



FORT ROSS ELEMENTARY SCHOOL DISTRICT

Return to School Plan

2020 - 2021

BASED ON GUIDANCE FROM

Centers for Disease Control
California Department of Education
Sonoma County Office of Education
School Health Reopening Committee
California Department of Public Health
Sonoma County Department of Health Services
Fort Ross Elementary School District Families, Staff, and School Board

AUGUST 7, 2020

INTRODUCTION

The staff of Fort Ross Elementary School District has created this plan to aid staff, families, and the community with navigating the 2020 - 2021 school year. Our focus is to maintain physical safety, strong academic learning, and social-emotional wellness. Regular updates will be made to this plan as new information becomes available, so as you read through, please keep in mind that since we are all in an ever-shifting situation, many of our steps will most likely shift as well.

This upcoming school year brings the potential for many unforeseen challenges while also providing the chance to make changes and try new things. Although we are all prepared for the possibility of much stress, we must also keep our eyes, ears, and hearts attuned to the vast occurrences of greatness, love, and care that we are surrounded by. These are most important, and we encourage our community to look for and focus on those, so we may present ourselves as the best models for our youngest community members.

Our focus is our students and their overall well-being. We are prioritizing in-person instruction, but will only engage in this model when it is safe to do so. We will continue to keep up to date with and follow all local, state, and federal guidelines to ensure we are providing the best and safest learning environment possible for our amazing students.

With care and gratitude,



Jennifer Dudley
Superintendent | Principal
Fort Ross Elementary School District

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GUIDANCE DOCUMENTS

INFORMATIONAL FLIERS & DOCUMENTS

California Department of Public Health: COVID-19 and Reopening In-Person Learning

COVID-19 Notification Process

COVID-19 Screening Tool (also in Spanish)

Distance Learning Standards for Schools

How Does Contact Tracing Work

What Families Can Expect When Schools Reopen (also in Spanish)

Health and Safety at School

Instructional Options for School Districts

Student Supports

When to Close a Class / School / District

SIGNAGE

Handwashing (also in Spanish)

Physical Distancing (also in Spanish)

Stop the Spread of Germs (also in Spanish)

Visitor Protocols and Stop Signs

Wear a Cloth Face Covering

OVERVIEW OF PRECAUTIONARY MEASURES

STUDENTS

FOCUS ON PERSONAL AND CLASSROOM HYGIENE

Students will...

- Maintain 6 feet of distance from other students and staff in classrooms, halls, breezeways, and on the play yards
- Limit sharing (the school will provide individual student items as much as possible to reduce the sharing of learning supplies, to include pens, pencils, manipulatives, etc.)
- Utilize posted reminders throughout campus regarding proper hygiene practices
- Understand and accurately report symptoms of illness
- Engage in temperature and symptom checks upon entry (Families - Please do not accompany your child onto school grounds)
- Learn and utilize proper hygiene and physical distancing
- Wear masks properly by following the CDC guidelines on their use (the school will provide masks for all students who need them or who have forgotten their own)
- Engage in scheduled regular use of hand sanitizer or hand washing, including
 - When entering the school bus and campus
 - When entering and leaving shared areas
 - Prior to and after eating, drinking, or playing

FAMILIES

FOCUS ON PRESCREENING AND EDUCATION

Families will...

- Sanitize items daily that travel back and forth to and from school (e.g. backpack, lunch box, book, writing utensils)
- Utilize screening criteria daily before sending child to school (See *COVID-19 Screening Tool* in the Appendix)
- Understand symptoms of illness and what to do if a child is ill as well as access resources for support (if you do not know what to do, you can call the school for guidance)
- Keep up-to-date with communication from the district, county, and state regarding health and safety matters
- Ensure their contact information is kept up-to-date with the FRESA office
- Be immediately available during In Person learning in case their children need to be picked up
- Send their children to school with multiple layers of clothing due to increased time engaging in outdoor education and windows in the classroom being open

STAFF

FOCUS ON TRAINING AND ADDITIONAL STUDENT SUPPORTS

Staff will...

- Utilize personal or district provided face shields and masks and follow CDC guidelines for their use
- Perform daily self wellness and temperature checks prior to entering the school site
- Utilize disinfecting supplies in classrooms in accordance with training
- Provide student hygiene and safety training and ensure expectations are met by all students
- Conduct wellness screenings and temperature checks prior to students entering the classroom and for students arriving late to school
- Assist with and help maintain physical distancing among students and staff
- Notify the superintendent/principal of daily staff self-wellness checks and of students with confirmed positive COVID-19 tests and/or exposure

FACILITIES

FOCUS ON SAFE AND CLEAN FACILITIES

- Increase ventilation and use of outdoor spaces
- Have windows and doors open as weather permits
- Install high quality filters and increase replacement frequency
- Use cleaning protocols with guidance from local health agencies
- Focus on disinfection of “high touch” areas, surfaces, common areas, classrooms, and restrooms
- Provide hand sanitizer for all classrooms
- Install protective solid clear barrier in office
- Provide protective clear partitions for classrooms
- Post signs and messaging to reinforce safety guidelines and provide physical distance markings on the ground
- Provide a special care room to ensure physical isolation for any student who presents symptoms during the day (with adult supervision)
- Space desks a minimum of 6 feet apart to ensure that as staff and students walk through the room, 6 feet of distance can always be maintained

SCHOOL WIDE PLANNING AND HEALTH CONSIDERATIONS

<p>Facilities</p>	<ul style="list-style-type: none"> ● Schedule increased, routine cleaning and disinfection ● All staff will engage in disinfection throughout the school day ● Conduct cleaning and disinfection of “high touch” areas throughout the day by daytime staff and after school by nighttime custodial staff, to include <ul style="list-style-type: none"> ○ Door handles (by both daytime and nighttime staff) ○ Sink handles (by both daytime and nighttime staff) ○ Light switches (by both daytime and nighttime staff) ○ Telephones (by both daytime and nighttime staff) ○ Tables / Desks (by both daytime and nighttime staff) ○ Chromebook keyboards (by daytime staff only) ○ Recess equipment (by daytime staff only) ○ Playground structures (by nighttime custodial staff only) ○ Chairs (by nighttime custodial staff only) ● Post signs and floor markers to ensure staff and students remain 6 feet apart ● Install physical barriers, such as sneeze guards and partitions ● Ensure the ventilation system operates properly and, if possible, has increased circulation of outdoor air ● Open windows and doors as much as possible ● Replace ventilation system filters more often ● Establish isolation rooms or areas to separate anyone who exhibits COVID-like symptoms ● Utilize air purifiers in each high-traffic area (i.e. front office, classrooms, staff room, multi-purpose room) ● Provide disinfectant wipes adjacent to shared, “high use” items and areas (e.g. staplers, copier)
<p>Signage</p>	<ul style="list-style-type: none"> ● Post signs, to include <ul style="list-style-type: none"> ○ COVID-19 Information ○ COVID-19 Symptoms ○ Protective Measures for All ○ Stop the Spread ○ Proper Washing of Hands ○ Properly Wearing a Cloth Face Covering ○ Visitor Protocols and Stop Signs ○ Restroom Notice: 1 Person at a Time
<p>Front Office</p>	<ul style="list-style-type: none"> ● Install a sneeze guard on the front counter ● Have supplies available, to include <ul style="list-style-type: none"> ○ Hand Sanitizer ○ Masks ○ Face Shields ○ Gloves ○ 60% Alcohol (available to staff)

	<ul style="list-style-type: none"> ○ Kleenex ○ Spray Bottles (to be used by staff) ○ Disinfectant wipes
<p>Staff Training and Collaboration</p>	<ul style="list-style-type: none"> ● Train staff on safety protocols, to include <ul style="list-style-type: none"> ○ Protective measures (from both symptomatic and asymptomatic carriers) ○ Correct application of disinfectants and keeping products away from students ○ COVID signs ○ What to do if a child is sick
<p>Student and Staff Wellness Checks</p>	<ul style="list-style-type: none"> ● Ensure all families perform daily morning wellness checks <ul style="list-style-type: none"> ○ Utilize the COVID symptom list as recommended by the CDC and Sonoma County Health Department (list can also found in the Appendix) ● Prior to entering the school site, staff will conduct daily self-checks and perform daily student wellness and touchless temperature screenings <ul style="list-style-type: none"> ○ Utilize the COVID symptom list as recommended by the CDC and Sonoma County Health Department (list can also found in the Appendix) ○ Ensure no one's temperature is at or above 100°F ○ Ensure anyone's prior temperature at or above 100°F has been gone for 72+ hours without the use of fever reducing medications ● Ensure wellness checks are in accordance with any applicable privacy laws and regulations ● Student wellness checks are done by staff who are <ul style="list-style-type: none"> ○ Maintaining 6 feet of distance ○ Wearing face masks, face shields, and gloves ○ Utilizing touchless thermometers ● Encourage staff to participate in COVID-19 testing once every 2 months, or more often if possible
<p>Arrival and Dismissal</p>	<ul style="list-style-type: none"> ● Students must be dropped off between 8:45 - 8:55 ● Students must be picked up at the following times: <ul style="list-style-type: none"> ○ 12:15 TK - Kindergarten ○ 2:15 1st - 8th Grades ● Drop-off and pick-up of students will be facilitated by staff who will have walkie talkies <ul style="list-style-type: none"> ○ Any communication families need with staff during arrival or dismissal must first go through the arrival/dismissal supervisor ● Families will not be permitted to get out of their cars during arrival and dismissal ● Report directly to the wellness check staff for all students arriving to school on time <ul style="list-style-type: none"> ○ After wellness checks, students may play in designated

	<p>supervised areas while maintaining 6 feet of physical distance</p> <ul style="list-style-type: none"> ● Report directly to the classroom if arriving to school late (wellness check will be performed outside of the classroom) ● Families will remain in their cars and stay in the school parking lot until their child has passed their screening and temperature check ● If it is necessary to pick up children before regular dismissal time, please call the office to have them ready by your arrival time and the office will send them directly to your car (please do not come onto campus unless this has been prearranged)
Visitors	<ul style="list-style-type: none"> ● School visits by families require prior teacher or superintendent approval ● Limit all non-essential visitors, volunteers, and activities involving external groups or organizations ● To the greatest extent possible, arrange for essential-visitors to visit before or after school hours (e.g. repairs, facilities upgrades) ● Cancel, until further notice, any outside community organizations who wish to borrow, rent, or otherwise use school space
Masks	<ul style="list-style-type: none"> ● Teach and reinforce the proper use of face coverings for all staff, students, and approved visitors ● Require masks for all staff and students in grades 3-8 ● Encourage masks for students in grades TK-2 ● All staff and students must arrive at school wearing masks ● Require Individual Distance Learning for 3rd - 8th grade students who do not wear masks ● Offer Individual Distance Learning for TK - 2nd grade students who do not wear masks ● Maintain at least 6 feet of physical distance while wearing masks ● Offer mask breaks throughout the day <ul style="list-style-type: none"> ○ When outside ○ When eating ○ While maintaining at least 6 feet of physical distance ○ After having washed or sanitized hands ● Ensure masks are labeled
Restrooms	<ul style="list-style-type: none"> ● Clean daily ● Assign each student a specific bathroom to use throughout the day ● For bathrooms with multiple stalls or waiting areas, allow only one person in a bathroom at a time
Drinking Water	<ul style="list-style-type: none"> ● Turn off access to all drinking fountains ● Encourage all students and staff to bring their own water bottles ● Provide water filling stations as well as disposable cups for those without water bottles
Transportation	<ul style="list-style-type: none"> ● Maintain physical distancing between students on the bus <ul style="list-style-type: none"> ○ One child per row, alternating sides of the bus for each row

	<ul style="list-style-type: none"> ○ Assign seats ● Maintain 6 feet of distance while waiting for bus pick up ● Proceed directly to the wellness check staff when exiting the bus for school arrival ● Clean and sanitize the bus in between each bus run, to include “high touch” areas such as handle bars, seats, and seat belts ● Ensure each student uses hand sanitizer prior to boarding the bus ● Take each student’s temperature prior to boarding the bus ● Provide face masks to any student who does not have their own ● Ensure that in the event a student has a temperature <ul style="list-style-type: none"> ○ The student is not allowed to board the bus ○ The bus waits for the student to be picked up by their family ● Open windows as the weather allows
<p>Communication</p>	<ul style="list-style-type: none"> ● Ensure staff and families report positive COVID-19 test results and exposure to those with positive results <ul style="list-style-type: none"> ○ Staff will report to the superintendent/principal ○ Families will report to either the superintendent/principal or to their children’s teachers (who will then report to the superintendent/principal) ● Ensure that staff and families report their potential symptoms of COVID-19 <ul style="list-style-type: none"> ○ Families will report children’s potential symptoms to their children’s teachers ○ Staff will report their own potential symptoms to the superintendent/principal ● Communicate and collaborate between the Sonoma County Health Department and the superintendent/principal in the event of student or staff positive results or confirmed exposures ● Provide regular updates to staff and families through <ul style="list-style-type: none"> ○ Emailed letters ○ FRESA website updates ○ Remind app notices ● Provide informational signage (see <i>Signage</i> section above) as well as local, state, and federal letters to families
<p>Steps if Someone Shows Potential COVID-19 Symptoms during the School Day</p>	<ul style="list-style-type: none"> ● Remove the student with symptoms to the special care room, isolated from other students and supervised by staff ● Contact family to immediately pick up student ● Expect students who are well enough to participate in Individual Distance Learning ● Require that any fevers of 100°F or more be gone for 72+ hours without the aid of fever reducing medicine before returning to in person learning

<p>Steps If Someone Tests Positive</p>	<ul style="list-style-type: none"> • Note that 1 confirmed COVID-19 case for either a student or staff at Fort Ross Elementary School would be greater than 5% • California Department of Public Health guidelines currently recommend School Closure (i.e. transitioning to Distance Learning) when 5% of all students/staff of a school have confirmed cases • We appreciate everyone doing their part so we may have In Person learning as often as possible <p>See <i>COVID-19 Notification Process</i> and <i>When to Close a Class/School/District</i> in the Appendix for more detailed information</p>
<p>Steps if a Student Remains Home</p>	<ul style="list-style-type: none"> • Encourage any student who is well enough and at home due to potential symptoms, confirmed exposure, or a confirmed COVID-19 diagnosis to engage in Individual Distant Learning

CLASSROOM PLANNING AND HEALTH CONSIDERATIONS

The role of the school system is to make sure our students grow up to be independent, healthy, positive members of our community. To do this, it is essential school systems provide plentiful opportunities for students to practice being independent. It is evident that during the upcoming school year, there will be an increase of rules and guidelines our students will need to follow to keep safe. To counter this, we will present our students with opportunities that will help balance and offset the vast amount of adult control that is necessary to implement this year. We will provide thoughtful learning experiences so our students will continue to develop their self-regulation, autonomy, intrinsic motivation, creative thinking, development of self-worth, and sense of value as part of a loving community.

Classroom and Indoor Environments	<ul style="list-style-type: none"> ● Position desks so students are facing in the same or opposite directions ● Space student seating so students and staff can maintain 6 feet of distance ● Ensure students sit at desks or chairs that have been sanitized if another person had sat there prior to them ● Separate student belongings from others' belongings
Classroom Supplies	<ul style="list-style-type: none"> ● Individually label students' areas, cubbies, containers, and items ● Sanitize used items daily (items that must be shared will be placed in a "Needs to Be Sanitized" bin in the classroom after each use) ● Ensure each student has their own electronic device and they do not share it with others ● Clean and disinfect supplies between uses for items that need to be used by more than one person <ul style="list-style-type: none"> ○ Classroom library books borrowed by students will be individually cleaned and reshelfed after a 3 day waiting period
Additional Indoor and Outdoor Educational Activities	<ul style="list-style-type: none"> ● Engage in outdoor education, under shaded areas, as often as possible ● Postpone music, drama, and physical education activities that do not support physical distancing, hygiene, and safety guidelines ● Engage in garden, art, and library as often as possible <ul style="list-style-type: none"> ○ Returned library books will be individually cleaned and reshelfed after a 3 day waiting period ● Utilize larger indoor spaces for learning and instruction as often as possible (e.g. the multi-purpose room) ● Pursue virtual activities in lieu of field trips, assemblies, performances, and school wide events ● Decide on field trips on a case-by-case basis by the superintendent/principal

	<ul style="list-style-type: none"> ○ Walking, outdoor, and other field trips will be considered with consideration to physical distancing, hygiene, and the extent of exposure to the public ● Postpone all student/family assemblies until further notice ● Conduct Back to School night via Zoom
Meals	<ul style="list-style-type: none"> ● Eat snack and lunches outdoors, when feasible ● Eat in the multi-purpose room during inclement weather ● Ensure students maintain at least 6 feet of distance when eating, (siblings who live together, will be allowed and encouraged to sit and eat near one another if they would like to do so) ● Wash or sanitize hands before and after eating ● Assign students to designated areas when eating ● Ensure that food stays with each individual child (food may not be shared, except between siblings who live together) ● Provide meals (following all safety guidelines) for students who forget their food
Recess	<ul style="list-style-type: none"> ● Provide students with play equipment to ensure individual student use ● Schedule use of equipment and/or structures to ensure students maintain at least 6 feet of distance, are not sharing items, and have access to areas and items they are interested in (siblings may be closer than 6 feet during recess if desired) ● Wash or sanitize hands before and after playing ● Contact sports cannot be permitted at this time
Classroom Hygiene	<ul style="list-style-type: none"> ● Engage in scheduled, regular hand washing or sanitizing ● Provide hand sanitizer to classrooms ● Provide plastic shields/desk partitions for students and staff as needed ● Wash or sanitize hands after leaving and entering classrooms ● Students may bring hand sanitizer from home but they may not share it
Physical Distancing	<ul style="list-style-type: none"> ● Ensure all students and staff maintain at least 6 feet of distance ● Provide activities throughout the day to in engage in social connection while still maintaining physical distancing ● Give opportunities during the instructional day and recess to allow siblings to physically interact, if they are interested in doing so
Technology	<ul style="list-style-type: none"> ● Ensure students have access to devices (at minimum, 1 Chromebook per student) ● Facilitate family support with technology needs ● Provide family training regarding Google Classroom and other distance learning technology ● Utilize Google Classroom for In Person and Distance Learning ● Ensure all families are connected to Google Classroom so they may regularly check their children's progress

INSTRUCTIONAL CONSIDERATIONS

<p>State Requirements</p>	<ul style="list-style-type: none"> ● Connect with students daily through live, interactive experiences (e.g. Zoom, phone calls, chats) ● Record daily student attendance ● Keep weekly engagement records to track the amount of synchronous (live) and asynchronous (independent) instruction ● Provide minimum instructional minutes <ul style="list-style-type: none"> ○ TK/K 3 hours per day ○ 1st - 3rd 3 hours, 50 minutes per day ○ 4th - 12th 4 hours per day ● Serve students in need ● Prevent disengagement ● Check families' technology connectivity <p>See <i>Distance Learning Standards for Schools</i> in the Appendix for more detailed information</p>
<p>Models of Learning for Fort Ross Elementary School District Students</p>	<p>During the 2020 - 2021 school year, we will flow in between the following three models as needed and with guidance from the Centers for Disease Control, California Department of Education, Sonoma County Office of Education, School Health Reopening Committee, California Department of Public Health, and Sonoma County Department of Health Services. Please note that each of the following models of learning will utilize Google Classroom.</p> <p>IN PERSON LEARNING</p> <ul style="list-style-type: none"> ● MEANS Students are permitted to attend instruction at the school ● HAPPENS WHEN All county and state requirements have been met <p>WHOLE SCHOOL DISTANCE LEARNING</p> <ul style="list-style-type: none"> ● MEANS Students receive instruction through technology and other resources provided by their teachers, to include daily synchronous as well as asynchronous learning opportunities ● HAPPENS WHEN No students are permitted to receive instruction at the school <p>INDIVIDUAL DISTANCE LEARNING</p> <ul style="list-style-type: none"> ● MEANS While all students are permitted to receive instruction at the school, individual student's families may choose to participate in distance learning if they determine their child <ul style="list-style-type: none"> ○ Is medically fragile, ○ Would be put at risk, or ○ Is self-quarantining ● HAPPENS WHEN Individual families choose to or are required to have their children learn from home

Social-Emotional Learning	<ul style="list-style-type: none"> ● Provide weekly, proactive, interactive social-emotional learning (SEL) lessons ● Integrate SEL supports throughout daily lessons and activities ● Begin each day with a morning meeting (during both In Person and Distance Learning) ● Provide differentiated SEL supports to both students and their families
Grading	<ul style="list-style-type: none"> ● Based on students' attendance with In Person or Distance Learning, participation, engagement, and level of understanding ● Demonstrated through completed work and teacher evaluations
Special Services	<ul style="list-style-type: none"> ● Support students who receive special services (i.e. Counseling, IEPs, English Language Development, Academic Interventions) ● Communicate with each student and family regarding individualized support services

LEARNING MODEL SCHEDULES

In planning for each of the following three learning models, we have taken into consideration screen breaks, balance between stationary and physical movement activities, students' social-emotional needs, opportunities for connection and relationship building, daily one-on-one support for each individual student, and enrichment.

IN PERSON LEARNING	
8:45 - 9:00	Arrival and Wellness Checks
9:00 - 10:45	INSTRUCTION
10:45 - 11:00	Morning Recess
11:00 - 12:15	INSTRUCTION
12:15	TK / Kindergarten Dismissal
12:15 - 1:00	Lunch and Afternoon Recess
1:00 - 2:15	INSTRUCTION
2:15	1st - 8th Grade Dismissal

WHOLE SCHOOL DISTANCE LEARNING	
9:00 - 9:30	Whole School Check-In and Attendance
9:30 - 1:15	Instruction, Independent Work, and One-on-One Teacher Support Meetings *TK / K End of Day at 12:00

INDIVIDUAL DISTANCE LEARNING	
<p>Follow schedule for In Person Learning model. Students will be set up as virtual students in the classroom. They will view in real time from their devices at home through a device set up at school.</p>	

SUPPLY LIST

ITEMS	QUANTITY NEEDED
Chromebooks	18
Chromebook Keyboard Covers	24
iPad	?
Paper Towel Dispenser	4
Paper Towel Roll - Pull to Dispense	Ongoing
Disinfectant Wipes	Ongoing
Computer Camera	1
Walkie Talkie	5
Sink - Touchless Faucet	12
Toilet Lid	8
Portable Water Filling Station	1
Permanent Touchless Water Bottle Filling Stations	2
Disposable Cup and / or Reusable Water Bottle	Ongoing / 12
Air Purifier	4
Touchless Thermometer	2
Desk Partition	18
Front Office Counter Partition	1
HEPA Filter for Air Purifier	Ongoing
HEPA Filter for HVAC	Ongoing
Touchless Hand Sanitizer Station	4
Hand Sanitizer for Touchless Station	24
Playground Equipment <ul style="list-style-type: none"> ● Ball ● Jump Rope 	12 for each
Computer Monitor	2
Backpack Disinfectant Sprayer	2
Second Step SEL Curriculum TK - 4	1
Second Step SEL Curriculum 5 - 8	1
Bins (for "To Be Cleaned" Items)	7
Floor Tape or Paint	
Signs	
Spray Bottles for Disinfectant	8

Disinfectant	
Disposable Masks: Small	8 boxes of 50
Disposable Masks: Medium	4 boxes of 50
Disposable Masks: Large	2 boxes of 50
Face Shields	10
Gloves	4 boxes of 50 pairs
Shade Canopy	2
Student Work Board	15
Soap	
Kleenex	
Student Supplies Container	15
Individual Student Classroom Instructional Supplies	TBD
Student Meals	2160 / year
Internet Subsidies for Families	12 / month

APPENDIX

GUIDANCE DOCUMENTS

ORGANIZATION	DOCUMENT
California Department of Education	<u>Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools</u>
California Department of Public Health	<u>COVID-19 Industry Guidance: Schools and School-Based Programs</u>
California School Board Association	<u>The Uncertain Road Ahead: Reopening Schools in the Time of COVID-19</u>
Center for Disease Control and Prevention	<u>Considerations for K-12 Schools: Readiness and Planning Tool</u> <u>Considerations for Schools: Operating Schools During COVID-19</u> <u>Preparing K-12 School Administrators for a Safe Return to School in Fall 2020</u>
Sonoma County Office of Education	<u>Sonoma County 2020-2021 Roadmap to a Safe Reopening</u>
State of California	<u>COVID-19 Guidance for Immigrant Californians</u>

INFORMATIONAL FLIERS AND DOCUMENTS

SIGNAGE