

# ELEMENTARY - TK-6 GRADE REOPENING PLAN 2020-2021

Roberts Ferry Union Elementary  
101 Roberts Ferry Road  
Waterford, CA 95386  
Superintendent: Bob Loretelli

## INTRODUCTION

Roberts Ferry Union Elementary School District is comprised of Roberts Ferry Elementary and Roberts Ferry Charter School Academy on the same school site. It is a small, rural, one-school site district. Roberts Ferry Elementary and Roberts Ferry Charter have a combined total enrollment of 175 students in grades TK-8. We have one class per grade level and all classes are self-contained, with the exception of TK & K sharing a classroom and teacher. Roberts Ferry Elementary, grades TK-5<sup>th</sup> have 111 total students.

Grade Level	Number of Students
TK/K	26
1 <sup>st</sup>	17
2 <sup>nd</sup>	23
3 <sup>rd</sup>	15
4 <sup>th</sup>	10
5 <sup>th</sup>	20

Roberts Ferry Charter Academy has 26 total students all in the 6<sup>th</sup> grade.

We began our school year on August 19, 2020 with a Distance Learning model. Our district has developed a comprehensive and academically rigorous Distance Learning Model, but we strongly believe that having our students on campus for in-person learning is essential for their social, emotional, and academic well-being. One challenge faced with a Distance Learning approach is facing the lack of technology skills that our younger students have. Because they are not as competent in their computer skills as our older students, this format is challenging for them. These foundational skills taught in elementary school are vital for future learning. In addition to this hardship, many of the parents in our community work outside of the home. The Distance Learning model is making it considerably harder to manage work, home, and schooling. Our hope is to begin in-person learning the week of September 28, 2020.

The following guidelines and considerations are based on the best available public health data at this time, and as any new data and practices emerge, the guidance will be updated. We will maintain all necessary communication to notify you of any changes.

## **CONSIDERATIONS MADE IN REOPENING FOR IN-PERSON LEARNING**

- Roberts Ferry Union Elementary School District (RFUE) has 137 students enrolled in grades TK-6.
- RFUE plans on returning in a hybrid model with Friday being Distance Learning for all students and a Monday/Wednesday Cohort and a Tuesday/Thursday Cohort for in-person learning.
- RFUE will use the cohorts to limit the number of students on campus, social distance in classes, have fewer students on transportation, and limit the number of daily interactions.
- RFUE is able to keep all cohorts separate for all activities, including recesses and lunches with the use of staggered schedules.
- RFUE has surveyed families and found that 80% of families would prefer an in-person/on-campus approach to instruction.
- Many of these families have expressed frustration with Distance Learning and concern with the social, emotional, and academic well being of their students when isolated from teachers and peers.
- RFUE also surveyed staff and 100% look forward to returning to in-person/on-campus instruction and prefer it over Distance Learning.
- RFUE will also provide Distance Learning as an option for all students whose families are not yet ready to return to campus or those unable to attend due to illness.

## **ROBERTS FERRY UNION ELEMENTARY REOPENING PLAN**

### **-Cleaning and Disinfecting**

*How shared surfaces will be regularly cleaned and disinfected and how the use of shared items will be minimized.*

The district has made the following efforts to ensure a safe and clean environment:

- Suspension of the use of all drinking fountains, with encouragement of using personal reusable water bottles.
- Intensified schedule for cleaning and disinfecting of frequently touched surfaces at regular intervals throughout the day, utilizing cleaning products approved for use against COVID-19. Frequently touched surfaces include, but are not limited to:
  - Door handles
  - Bathroom Surfaces
  - Tables
  - Student Desk
  - Light Switches
  - Sink Handles

- Chairs
- Installed plexiglass sneeze guard in school office.
- Replaced all air filters throughout site.
- Purchased self-standing, self-dispensing hand sanitizer stands for all classrooms and other rooms.
- Purchased hand sanitizer for all stands.
- Purchased disposable masks for staff and students.
- Purchased face shields for each employee.
- Purchased disinfectant wipes and/or spray bottles and paper towels for each classroom.
- Purchased hand sanitizer for each classroom and other rooms.
- Purchased touchless thermometers for all staff members.
- Designated a sick room to isolate students or staff that may be symptomatic.

The district has made the following considerations when teachers are planning routines and physical design in school instruction:

- Students maintain their own Chromebook at their desk when returning to school.
- Specific Chromebook is assigned to student for the year.
- No shared buckets, bins, crayons, pencils, or any other classroom supplies.
- Separate personal items from co-mingling with other students (i.e. backpacks will be on hooks outside).
- Utilize digital work as much as possible to minimize the amount of paper transitioning through multiple people.
- Develop Classroom Routines that address transitions in and out of classroom, such as: proper hand washing and sanitizing any time we enter or depart or wiping down desks and seats upon departure each day.

### **-Cohort**

*How students will be kept in small, stable groups with fixed membership that stay together for all activities (instruction, lunch, recess) and to minimize/avoid contact with other groups or individuals who are not part of a cohort.*

- Each cohort/class/teacher will remain together at all times to minimize/avoid contact with other students that are not part of their cohort.
- Classes will adhere to a staggered recess schedule with one cohort on the play yard at a time.
- Lunch will also be scattered as students will be eating outside or in classroom instead of eating lunch in one large area such as the cafeteria.
- Lunches will be delivered to each cohort instead of student walking through the cafeteria.

### **-Entering, Exiting, and Movement Within the School**

*How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

- Students riding the bus will have temperature checked prior to riding, and masks will be required while on the bus. Students will be spaced to every other seat, and siblings may ride together. Each student will have an assigned seat for the duration of the school year.
- RFUE will monitor and perform health screens on all students upon arrival at designated entryways on campus before entering. Properly distanced markers will be located throughout the campus to ensure social distancing if students must wait to be screened.
- Recess and lunch will be staggered to prevent mixing of cohorts.
- RFUE will monitor bathrooms and number of students using at one time.
- During class, only one student will be allowed to go to the restroom at one time.
- Parents of students, grades TK-6, will not be allowed to walk their children to class and will be required to stay in their vehicles for morning drop off and afternoon pick up.
- During afternoon dismissal, cohorts will be dismissed at staggered times to prevent encounters with students in other cohorts.

### **-Face Coverings and Other Essential Protective Gear**

*How CDPH's face coverings requirements will be satisfied and enforced.*

- RFUE will provide face coverings for all staff and students who do not bring their own.
- All staff are required to wear a cloth face covering unless they are instructing students in a way where their mouth needs to be visible (speech, education, ELD, language lessons, beginning reading instruction, working with young children), in which case, they can wear a face shield, but must maintain a distance of six feet. Once that form of instruction has ended, they must return to the cloth covering.
- All adults are required to wear masks/face coverings unless a person is exempt as explained in the guidelines.
- For children, masks/face coverings are required for grades 3 through 6, unless exempt. Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A draped face shield is an acceptable alternative for children in this cohort who cannot wear them properly. A physician's note is required for exemption.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.  
<http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **-Health Screenings for Students and Staff**

*How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

- Staff will self-screen for COVID-19 symptoms each day before reporting to work.
  - Self-screening log will be filled out daily by each staff member and submitted to the office.
  - If a staff member exhibits symptoms of COVID-19 or has been exposed to someone who has tested positive for COVID-19, the staff member will not report to work and will consult their primary care physician (PCP) to inquire about a COVID-19 test.
  - Staff member will not report back to work until their PCP has released them to do so.
- Students will be screened for symptoms of COVID-19 upon arrival, including a temperature check and monitored throughout the day.
- Parents will be provided with the health screening list and encouraged to perform it daily at home before sending their child to school.
  - Upon arrival students will be asked if they or anyone they live with have had any of the following symptoms:
    - Fever of 100.4 or higher 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
- If a student or staff member exhibits symptoms of COVID-19, they will be separated from others in a designated isolation room and will be sent home immediately.
- Parents will be instructed to keep students home who are sick and to not return to school until they haven't exhibited a fever or symptoms for three days.
- Students and families will not be penalized if students miss class due to illness or exhibiting COVID-19 symptoms, but instead will be given instruction through the Distance Learning model.

## **-Healthy Hygiene Practices**

*The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.*

- RFUE will provide foundational lessons on hygiene & the impact of COVID during the first two weeks of school and regularly reinforce the routines.
- Health and hygiene practices will be followed in accordance with the COVID-19 Industry Guidance: Schools and School-Based Programs published by California Department of Public Health (CDPH) Section 2 on promoting healthy hygiene practices.
- Frequent handwashing times will be scheduled for all classrooms throughout the day for students and staff.
- Hand sanitizer is available in all buildings. Students and staff will wash their hands or use hand sanitizer as they enter and exit any classroom or other building.
- All classrooms have sanitizing wipes to clean surfaces quickly and easily.
- Staff will continually monitor and educate students on the importance of social distancing.
- Teachers will frequently review hand washing and sanitizing lessons they created when students returned to campus.

## **-Identification and Tracing Contacts**

*Actions that staff will take when there is a confirmed case. Confirm that the school have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

- RFUE will consult with County Public Health on topics including but not limited to tracing all close contacts of confirmed cases, instructing those individuals to quarantine, or temporarily closing the workplace and quarantining all employees.
- RFUE will conduct tracing and quarantining of close contacts of confirmed cases in the workplace.
  - Confirmed staff and student cases will be documented in StanTrack.
  - The District will provide information to the CPHD on the confirmed COVID-19 cases. This information will include, but is not limited to:
    - Employees in the workplace
    - Dates of symptom onset
    - Departments worked while infectious
  - Interviews done by RFUE & possibly CDPH with cases to determine their close contacts (anyone spending 15 minutes or more within 6 feet of the individual with COVID-19 during their infectious period).
  - Close contacts to quarantine at home for 14 days from their last known contact with the employee with COVID-19 as well as get tested for COVID-19 when possible.

- Using employment records, RFUE will verify areas or departments worked by cases during their infectious period.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion, or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Roberts Ferry Union Elementary contact person:
  - Bob Loretelli, Superintendent (209) 874-2331
- Roberts Ferry Union Elementary alternate contact person:
  - Alexis Manley, Administrative Assistant (209) 874-2331

### **-Physical Distancing**

*How space and routines will be arranged to allow for physical distancing of students and staff.*

- RFUE has introduced the staff to face coverings and how to properly maintain physical distancing from each other in order to reduce transmission between adults.
- Staff meetings, professional development, etc. have been moved to a virtual format if physical distancing cannot be implemented.
- The staff room has been temporarily closed for congregating until it is safe to re-open.
- Visits have been made to each classroom to ensure that space is available to arrange desks spaces a minimum of 3' apart.
- Desks will be facing forward and placed as far apart as feasible beyond the 3' spacing recommendation.
- Storage has been created for non-essential and/or non-compliant issues such as group tables, etc.
- Teachers have been instructed to remove any personal belongings that infringe on available classroom space.
- Classroom libraries are designated as an area not to be used.
- Physical markers will be placed outside any areas where students may need to line up.
- Teachers will implement outdoor instruction with social distancing whenever possible.
- Doors and windows will be opened whenever feasible to maximize airflow and keep air circulating.
- We have cancelled field trips, assemblies, and other large group gatherings and opted for virtual options.
- RFUE will not have visitors or volunteers at this time.

## **-Staff Training and Family Education**

*How will staff be trained, and families will be educated, on the application and enforcement of the plan.*

- Staff and parents/guardians will be provided with RFUE's Elementary – TK-6 Grade Reopening Plan via email in addition to having it posted on our district website.
- Staff has undergone training on the Plan.
- The plan will be enforced with daily health screenings for students and staff and strict observance of the protocols outlined in detail in the Plan
- Routine reminders of the most pertinent parts of the Plan will be made via email and other forms of communication, including Class Dojo, as well as verbal reminders. These parts of the Plan include:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use, removal, and washing of face coverings
  - Screening practices
  - How COVID-19 is spread
  - COVID-19 symptom identification for staff and students
  - RFUE's plan and procedures to follow when children or adults become sick at school
  - RFUE's plan and procedures to protect students and employees from COVID-19 illness
- The Plan will be updated and reviewed frequently and amended at any time to meet the safety needs of Roberts Ferry Union Elementary or in the event of changes made by the local, state, or federal jurisdictions.

## **-Testing of Students and Staff**

*How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.*

- Employees will undergo consistent and regular testing to ensure their safety and the safety of others. Currently, one eighth (1/8) of staff will be tested weekly to ensure that all staff are tested every two months.
- RFUE will participate in staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education. Until that testing program is in place, RFUE will utilize the County testing sites.
- Students will be monitored regularly and will be tested as needed with the cooperation of their parent or guardian.
- RFUE will follow the guidelines set forth by the California Department of Public Health and continue to receive guidance from the Stanislaus County Department of Public Health and the Stanislaus County Office of Education.
- The district will share resources with the school community to help families understand when to keep students at home.

- RFUE will make decisions with the help of our local agencies to maintain the health and safety of our staff, students and families.

### **-Triggers for Switching to Distance Learning**

*The criteria the Superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

- If a staff member or student has been exposed to COVID, they will be required to quarantine for 14 days regardless of physician's release. Staff member or student with symptoms will be required to go to their own physician to be tested. They can return only when a negative test result is received and/or there is another explanation of the symptoms, or if positive, they have completed their required quarantine period.
- If 5% of the total school/District population is positive, or if there are multiple cases in multiple cohorts, the entire school could be closed for in-person learning for 24 days.
- In consultation with Public Health, RFUE will follow School Reopening Guidance on triggers to close classrooms, the school and the district to in person learning and transition to distance learning.  
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

### **-Communication Plans**

*How the Superintendent will communicate with students, staff, and parents about cases and exposures at school, consistent with privacy such as FERPA and HIPPA. Please specifically refer to 34 CFR 99.3.*

- In coordination with County Public Health Officer, Roberts Ferry Union Elementary will use email to immediately communicate to affected stakeholders of potential virus exposures. All communication will be consistent with legal counsel guidance regarding the Family Educational Rights and Privacy Act.
- We will consult with the County Public Health Officer & CPHD on topics including but not limited to tracing all close contacts of confirmed cases, instructing those individuals to quarantine, temporarily closing the workplace, and quarantining all employees.
- RFUE will conduct contact tracing and quarantining of close contacts of confirmed cases in the workplace/
  - The District will provide information to the CPHD on the confirmed COVID-19 cases. This information will include, but is not limited to:
    - Employees in the workplace
    - Dates of symptom onset
    - Departments worked while infectious
  - Interviews done by RFUE & possibly CDPH with cases to determine their close contacts (anyone spending 15 minutes or more within 6 feet of the individual with COVID-19 during their infectious period).

- Close contacts to quarantine at home for 14 days from their last known contact with the employee with COVID-19 as well as get tested for COVID-19 when possible.
- Using employment records, RFUE will verify areas or departments worked by cases during their infectious period.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion, or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Employers must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.
  - RFUE should notify all employees who were potentially exposed to the individuals with COVID-19.
  - Close contacts of cases should be given instructions on home quarantining 14 days from exposure and symptom monitoring, and COVID-19 testing.
  - Provide any employees who are sent home before or during a shift with information about what to expect after they are sent home (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion, or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
  - In some outbreaks, but not all, employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The CPHD will make this determination based on strategies being used to control the outbreak and identify new cases.
- All communication will be consistent with privacy laws such as FERPA and HIPPA (34 CFR 99.3).

**UPDATED: September 20, 2020**