the day will be thoroughly cleaned.
- All areas will be disinfected using electrostatic sprayers.

Communications Plans

As the school prepares to shift phases, we will work with families to communicate as effectively as possible.

Outreach and communication will include:

- Additional Q&A sessions with the entire campus community - offered with simultaneous translation.
- School plans will be available on our website with automatic translation into any language offered by the web service.

Staff Training and Family Communication

- Aeries Communication and Canvas will be used to provide specific education and instructions for families
- Communications will include written and screencast instructional videos that will be available on the school website in multiple languages and will include:
 - instructions regarding entering campus
 - health screening
 - wearing face masks over the mouth and nose at all times
 - maintaining six feet of physical distancing at all times
 - students sitting at their assigned desk (work/study/station)
 - following directional maps and signage



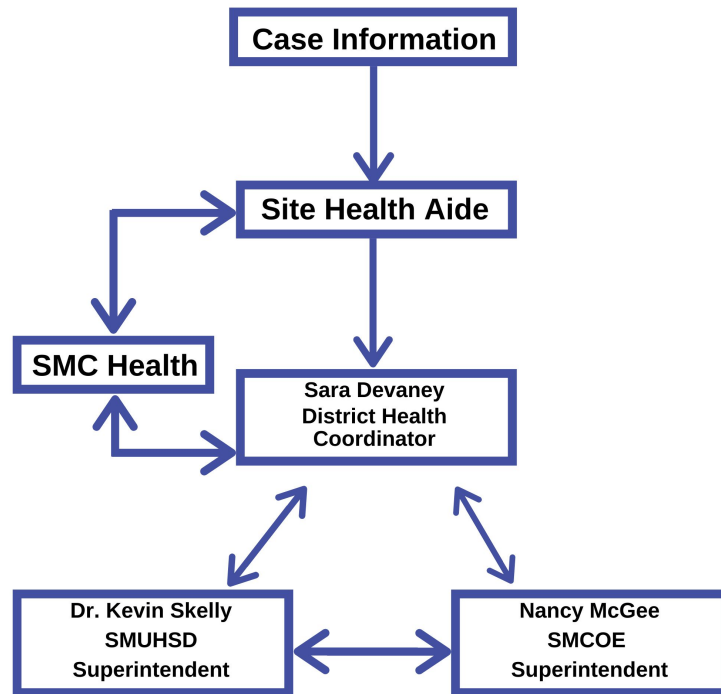
Testing of Students and Staff

- Students will be PCR tested for Covid-19 through a surveillance model. Students should be expected to be tested once every two weeks. Students who are at higher risk may have the option of more frequent testing.
- Staff should be expected to be PCR tested twice a month. Testing will be facilitated through the school health aides and the District Student Health Coordinator.



Communication Process for COVID and Related COVID Incidents

Positive Test Results are communicated in the following manner:



Identification and Tracing of Contacts

Case, Close Contact, Indirect Contact

The Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact:

- **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



Triggers for Transitioning to Distance Learning

- SMUHSD will close a school to in-person learning when there are multiple cases in multiple cohorts or when at least 5% of the total number of teachers/students/staff are identified as cases within a 14-day period.
- 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.
- If closed due to the conditions described above, a SMUHSD school site will reopen after 14-days and once the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with San Mateo County Health

Feedback, Direction, Approval

Board approval of the implementation of the Reopening Plans are contingent upon the completion of negotiations and public review.