

KEYES UNION SCHOOL DISTRICT RETURN TO SCHOOL FRAMEWORK:

SUPPLEMENTAL HANDBOOK FOR REOPENING OF SCHOOLS & SAFETY PLAN

**STUDENTS, STAFF, AND
PARENTS 2020-21**



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Guiding Principles

Keyes Union School District Guiding Principles:

- **Staff Safety-Prevention:**
 - The District will ensure all recommended safety protocols from CDPH/CDE are followed by all employees at all times
 - The District will provide all necessary PPE equipment that is necessary for staff to complete their assignments in as safe a condition as possible.
 - The District will create, and follow, safety screening protocol for school employees and students focusing on pre-screening and on-site screening for COVID-19 symptoms and provide professional development to all staff.
 - The District will require face coverings for all staff and students while at school or on a school bus.
 - A face shield can be used for pedagogical or developmental reasons or if there is a medical exemption from a physician.
 - For children, masks/face coverings are required for all grades. A drape face shield is only allowed with a medical exemption. A physician's note is required for exemption. There are exceptions that are in the guidance for meals, snacks and outdoor recreation.
 - The District will ensure, as practicable, physical distancing rules (six feet from one another) requirements for all staff and students on campus.
 - The District will create, and follow, facility cleaning and disinfecting protocols including:
 - i. At least daily, and more frequently when feasible, custodial services will clean and disinfect frequently touched hard surfaces and shared objects pursuant to CDC guidance.
 - ii. Cleaning records will be kept by the maintenance and operations department noting when the last time the facilities were cleaned, type of cleaning, and by whom.
 - The District may have to hire and or increase work hours of staff to increase and ensure proper cleaning of classrooms and common areas. The District has installed plexiglass in school offices and will be installing it in cafeterias to add a barrier of protection between serving line personnel and students. ; has replaced all HVAC filters; has installed hand sanitizing stations in all classrooms and common areas; and have deep cleaned all carpets and hard floors.
- **Staff Safety-Monitoring and Response:**
 - The District will work with Stanislaus County Public Health to ensure ongoing required Employee Testing as required by the Governors Pandemic Plan for Learning and Safe Schools. The district has contracted with Quest Laboratories to provide the testing.
 - The District will follow CDPH Framework (see below) in the case of COVID-19 exposure or confirmed case.
 - If an employee develops symptoms during the workday, all surfaces in their workspace will be cleaned and disinfected according to CDC guidelines. The cleaning should be conducted after hours when employees are not present.

Certificated Staff Guiding Principles:

- Teachers will be required to report to their school site daily and work contract hours.
 - Please notify the Superintendent and HR if health concerns prevent this.
- Teachers will follow the Symptom Screening Prior to Entry Protocols (see below).
 - If you are ill but able to teach remotely based on a hybrid model, notify the site administrator.
 - If you are too ill to teach, use standard procedures to notify of absence.
 - If you have symptoms of COVID please contact your administrator and HR immediately.
 - In order to qualify for remote work, you must have adequate Internet capabilities
- Teachers will be required to check-in with their site administrator daily upon arrival to work for a visual/verbal symptom check and temperature screening (see KUSD Employee COVID-19 Health Assessment).
- Teachers will take attendance for each class for all students daily in Aeries and School Pathways for the Charter School (and keep paper record)
 - Either have students respond in chat or on traditional paper attendance.
 - Teachers will then complete attendance in Aeries and the Charter in School Pathways
- Teachers will be required to maintain weekly engagement records showing in class and out of class learning progress for students. These are already in place.
- Teacher led instruction for online learning is recommended to be no more than 20 minutes per hour.
- School Staff will meet once a week or as established by current practices with their respective administrator(s) in person using social distancing (when possible) or via Zoom.
- As possible, grade level/same subject teachers will offer consistency within reason. Teachers are encouraged to lesson share to assist in the workload.
- Feedback to students will be given on every assignment, even if it is just a thumbs up. Voice and video feedback are extremely valuable to your students when possible.
- Teachers will communicate to parents and maintain weekly records showing in class and out of class learning progress for students.
 - These could include Aeries communication report, email to parents, phone call to parents, and Parent Square (all should be documented, and record kept).

- Teachers invite admin to Google Classroom.
- Email and Zoom will be used for communications between staff.
- Teachers will use Zoom as a primary tool for student instruction and attendance.
 - District will look into purchase of Zoom host access for all teachers
 - Zoom Resources:
 - i. [Best Practices for Using Zoom](#)
 - ii. [Guide to Educating through Zoom](#)
 - iii. [Tips and Tricks for Teachers Using Zoom](#)
 - iv. [Zoom Guide for Students; Spanish](#)
- Other tools and programs may be used to meet the needs of their students.
- Assessment will be ongoing and based on multiple measures (including interactive, observational, authentic).

Classified Staff Guiding Principles:

- Classified employees will be required to report to their work location at their assigned time daily and work their assigned contract hours.
 - Please notify the Superintendent and HR if health concerns prevent this.
- Classified employees will follow the Symptom Screening Prior to Entry Protocols (see below).
 - If you are ill and believe you may have the ability to work remotely, notify your direct supervisor.
 - If too ill to work or cannot work remotely, use standard procedures to notify of absence.
 - If you have symptoms of COVID please contact your administrator and HR immediately.
 - In order to qualify for remote work, you must have adequate Internet capabilities
- Classified employees will be required to check-in with their site administrator or direct supervisor daily upon arrival to work for a visual/verbal symptom check and temperature screening (see KUSD Employee COVID-19 Health Assessment).
- School Staff will meet as needed with their respective supervisor in person using social distancing (when possible) or via Zoom.
- Email should be checked daily to ensure best communication.
- Zoom will be used as a primary tool for meetings, professional development, student instruction and attendance. Professional development will be provided for all staff.
 - Zoom Resources:
 - i. [Best Practices for Using Zoom](#)
 - ii. [Guide to Educating through Zoom](#)
 - iii. [Tips and Tricks for Teachers Using Zoom](#)
 - iv. [Zoom Guide for Students; Spanish](#)

Student Guiding Principles:

- Students will have daily live interaction with teachers to ensure clear expectations for assignments and provide timely feedback for assignments received.
- Student in person and distance learning schedules will follow:
TK-6: Blended Model Schedule:
Group A: Monday-Tuesday in person learning, Wednesday independent work at home (teacher prep and support) Thursday and Friday distance Learning.

Group B: Monday – Tuesday distance learning, Wednesday independent work at home (teacher prep and support) Thursday – Friday in person learning.
- **7th-12th Grade:** Continue with Distance Learning Model Schedule until authorized by county health to implement in person learning. When authorized we will follow the same Group A and B Schedule; Students will be in self-contained classrooms, no students will move rooms.
- Students must login to Zoom to establish attendance for each period.
- Grades will be based on quality of work (as if in person).
 - TK-5 will be based on our elementary grading procedures
 - 6-12 will be A-F letter grades
- Full participation of students is required.
 - Participation includes attending class meetings on time, completing all assignments, engaging with classmates and teacher, and reaching out for help when needed.
 - Teachers will be the primary resource and reference to contact students/parents who are not engaging and participating.
 - i. If students are not engaging after numerous contact attempts to parents, teachers will then provide documentation to site administrator.
- Students will be provided a Chromebook to complete assignments and for attendance purposes.
- Upon arrival to school, students will have visual/verbal symptom check with school staff or their teacher.

KUSD Employee COVID-19 Health Assessment

Daily Health Self Assessments **must** be conducted by each employee from home and immediately upon reporting to the worksite. Once on site, please complete check in with your site administrator or direct supervisor each day upon arrival to your school site. *If you answer YES to any of the questions below, please contact your Supervisor immediately, stay away from others and immediately return home.* Contact the Human Resources Department for further instructions

Please answer the following with a Yes/No, if any responses are Yes, please contact your direct supervisor immediately.

1. Are you experiencing any symptoms such as current or recent fever (100.4⁰ or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?
2. Have you been in close contact with anyone who has been diagnosed with COVID-19 or who is experiencing symptoms of COVIDS-19?
3. Have you traveled outside of the continental United States within the past 14 days?

Upon arrival on campus or worksite, you will need to check-in with your administrator or direct supervisor to verify these questions and then have a temperature check.

School Reopening during COVID-19 FAQ's:

As a result of school closures during the COVID-19 pandemic, we have received numerous emails and calls from student families, employees, and other stakeholders with questions about the District's plan for reopening schools for the 2020-2021 school year.

In an effort to keep all community members informed about on-going developments, I am providing the following *frequently asked questions* (FAQ) framework to help answer your questions and concerns. The information provided below is in accordance with the most recent guidance available from the CDE, CDPH, the CDC, and the Stanislaus County Public Health Department. It is my sincere hope that this document provides information about concerns related to safety, security, health and well-being.

I understand that the impact of COVID-19 on schools is rapidly changing (on a daily, if not hourly, basis). The District continues to work collaboratively with bargaining units to share information and address issues of concern as they arise. We have a shared interest in keeping lines of communications open as we work together for the benefit of students, staff and the District community.

I hope that the questions and answers below provide clarification about some of your most pressing concerns. Please keep in mind that answers to the questions below are based upon the most recent recommendations from county, state and federal officials along with legal counsel.

Q: Will employees be informed if there is a confirmed case of coronavirus infection of a District employee or student?

A: There are no current confirmed cases of COVID-19 of Keyes Union School District employees. If the situation changes, then the District will notify and take direction from the Stanislaus County Office of Education and public health officials, which may include notification to families, employees, the community, and other entities in accordance with applicable privacy and confidentiality laws.

Q: *What will the District do for an employee who tests positive for the virus?*

A: The employee who tests positive for COVID-19 should immediately notify their supervisor and/or Human Resources Coordinator. The District will be able to discuss the employee's situation with them based on their unique facts and circumstances.

Q: *What safeguards will the District put in place to protect employees and students that live with family members that have preexisting conditions, which make them particularly vulnerable to COVID-19?*

A: To prevent the spread of COVID-19, students and staff who are sick, who are living with those showing symptoms of fever and/or respiratory infection, and/or who are living with those who have a travel history over the past 14 days to an area identified by the CDC as Level 3 Travel Health Notice, should not come to school. They should also adhere to social distancing measures and good hygiene. If parents or staff have questions regarding their particular situations, they should contact their school office or the District Office.

In addition, District sites will adhere to the various state and Stanislaus County Public Health orders regarding COVID-19. Among other things, the District will have available cleaning, disinfecting, and related supplies to ensure school sites are continuously disinfected in accordance with most recent health department guidance. The District will also be monitoring households who test positive for COVID-19 and will act promptly and appropriately to minimize the exposure to the community.

Further, the District is requiring all families to screen their students and employees to screen themselves prior to arriving on a District site. In the event students and/or staff exhibit symptoms, they should contact Elizabeth Smiraglia for further instruction. The District will also take additional preventative measures such as active screening on District sites and buses; teaching and encouraging health and hygiene measures such as the wearing of face coverings and handwashing; implementing appropriate social distancing protocols; limiting access to District sites by parents, visitors, and other community members; and regular cleaning and disinfecting;

Q: *When District employees and students return to school, what is the District doing to prepare a healthy and safe environment?*

A: The District is constantly reviewing and updating comprehensive school safety plans to ensure compliance with the guidance provided by CDE, CDPH, and Stanislaus County Public Health Department.

Among other things, the District will continue to:

- Monitor the health of its students and staff. Those who present with COVID-19 symptoms will be separated and sent home or to a healthcare facility as soon as practical.
- Enforce physical distancing protocols and standards. Staff will be notified of how they can implement physical distancing requirements while meeting students' needs at school.

- Limit the number of individuals on District sites to the extent possible and as recommended by the CDC, CDPH, and Stanislaus County Department of Public Health.
- Consider additional ways to encourage social distancing. These considerations include: staggering activities, alternate methods of communication and instruction, maximum capacity analysis and enforcement, modifications to students' access to playgrounds/athletic activities, modifying classroom and other school campus space to comply with social distancing and other health-related requirements, and implementing changes to meal service procedures.
- Continue cleaning and disinfecting of school sites.
- Share preventative actions everyone can take to prevent the spread of the disease: wash/sanitize hands, cough into sleeve/tissue, stay home if sick, get a flu shot, screening for symptoms before coming to school, and adhering to the latest guidance on face coverings and physical distancing requirements.
- Create a worksite plan for all staff members to allow for proper workplace social distancing practices.

Q: What is the District's obligation when a staff member reports that they tested positive for COVID-19?

A: The District will take the steps necessary to ensure a safe work environment for its employees. Among other things, the District will notify the Stanislaus County Public Health Department of any reports of individuals testing positive on a District site and will collaborate with Public Health to determine the appropriate course of action based on the specific situation presented. The District will communicate with community members as appropriate following its consultation with the Stanislaus County Public Health Department.

The areas where the staff member spent time, particularly high-contact surfaces, will be deep cleaned in accordance with applicable federal, state, and local COVID-19 guidelines. Whether District sites, or parts of District sites, will be closed as a response will be determined on a case-by-case basis and in consultation with the Stanislaus County Public Health Department. Similarly, whether those who were in close contact with the staff member who tested positive for COVID-19 will be informed if they need to isolate in accordance with state and local public health guidance. The District will take steps necessary to ensure a continuity of District functions in a safe manner, including monitoring of the staff member's attendance to minimize exposure to others in the community.

Q: What should the District's response steps look like when a staff member reports positive for COVID-19?

A: If a staff member is displaying symptoms, they should not be on site. If a staff member is on a District site and reports that they tested positive for COVID-19, they must immediately ensure they are wearing a face covering. They must then proceed to and wait in a pre-designated isolated area until they can be transported home or to a health facility. The staff member shall comply with the instructions provided by their supervisor.

If a staff member is not on a District site when they report they tested positive for COVID-19, the staff member should seek medical attention and comply with the instructions provided by medical professionals. The staff member may not report to any District site and shall comply with the instructions provided by their supervisor.

Staff members who are positive may not return to a school site until they have met the isolation requirements. If the staff person is at home quarantining because they are a close contact to a positive case then they cannot return to work until they meet quarantine guidelines (which may include their household members becoming well if that is their close contact. They have met the CDC's criteria to discontinue home isolation and has received permission to return to work from their supervisor. The CDC's criteria may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

The District will continue to ensure that staffing ratios are sufficient to ensure appropriate site cleanliness, physical distancing, and COVID-19 health and safety protocols. Staff and other community members will be notified of possible COVID-19 cases in accordance with applicable privacy laws. Additional guidance regarding continued and/or additional safety measures will be provided as appropriate based on the circumstances presented.

Q: What is an individual staff member's responsibility to report a positive test result for COVID-19?

A: The staff member shall report a positive COVID-19 test result to their supervisor and Human Resources Coordinator as soon as practical. If they are on a District site, they must ensure they are wearing a face covering as they proceed to an isolated area, where they will remain until they can be transported home or to a health facility. The staff member must not return to any District site until they have met the CDC's criteria to discontinue home isolation, described above. In addition, the staff member must comply with all directives received from medical professionals regarding their COVID-19 status. The staff member must also keep their supervisor and Human Resources Coordinator apprised of any changes to their status and remain in contact with their supervisor and Human Resources Coordinator. Their supervisor and Human Resources Coordinator will let the staff member know when it is acceptable to return to work.

Q: What are the District's responsibilities when a student reports that they have tested positive for COVID-19?

A: If a student is on school grounds and reports they are positive for COVID-19, they will be separated from other individuals to a pre-designated supervised isolated area. Steps will be taken so that the Student is wearing a face covering while they remain on campus. If multiple students are in the designated area(s), appropriate social distancing measures will be implemented. Depending on the circumstances, the student may be triaged in a health office in accordance with established COVID-19 guidelines to address situations where the symptoms may not be COVID-19 related. The student's parents will be contacted, and arrangements to transport the student home or to a healthcare facility will be made. The student's parents will be informed that they cannot return to a District campus until they have met the CDC's criteria to discontinue home isolation:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. The areas where the student spent time, particularly high-contact surfaces, will be deep cleaned in accordance with applicable federal, state, and local COVID-19 guidelines.

If the student is not on school grounds and reports they are positive for COVID-19, their parents will be informed that the student may not return to school until they meet the CDC's criteria to discontinue home isolation, described above. The District will monitor the student's attendance and let the student's parents know when it is safe for them to return to school in order to minimize exposure to others. When a student is reported to be positive for COVID-19, the District will inform the Stanislaus County Public Health Department and they will consider whether a classroom or school closure is warranted as well as the length of time based on the risk level, exposure, and other appropriate factors.

The District will communicate with community members as appropriate following its consultation with the Stanislaus County Public Health Department. Students' parents will also be informed of the status of their child(ren)'s educational programming. If a child or staff member is symptomatic with COVID symptoms they will be sent home and advised to see a medical provider for testing. If the medical provider tests the individual and the test result is negative the person can return to the school 24 hours after the resolution of symptoms. If the medical provider writes a note and provides a reasonable alternative diagnosis the individual can return to school immediately based on the medical providers guidance.

If a child or staff member is a close contact to a positive person they must quarantine at home for 10 days. It is recommended that they are tested for COVID on, or around, day 5-7 and again at day 10. Testing will not decrease the quarantine time nor delay return to school while waiting on results. If the individual develops symptoms of COVID they are advised to test. If positive they will follow the instructions below.

If a staff person or child is COVID + they must follow current isolation guidelines and stay in isolation for 10 days and be fever free for 24 hours without the use of fever reducing medication and have a reduction in symptoms. A doctors note is not required to return to school if they meet these criteria. Close contacts of household members who test positive for covid-19 quarantine will end 10 days following their last exposure to the positive household member.

Q: What should an employee do when they believe that they have been exposed to COVID-19 outside of the school district working environment?

A: If an employee believes they were exposed to COVID-19 outside of the District working environment, they should contact their supervisor as soon as practical. The employee must comply with the direction provided by their supervisor, which may include, but is not necessarily limited to, contacting a medical professional and/or self-monitoring symptoms at home.

If the employee or staff member is symptomatic with COVID symptoms they will be sent home and provided with a covid-19 test at no cost to the employee (may be a self administered kit or sent to a testing site). If the medical provider tests the individual and the test result is negative the person can return to the school 24 hours after the resolution of symptoms. If the medical provider writes a note and provides a reasonable alternative diagnosis the individual can return to school immediately based on the medical providers guidance.

If a child or staff member is a close contact to a positive person they must quarantine at home for 10 days. It is recommended that they are tested for COVID on, or around, day 5-7 and again at day 10. Testing will not decrease the quarantine time nor delay return to school while waiting on results. If the individual develops symptoms of COVID they are advised to test. If positive they will follow the instructions below.

If a staff person or child is COVID + they must follow current isolation guidelines and stay in isolation for 10 days and be fever free for 24 hours without the use of fever reducing medication and have a reduction in symptoms. A doctors note is not required to return to school if they meet these criteria.

A person diagnosed with COVID-19, then they should remain at home and self-monitor for COVID-19 symptoms. The definition of "close contact" with another individual may be found on the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>. If the employee develops symptoms, then they should comply with the following CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. If the employee does not present symptoms after 10 days then they contact their supervisor and seek additional direction.

The employee must comply with all directives received from medical professionals regarding their COVID-19 status as appropriate. The employee must also keep their supervisor apprised of any changes to their status and remain in contact with their supervisor and Human Resources Coordinator. Their supervisor and Human Resources Coordinator will let them know when they can return to work.

Q: What should a student do if they believe have COVID-19?

A: If a student is not yet on District grounds, their parents should screen them for COVID-19 symptoms prior to arriving at school. If they present with a high temperature, exhibit symptoms consistent with COVID-19, or are a “close contact” with a person diagnosed with COVID-19, then they should remain at home. Parents should contact medical professionals as appropriate.

If a student is at school and develops COVID-19 symptoms, they should inform a District staff member immediately in a safe manner to the extent possible. The student will be physically distanced, their parents contacted, and they will be transported home or to a health care facility. The student’s parents will be informed that if the student tests positive for COVID-19 they cannot return to a District campus until they have met the CDC’s criteria to discontinue home isolation and have received permission from the District. The CDC’s criteria to discontinue home isolation can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. The student’s parents must contact the school office prior to allowing the student to return to school.

Q: If an employee reports that they are self-isolating due to COVID-19 exposure, what are the District’s obligations to this staff member? What information (if any) should be reported to the District community? What is the District’s obligation (if any) to report to co-workers of self-isolating employee who have been in contact with employee?

A: The District will notify the Stanislaus County Public Health Department of any reports of an employee testing positive for COVID-19 and will collaborate with the Department to determine the appropriate course of action. Based on the discussion with the Stanislaus County Public Health Department and the employee, and consideration of the specific circumstances, the District may engage with community members to ensure that District schools and worksites remain safe. The information shared with District staff, students, and families, and/or community members will comply with applicable health, safety, and privacy laws.

In addition, please be advised that additional communication from the District regarding new or revised COVID-19 protocols or practices may not be an indication that a District employee tested positive for COVID-19. Please know that the health and safety of the District’s students, families, and staff are a priority and the District may communicate updated guidance in an effort to encourage best practices and minimize exposure.

Q: If a student reports that they are self-isolating due to COVID-19 exposure, what are the District's obligations to this student? What information (if any) should be reported to the District community? What is the District's obligation (if any) to report to staff members and students that have been in contact with self-isolating student?

A: The District will notify the Stanislaus County Public Health Department of any reports of a student testing positive for COVID-19 and will collaborate with the Department to determine the appropriate course of action. Based on the discussion with the Stanislaus County Public Health Department, student, and the student's family, and consideration of the specific circumstances, the District may engage with community members to ensure that District school sites remain safe. The information shared with District staff, students, and families, and/or community members will comply with applicable health, safety, and student privacy laws.

The District will communicate with the student's family directly to explain the educational programming available for them. The educational programming will depend on the specific facts and circumstances for each individual student's situation. The student's teacher, school principal, or other service provider will remain in contact with the student during the time the student is isolating at home.

The District also will continue to communicate any updates regarding health and safety measures that will be implemented in the future. Our primary concern is the safety of our students and staff. We appreciate your patience and understanding as we all work through these unexpected circumstances.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

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

Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school/community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> Send home if at school. Recommend testing (If positive, see #3, if negative, see #4). School/classroom remain open. 	<ul style="list-style-type: none"> No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> Send home if at school. Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> Notify the LHD. Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). Disinfection and cleaning of classroom and primary spaces where case spent significant time. School remains open. 	<ul style="list-style-type: none"> School community notification of a known case. Notification of persons with potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

KEYES UNION SCHOOL DISTRICT RETURN TO SCHOOL FRAMEWORK

DRAFT PRESENTED TO KUSD SCHOOL BOARD:
JUNE 24, 2020;

REVIEWED AND APPROVAL BY KUSD SCHOOL BOARD:
JULY 22, 2020

REVISED REVIEWED BY BOARD: OCTOBER 27, 2020



KUSD RETURN TO SCHOOL ESSENTIAL POINTS:

- ✓ **CALENDAR:** School began on August 12th with Distance Learning. The board has approved January 4, 2021 as the reopening date for in-person learning. The reopening has been postponed as a result of the rise in cases and stay-at-home order to deep purple.
- ✓ **RETURN TO SCHOOL:** Once allowed by Governor Order, based on County Health Data, decision will be made by the board of trustees when they feel it is safe to do so with expectation to initially return with Blended Model or (upon parent requests) Independent Study.
- ✓ **HEALTH AND SAFETY:** Parents will monitor their child for Flu/COVID symptoms before leaving home; School will visually and verbally screen once students arrive on campus or are picked up by school transportation.
- ✓ **MASKS:** Masks are mandated by Governor Order to be worn by all staff and students upon entry to school facilities.
- ✓ **NUTRITION:** Breakfast and Lunch nutrition services will be provided through Grab-and-Go sack meals and multi day pickup for days students not attending in person instruction.
- ✓ **CLEANING & DISINFECTING:** Significant efforts are underway to increase custodial staff hours and or individuals to support and increase daily cleaning and disinfecting.
- ✓ **ILLNESS PROCEDURES:** Explicit procedures are in place following California Department of Public Health COVID-19 Framework.
- ✓ **TRANSPORTATION:** Seating will be established to provide maximum distance between students. Students should social distance while waiting for bus and should wear facial covering masks both while waiting and on the bus.
- ✓ **NO SCHOOL VISITORS:** Anyone required to enter the school building must remain in a dedicated location and sign in. Masks will be required at all times by visitors.

GUIDING DOCUMENTS:

- [Keyes Staff and Parent Survey Results](#)
- [Keyes Union Reopening Leadership Committee](#)
- [Pandemic Plan for Learning and Safe Schools](#)
- [Stanislaus County COVID-19 Recovery & Reopening Plan](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs](#)
- [California Department of Education: Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California School Board Association: Uncertain Road Ahead--Reopening Schools in the Time of COVID 19](#)



REOPENING SCHOOL AT A GLANCE

FACILITY & TRANSPORTATION PREPARATIONS	STUDENT HEALTH & SAFETY PLAN:	STAFF, STUDENT, & PARENT EDUCATION	STAFF & STUDENT HEALTH MONITORING	LEARNING SUPPORTS
<ul style="list-style-type: none"> • All CDE and Health Department Guidelines will be followed. • All school facilities will be cleaned and disinfected daily. • Physical barriers may be installed where social distancing not possible. • Social distancing will be required for all school transportation. • Additional staff may be hired and hours increased to clean/disinfect and support social distancing/supervision of students. 	<ul style="list-style-type: none"> • Survey data and district board meetings allowed families and staff to provide input on return to school plans, policies, and concerns. • All students and staff are required to wear a face covering, which will be provided by the district. • All school lunches will be safely distributed. 	<ul style="list-style-type: none"> • Cleaning and disinfecting supplies will be provided in all classrooms and common areas to all staff members. • Staff and students will be trained on proper hand washing and other hygiene techniques. • Parents will be provided information on hygiene recommendations and symptoms of illness. 	<ul style="list-style-type: none"> • Verbal/visual check of all staff and students will be conducted upon entering school daily. • Temperature checks will be conducted on individual students showing signs of illness. • Staff will be trained to recognize signs of illness. • Families will be notified when a student or staff member has tested positive for COVID-19. • Office staff will designate separate space for students who are ill. • Access to school volunteers and visitors will be limited. 	<ul style="list-style-type: none"> • Multiple Learning environments will be offered. • All students in TK-12th grades will have a device or Chromebooks checked out for school and home use. • All TK-12th grade students will use these devices both when in person classroom learning or at home via distance learning. • Families in need of reliable, high speed internet, will be provided wireless hotspots. • Site based counseling services will be provided.

- Future guidance will be based on forthcoming guidance

RETURN TO SCHOOL CORE PRINCIPLES

- Principle #1: Health and Safety of Staff, Students, and Parents
- Principle #2: Adaptable and High-Quality Instruction
- Principle #3: Equitable Academic Supports for All Students
- Principle #4: Ongoing Social-Emotional & Mental Health Support



PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

Overarching Considerations:

- Staff and Student Health and Wellbeing are at the forefront of our decision making.
- The State Pandemic Plan for Learning and Safe Schools will be followed.
- The Stanislaus County COVID-19 Recovery & Reopening Plan will be followed.
- The District needs to take appropriate proactive and precautionary measures to protect students, staff, the community and City of Keyes.
- Stanislaus County Public Health will be consulted throughout our return to school process.
- Professional Development for teachers is a focus to support student health and safety.
- Parents play an important role in pre-screening for illness.
- Students need the tools to understand how virus are spread and steps they can take to lessen their likelihood of becoming ill.



PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

Staff

Focus on training and additional student supports:

- Provide disinfecting supplies in classroom and training on proper use before first student attendance day.
- Provide screening criteria for staff to use for verbal/visual check of students as they enter campus and classroom.
- Hire of additional staff or increase in work hours focused on disinfection of surfaces, common areas, and classrooms.
- Schedule cleaning throughout the day in classroom and workspaces.
- Develop plan that ensures physical distancing in their work environment.
- Provide facial covering for all students and staff members.
- Entrance and exit gates at each site will be established to assure social distancing protocols are followed. Paths for student and staff movement on school sites is clearly identified and are designated at each school site. Pathways to restrooms and classrooms are displayed and support staff will monitor students for adherence to routes taken throughout the school campus.



PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

Students

Focus on Personal and Classroom Hygiene:

- Instruction on proper hygiene, social distancing, and understanding symptoms of illness.
- Provide hand sanitizer in all classrooms.
- Provide sinks in each classroom to use for hand washing.
- Additional sanitizing stations have been added to all sites.
- Provide facial coverings for all students. Students will be required to wear a face mask.
- Post reminders throughout campus (inside and outside) of proper hygiene practices.
- Schedule for regular use of hand sanitizer or hand washing:
 - Entering campus or school bus
 - Entering and leaving shared areas



PRINCIPLE #1: HEALTH AND SAFETY OF STUDENTS, PARENTS, AND STAFF

Parents

Focus on Pre-Screening and Education:

- Provide active and passive screening criteria to use before sending their child to school.
- Provide training on symptoms of illness, what to do if child ill, and resources for support.
- Create list of hygiene and classroom items students should have when coming back to school.
- Ongoing and timely communication from school and district regarding health and safety matters.
- The superintendent (Helio Brasil) designee and or Human Resources (Elizabeth Smiraglia) and (Dana Garibay) are designated to serve as the contact persons for reporting and conducting contact tracing with Public Health Department.



PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

Overarching Considerations:

- KUSD will follow all State and Federal Guidelines to ensure the highest quality education for our students.
- Direct contact with teachers and classmates as often as safely possible.
- Provision of high-quality educational resources regardless of mode of instruction.
- Accountability for completion of work, specifically at the Jr. High and High School Levels.
- Ongoing teacher, parent, and student collaboration and communication to support student learning.
- Ability to quickly adapt to changing health and safety needs of whole school, single classroom, or individual student.



PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

- Full Return to School (with health and safety measures):
- Blended Model Return to School (with health and safety measures):
 - Will be utilized if required to reduce daily students on campus by 50%.
- Distance Learning Model:
 - Will be utilized only IF required to continue to have campus closed.
- Independent Study Model:
 - Voluntary for students who do not wish to attend in person classes.



PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

Full Return to School:

- All students will attend school daily.
- All health and safety precautions will be followed.
- All TK-12th grade students will have Chromebooks, or a device checked out to take home daily.
- All TK-12th grade students will have assigned devices that will be used for in person learning and distance learning at home. These are only to be used by individual students.
- Multi carrier internet hotspots will be provided to households that do not have reliable access to high speed internet.



PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

TK-6 Blended Model Return to School:

- Will be utilized only **IF** required to reduce campus capacity by 50%.
- TK-6th grade students will be split in Group A and Group B sessions by households to the best of the district's ability.
- "Group A" in person Monday & Tuesday. "Group A" Distance Learning Thursday and Friday 12:15-2:50 pm.
- "Group B" in person Thursday & Friday. "Group B" Distance Learning Monday and Tuesday 12:15-2:50 pm.
- Wednesdays Staff Prep and All Students will be working independently from home.
 - "Group A" Monday and Tuesday Session: 8 : 15 am – 10 :50 am
 - Cleaning: Daily and as needed
 - "Group B" Thursday and Friday Session: 8 : 15 am - 10 : 50 am
- Wednesday will be used for Intervention/Enrichment and Teacher Preparation.
- Student attendance will be monitored.
- All Health and Safety precautions will be followed.
- Home screenings will be required before reporting to the school sites. A visual inspection will be conducted upon arrival. Any students exhibiting symptoms will be separated for further assessment.
- All classrooms and school facilities will be cleaned between sessions.

PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

6-8 Grade Blended Model Return to School (Non Charter):

Middle School students will be in self-contained classrooms; no students will move rooms.

- Will be utilized only **IF** required to reduce campus capacity by 50%.
- 6th-8th grade students will be split by households to the best of the district's ability.
 - “Group A” In Person Learning: Monday and Tuesday 7:45 am – 12:00 pm
 - “Group A” Distance Learning Thursday and Friday
 - Wednesday All Students will be working independently from home.
 - “Group B” In Person Learning: Thursday and Friday 7:45 am – 12:00 pm
 - “Group B” Distance Learning: Monday and Tuesday
 - Wednesday All Students will be working independently from home
- Students will attend all classes when at school.
- Students will be in self-contained classrooms; no students will move rooms.
- Student grades and attendance will be monitored.
- All Health and Safety precautions will be followed.
- All classrooms and school facilities will be cleaned thoroughly daily and nightly.

PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

Distance Learning Model:

- K-6 will follow the Blended Learning Model
- 7th-8th grade students will follow their full return to school schedule, but through Zoom and other educational technology platforms until district is given permission to begin in person learning.
- Will be utilized only **IF** required to continue to have campus closed.
- Wednesday will be used for Intervention/Enrichment and Teacher Preparation.
- Student accountability measures will be in place including the ability to earn A-F grades,
- Student attendance will be monitored.
- In-person small group instruction may be allowed.
- All health and safety precautions will be followed.

PRINCIPLE #2: ADAPTABLE AND HIGH-QUALITY INSTRUCTION

Independent Study Model:

- Voluntary for students who do not wish to attend in person classes.
- Parent will be responsible for primary instruction under supervision of certificated teacher.
- Student **MUST** show ongoing growth in all academic areas.
- Weekly/Monthly check-in with a certificated teacher will be mandatory.
- In-person Small Group Instruction may occur.

PRINCIPLE #3: EQUITABLE ACADEMIC SUPPORT FOR ALL STUDENTS

Overarching Considerations:

- Equitability of resources for ALL students
- Equitability of services for ALL students:

Support Plan:

- All TK-12th grade students will have Chromebooks or device checked out to use for both in person and distance learning.
- Internet hotspots will be provided to families that do not have reliable access to high speed internet.
- Students with disabilities, learning differences, or are struggling academically, small group and one-on-one support will be provided virtually or, if allowed by Stanislaus County Public Health, in small groups.
- Students, parents, and teachers will continue to use, and be instructed on how to use, various digital platforms including: Google Classroom, Zoom, and other digital platforms.

PRINCIPLE #4: ONGOING SOCIAL-EMOTIONAL & MENTAL HEALTH SUPPORT

Overarching Considerations:

- Trauma support needs to be in place and available for all students, families, and staff.
- District should provide site-based and individualized support as needed.

Support Plan:

- Site Based Counseling Services will be available daily to all students.
- Mental Health Resource Guide has been shared to providing district, county, and regional support programs for individuals and families.
- Teacher Training on Social-Emotional and Mental Health supports.
- Frequent “check-ins” with students and appropriate follow-up.

COVID-19 SURVEY RESPONSE DATA

Survey Data Collection Method:

- Survey data was collected in May, June and October of 2020:
- Online entry via Google Forms, paper survey, and other data collection based on emails and parent suggestions and concerns.
- Staff Survey Responses
- Parent Survey Responses

COVID-19 SURVEY RESPONSE DATA

Return to School Preferred Model:

Parent Responses

Elementary KES Parents:

Full return: 27.2 % which is 82 out of 301

Blended: 42.8% which is 129 out of 301

Distance Continued: 26.6% which is 80 of 301

Independent Study: 3.3% which is 10 out of 301

Combined Distance/return full time: 54.8% which 162 out of 301

Middle School SMS Parents:

Full return: 22.8% which is 23 out of 101

Blended: 30.7% which is 31 out of 101

Distance Continued: 43.6% which is 44 of 101

Independent Study: 3.0% which is 3 out of 101

Combined Distance and Parents wishing to return full time: 66.4% which 67 out of 101

COVID-19 SURVEY RESPONSE DATA

Staff Concern for Personal Safety:

Classified:

Not available to return 20.9% which is 9 out of 43 who responded

Concern Level for personal safety 39.5% extremely concerned which is 17 out of 43 who responded and 23.3% concerned which is 10 out of 43

35.3% slightly or not concerned at all 16 out of 43

Willing to be tested we had 53.5% state no which is 23 out of 43

Willing to be in agreement with HIPAA requirements we had 46.5% state "no" which is 20 out of 43

Certificated:

Not available to return 14.6% which is 6 out of 41 who responded

Concern Level for personal safety 24.4% extremely concerned which is 10 out of 41 who responded and 34.1% concerned which is 14 out of 41

41.4% slightly or not concerned at all 17 out of 41

Willing to be tested we had 17.1% state no which is 7 out of 41

Willing to be in agreement with HIPAA requirements we had 24.4% state "no" which is 10 out of 41