

Jefferson Union High School District

RETURN TO SCHOOL PLAN - SMALL GROUPS OF STUDENTS

CONDITIONS TO ALLOW STUDENTS ON CAMPUS

Yellow tier in San Mateo County and San Francisco County

GRADUAL RETURN OF STUDENTS (SMALL GROUPS)

Yellow Tier in San Mateo and San Francisco	Groups of Students	Time/Days	Staff Responsible	Considerations
Week 1-2 (1% - 5% students on campus)				
Individual**	1:1 school/wellness counseling and support	1:30 - 5:00 M,T, Th, F and 8:00 - 3:00 Wednesdays, if asynchronous	Staff choosing* to be on campus, related services providers, paraprofessionals, substitute teachers	Process for volunteering so that staff, especially non-tenured staff, does not feel pressured. Meeting spaces are well ventilated
	IEP assessments			
	1:1 tutoring			
Small group	Mental health groups (6 students max)			
Week 3-6 (6% -15% students on campus)				
Small group tutoring	12th graders at risk of failing	1:30 - 5:00 M,T, Th, F and 8:00 - 3:00 Wednesdays, if asynchronous		Hold meetings in a bigger space, if offices are small Transportation
	D's/F's students in ELA/ELD, math, and/or science			
Learning pods	Disengaged students	8:30 - 1:30 Days TBD by site	Staff choosing* to be on campus, paraprofessionals, substitute teachers	
	Students in special programs (TDS, Adult Transition, Mental Health Enhanced) and Thornton/CEEP			
Small group	Mental health groups (10 students max)	1:30 - 5:00 M,T, Th, F and 8:00 - 3:00 Wednesdays, if asynchronous		
Week 7 (16% - 25% students on campus)				
Small group activities	Extracurricular activities/clubs/enrichment	Afterschool M,T,W,Th,F	Staff choosing* to be on campus	
	Athletic Conditioning			

*Potential extra pay if working outside of school day

** Students may return, under very special circumstances with the approval of the Site Principal, regardless of the tier.

HEALTH AND HYGIENE: CLEANING AND DISINFECTION

Follow the [Cleaning & Disinfection Procedures Manual](#) prepared for the San Mateo County Pandemic Recovery Framework for Schools by Professional Service Industries, Inc. and the San Mateo County Schools Insurance Group (SMCSIG)

Use [CDC guidance](#) about cleaning and disinfection after persons suspected/ confirmed with COVID-19 have been in the facility

- Maintenance staff will clean classrooms and restrooms daily using approved cleaners and disinfectants.
- Use electrostatic spray to disinfect common areas.
- High touch areas will be disinfected daily: door handles, sink handles, tables, counter tops, students desks, chairs.
- Common areas will be disinfected frequently. Schedules will be set at each site to ensure common doors, breakrooms, bathrooms, mailrooms, and copier areas are disinfected at least twice daily.
- Disinfectant wipes will be available for office staff use.
- Hand sanitizer will be available at multiple locations on each campus.
- Soap dispensers will be available at each sink.
- Tape placed on the floor at each copy machine to delineate a 6-ft. distance so that all will be aware to give the person working at the copier a safe space. If you must enter the area when someone is working, pass through quickly and quietly.
- Ventilation will be monitored to ensure that it is functioning properly.
 - Dampers have been opened to their maximum position.
 - Open windows or doors in common areas to increase airflow, where possible.

NOTE: School district ventilation systems are governed by State and Federal regulations and all of JUHSD systems are in full working order and compliance with all regulations. Ventilation systems are electronically monitored and have alerts that let maintenance know if they are not functioning properly. Additionally, filters are changed regularly and systems are inspected annually by an outside agency. We have upgraded the filters in all of our systems to what was recommended by CDPH (MERV-13) which exceeds all state and federal requirements for school districts.

HEALTH AND HYGIENE: HANDWASHING

Students and staff will be educated on and reminded of proper handwashing techniques and hygiene including:

- Handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, 60% alcohol-based hand sanitizers can be used.
- Covering coughs and sneezes with tissue

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Students, staff and other people present in school/district buildings are required to wear face coverings

- A “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.

- Face coverings must be worn in classrooms, school transportation vehicles, parking lots, meeting rooms, and all other parts of the campus, but may be removed when alone in a classroom, office or cubicle.
- Face coverings may be removed for meals/snacks.
- Face coverings will be available to students and staff who do not have one readily available
- In limited situations, where a face covering cannot be used for pedagogical or developmental reasons, a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.
- Essential Protective Gear will be available for staff working with special populations. This includes face coverings, hand sanitizer, disinfecting wipes, gloves for specific activities, standards-based cleaning materials, disposable gowns, and face shields.
- Staff who work in close proximity with students whose special needs require feeding, toileting, and performing nebulizer treatments are recommended to wear a face shield for additional protection. Otherwise, there should be no substitutions or alternative equipment used for face coverings.

HEALTH SCREENINGS FOR STUDENTS

- Utilizing no-touch thermometers, student temperatures will be taken before entering the campus. Students with a temperature of 100.4 or above will be asked to go home.
- Designate a waiting area(s) for student(s) experiencing COVID-19 symptoms until the student is picked up by the parents/guardian.

HEALTH SCREENINGS FOR STAFF

Conduct a self screening daily before coming to work by submitting a [Health Screening Form](#) found on the district website

- Includes checking temperature and checking for symptoms (cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).
- Employees exhibiting symptoms or a fever over 100.4 degrees Fahrenheit must stay home.

PHYSICAL DISTANCING (SMALL GROUP)

Stay 6 feet apart from each other at all times, if not part of a cohort/pod, unless protected by a barrier

- For instructional purposes, teachers may work with students side by side as necessary, as long as both student and teacher are wearing a face covering.

STAFF TRAINING

- Training through Targeted Solutions will be provided to all staff on when and how to properly clean and disinfect their classrooms and workspaces.

STUDENT TRAINING

- Build routines for handwashing upon entering and leaving the classroom and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL/CLASSROOM

- Post signs at each school entrance instructing students, families, and staff not to enter campus if they have any COVID-19 symptoms
- Signs will be placed throughout the building to promote social distancing and to lead towards

entries and exits.

- Floor and wall decals will be used to provide visual representations and will act as guides to promote appropriate physical distancing.
- Posted signs to promote handwashing, physical distancing, symptom screening, and disinfecting around campus.
- Schools will have a designated entrance and exit for students
- Copies of the Social Distancing Protocol are posted and provided to each person performing work at the school
- Lines are marked in six-foot increments near entrances and wherever lines may form to establish where individuals should stand to maintain adequate social distancing.
- Floor markings or visual cues in the classroom to demonstrate adequate social distancing.
- Staff will monitor arrival and dismissal of students to avoid crowd gathering
- Plexiglass barriers are installed in the reception area and other areas accessible by visitors

TRANSPORTATION

- Plan will be developed with the Transportation Department on transporting students with disabilities
- Follow social distancing requirements
- Provide drivers with extra masks for students who lose or forget to bring their masks.
- Drivers, riders, and students must wear face coverings while on vans/busses.

ATHLETIC CONDITION PROTOCOLS

JUHSD will be following conditioning protocols following state and county guidelines.

COMMUNICATION PLAN

- Follow communication protocols and templates defined in our District Protocol and outlined by the San Mateo County Office of Education
- Provide a written notice following district protocols and using JUHSD communication templates to all employees and employers of subcontracted employees who were on the premises at the same time as the “qualifying individual” within the “infectious period” that they may have been exposed to COVID-19
- Provide employees who may have been exposed with information regarding COVID-19 related benefits available under federal, state, and local laws. This information would include workers compensation benefits, COVID-19-related leaves, company sick leave, state-mandated leave, supplemental sick leave, and anti retaliation and antidiscrimination protections.
- Notify all employees of the disinfection and safety plan that the employer plans to implement and complete in accordance with the guidelines of the Centers for Disease Control.

COVID-19 TESTING OF STAFF

- Weekly COVID testing for staff through Curative, will be available at each school site
- Staff involved in on-campus activities are required to test for COVID-19 on a weekly basis

CASE AND CONTACT PROTOCOLS

Scenario # 1	Action(s) & Who is Responsible
<p>1. Student or staff on site, presenting with COVID-19 symptoms</p>	<p style="text-align: center;"><u>Health Aide Works with Students Site Administrator Works with Staff</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Send home <input type="checkbox"/> Isolate in a "sick room" if necessary <input type="checkbox"/> Recommend testing. <ul style="list-style-type: none"> <input type="checkbox"/> If positive, see #3 <input type="checkbox"/> If negative, may return to school 3 days after symptoms resolve. <input type="checkbox"/> School, office or classroom remains open <input type="checkbox"/> Contact Site Custodial staff to disinfect and clean classroom and/or all primary spaces where the student or staff with symptoms spent significant time. Do not give name of student or staff. <input type="checkbox"/> Notify Site COVID Point Person Administrator (they will need to report <u>clusters</u> of undiagnosed respiratory illness to SMC CD¹ (650) 573-2346) <ul style="list-style-type: none"> <input type="checkbox"/> If "clusters" Site Point person to contact District Point Person (District Nurse Mark Pascale, RN)
Scenario # 2	Action(s) & Who is Responsible
<p>2. Student or staff is a close contact* with a confirmed COVID-19 case (Outside the school community)</p>	<p style="text-align: center;"><u>Health Aide works with Students Site Administrator works with Staff</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Send home <input type="checkbox"/> Quarantine for 14 days from date of last exposure <input type="checkbox"/> School, office or classroom remains open <input type="checkbox"/> Testing can be considered but will not shorten 14-day quarantine. (One cannot test out of quarantine) <input type="checkbox"/> Notify Site Administrator <ul style="list-style-type: none"> <input type="checkbox"/> Contact April Hawkins for communication <input type="checkbox"/> Notify Site Admin Assistant if a Staff member is going to miss work <input type="checkbox"/> Review Site Daily Health Screening and Visitor Log to confirm who was on campus <input type="checkbox"/> Contact Site Custodial staff to disinfect and clean classroom and/or all primary spaces where the student or staff with symptoms spent significant time. Do not give name of student or staff.
Scenario #3	Action(s) & Who is Responsible
<p>3. Student or staff is a confirmed COVID-19 case</p>	<p style="text-align: center;"><u>Site COVID Point Person Administrator</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify SMC CD Control (650) 573-2346 and follow their instructions. <input type="checkbox"/> Start your Confidential Case and Contact Log by clicking here to make a copy. <input type="checkbox"/> Contact District Nurse Mark Pascale, RN <input type="checkbox"/> Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic <input type="checkbox"/> Review Site Daily Health Screening and Visitor Log to confirm who was on campus <input type="checkbox"/> Quarantine and exclude the affected cohort/pod and identify close contacts*, for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to the SMC CD Control (650) 573-2346 <input type="checkbox"/> Recommend testing of all contacts (negative test will not shorten 14-day quarantine) <input type="checkbox"/> Contact Custodial Staff to disinfect and clean classroom and/or all primary spaces where Case spent significant time. Do not give name of student or staff. <input type="checkbox"/> Contact D.O. if replacement is needed for site personnel <input type="checkbox"/> Contact Marcus to contact any Bus Garage Personnel that may have been on site - Contact Marcus to ensure that any Bus Garage personnel who may have been on site are notified. <input type="checkbox"/> Contact Janett Jimenez (650-550-7913), JJimenez@juhsd.net and notify her of all staff that test positive for Covid 19 with name and contact number. <input type="checkbox"/> Contact Human Resources and School Site Admin Assistant to handle staff absences <input type="checkbox"/> School remains open. Other cohorts/pods continue in-person instruction <input type="checkbox"/> Contact April Hawkins to start notifications

¹ San Mateo County Department of Communicable Disease

A close contact is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

ADDITIONAL DIRECTIONS

1. If 5% of student/adults in a classroom test positive for COVID-19, that classroom will be closed**. It is likely the entire cohort will be quarantined as in #3 above.
2. If a school or the district office have a 5% testing rate of students and/or staff, the entire school or district office would close. Follow #3 above.
3. If 25% of the schools and/or District Office have a 5% testing rate of students and/or staff, the entire district would close. Follow #3 above.
4. **Closed means revert to distance learning.