



# 2020-2021 Return to School Safety Plan

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Madera Unified



**March 2021**

This is a fluid working document that may be adjusted as conditions and/or guidance change.

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# Principal's Message

Dear La Vina families,

It has now been one year since our students were last in school in-person, so I am sure you are also anxiously awaiting the time when our precious children can once again share their joy and laughter with us in-person at La Vina Elementary. It is with great pleasure and excitement that I share with you that we are now in a time that it is safe to slowly begin opening our school and classroom doors for our students to continue learning and growing in-person.

I would like to first reiterate that we are committed to the safety of our students and staff. Along with our staff, I will work diligently with our local health officials, and district office to keep our school, children, staff, and parents safe. We will take necessary precautions to prevent the introduction and spread of viruses and other germs and clean off high-contact areas. All staff, parents, guardians, and students are expected to follow the promoted safeguards, such as completing a daily wellness survey for each student at home before coming to school, wearing a mask at all times, maintaining a safe distance of 6 feet from other students and staff at all times, washing hands with soap for at least 20 seconds, covering coughs and sneezes and properly disposing of tissues, avoiding others who are sick, and staying home if ill.

Keeping our school facilities safe, teacher-student ratios balanced for safety, and maintaining consistent health guidelines and practices in place to ensure the continuity of learning on a healthy and safe campus will take high levels of teamwork from the entire school community. It is a monumental task that lacks precedent and will challenge our ability to continually adjust and recalibrate to a "New Normal" while grappling with our efforts to provide the best possible learning experience at high levels for all students.

Our Return to School Safety Plan provides our school community with an overview of key areas for a safe reopening of our school. It addresses health and safety protocols, student arrival and dismissal procedures, schedules, COVID-19 testing and reporting, cleaning and sanitation procedures, and education options, as well as other resources. Please remember the handbook is a fluid working document that will continue to be updated as conditions or guidance change throughout the rest of the school year.

I appreciate your tremendous support and understanding as we venture forward to reinvent our school designs to optimize learning for our students in a safe and healthy environment. I know you share my renewed sense of excitement to receive our students back in-person. We will work diligently to keep our students, staff, and families safe. I appreciate your patience, understanding, and cooperation as we navigate the new ways of doing things to maintain everyone's well-being while providing an equitable, rigorous, and meaningful learning experience for all.

**Moises Perez**  
*Principal*



# Health & Safety Protocols

Supplies and Protective Equipment at each school site:

- Plexiglass office dividers
- Directional walkways
- Messaging signs and floor stickers
- Classroom thermometers
- Mobile hand-washing stations
- Sneeze guards in classrooms

The following items are available at each school based upon student enrollment and staff numbers:

- Cloth Mask -- Child
- Cloth Mask -- Adult
- Disposable Mask -- Child
- Disposable Mask -- Adult
- Gloves -- Medium and Large
- Hand Sanitizer
- Disinfecting Wipes



## Face Covering and Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings. **CDPH now states that all grades K-12 must wear a mask unless they have an approved exemption.**

### Students must utilize face-coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating, drinking, or during outdoor recreation)
- While leaving school
- While on the bus

Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face coverings.

- Personal, protective, face coverings will be allowed in compliance with dress code policies
- Bandanas are not allowed
- Masks or coverings with exhalation valves are not allowed
- Teachers and identified staff members will receive a reusable face shield
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service

# Other Safety Considerations

- Staff members have completed mandated COVID-19 online trainings
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs)
- Staff and students will be expected to wash/sanitize their hands regularly.
- Facial coverings are required for all students and staff. They may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

Accommodations will be determined through the 504 and Individualized Education Plan (IEP) process. Parents or guardians should work with the site principal or assistant principal to discuss 504 and IEP accommodations. All students are required to wear face coverings at school, and all families may select the online learning program as an option.

- Wearing a mask is the most significant safety measure and standard of care for protecting our students and staff.
- Schools will limit the sharing of supplies between students to the extent possible and encourage students to take personal items home for cleaning.

- Students will be encouraged to bring personal/ refillable water bottles
- Classrooms spaces will be reconfigured to ensure 6 feet between staff and student desks
- Student temperature checks will be taken by parents before they enter campus.



# Implementing Physical Distancing – On Campus and in the Classroom

**Physical distancing will limit the spread of the virus. Schools will adhere to the following strategies as much as possible:**

- Restrict non-essential visitors, volunteers, and activities involving other groups and minimize contact between adults
- Limit group activities wherever practicable (i.e., assemblies, award ceremonies, athletic competitions)
- Arrange classroom space to remove non-essential furniture, allowing for maximum space for students and staff
- Arrange student desks to face the same direction (rather than facing each other) and maintain Physical distancing
- Minimize movement of students and teachers or staff as much as possible
- Designate routes for entry and exit during transition times, as feasible
- Staggered schedules for restroom breaks and hand-washing
- Hold recess and play activities in separate areas designated by class



**PHYSICAL  
DISTANCING  
IN EFFECT**

**STAY 6 FEET APART AT ALL TIMES**



# Student Arrival And Dismissal

## Entering and Exiting Campus Information

Students riding the bus will enter and exit La Vina through the bus loading zone and will be escorted by a teacher or staff member all times.

Students being transported by a guardian will enter campus through the front office gate. Staff will welcome students and complete a health screener and temperature check. Designated staff members will be available to escort students to their classrooms. At dismissal, students will line up by grade level in the grass area next to the library. As parents pull into the parking lot, administration will radio for students to be escorted off campus by a staff member.







## Bus Drop-off and Pick-up Sites on Campus Information

Bus riders will be dropped off in the bus loading zone and will be welcomed by their teacher and other support staff. Students will walk in a single file line behind the portable classrooms and escorted to their classroom. Students will be monitored for social distancing as other staff members check that each student's health screening form has been completed. Teachers will begin instruction at 8:20 am.

At 11:00 am students will be dismissed from class. Teachers will have students in a single file line and walk students through the hallway of campus and directly to the bus loading zone.



# Student Typical Day Scenarios

## Hybrid Option

A typical day during hybrid learning

- 50% live instruction with teacher
- 50% independent learning at home
- Adopted curriculum
- Device provided

## Distance Learning Option

A typical day during distance learning

- 100% online learning
- Daily live instruction
- Device provided

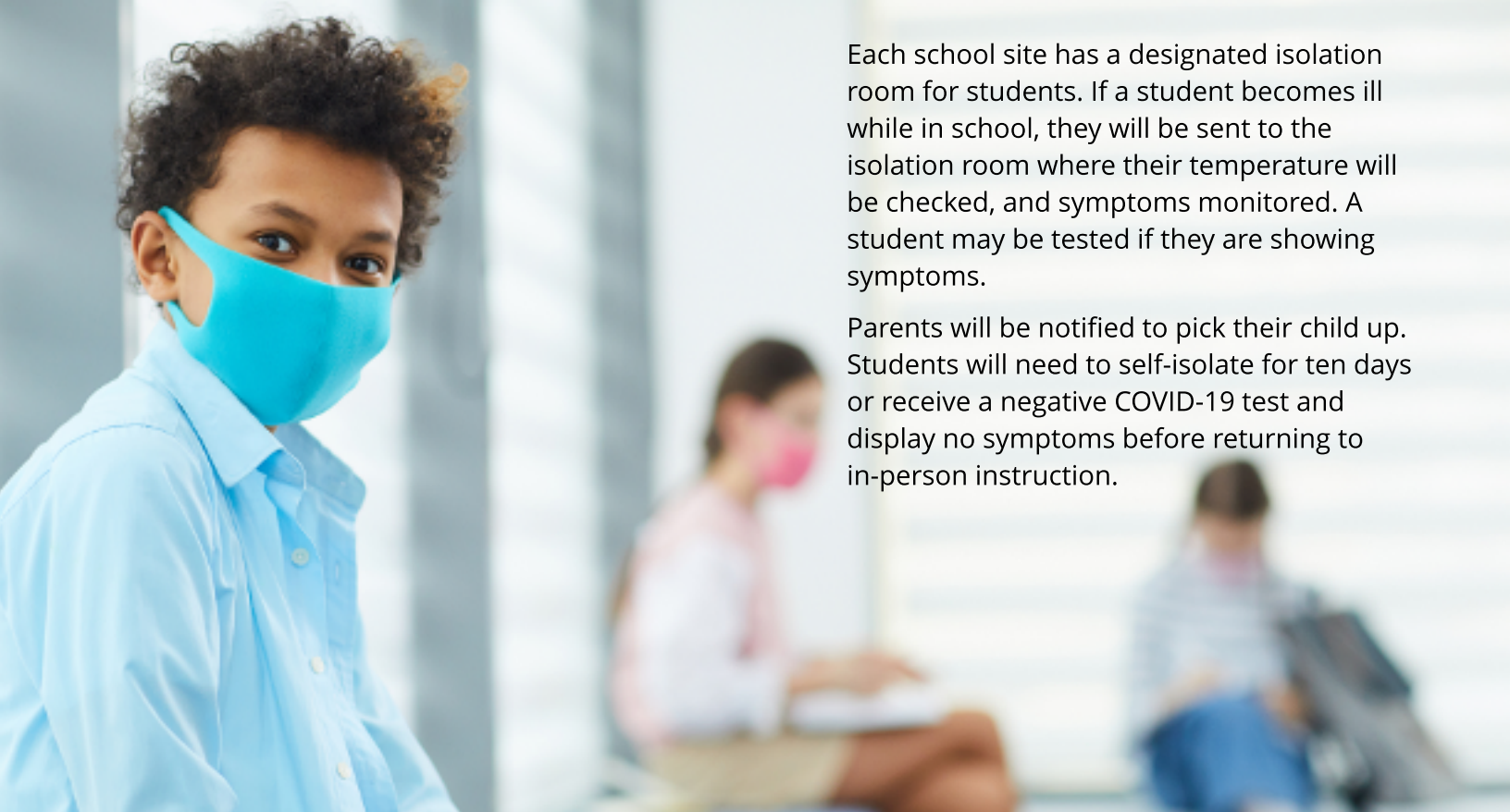
## MEAL DISTRIBUTION

**The meal distributions will continue every Wednesday at all elementary schools.**



**Parents will be notified of any changes.**

# Isolation Room



Each school site has a designated isolation room for students. If a student becomes ill while in school, they will be sent to the isolation room where their temperature will be checked, and symptoms monitored. A student may be tested if they are showing symptoms.

Parents will be notified to pick their child up. Students will need to self-isolate for ten days or receive a negative COVID-19 test and display no symptoms before returning to in-person instruction.

## #StopTheSpread

# 7 Steps to prevent the spread of COVID-19

Source: World Health Organization

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose, and mouth
- 03** Cover your mouth when you cough using a tissue or the bend of your elbow
- 04** Avoid crowded places and close contact with anyone who has fever or cough
- 05** Stay home if you feel unwell
- 06** Seek medical care early if you have a fever, coughs, and difficulty breathing—but call first
- 07** Get information from trusted sources

# CDPH COVID-19 Testing and Reporting

- All Employees and families should report any incident of COVID-19 symptoms, close contact exposure, or positive testing results to site administration
- The principal will communicate with the COVID-19 Response Team.
- Health Services will conduct contact tracing for students.
- Positive cases of COVID-19 on a campus or District facility will be reported to the Madera County Department of Public Health.
- The school community will be notified of a COVID-19 case on the campus or facility. The notification will not name the person positive for the coronavirus but will give information regarding the date of the incident and whether a person is at low-risk or a close contact.
- If required as a condition of being funded through the Reopening Schools Incentive Grant, the District will adopt the necessary COVID-19 testing cadences for students and staff supported by the State.



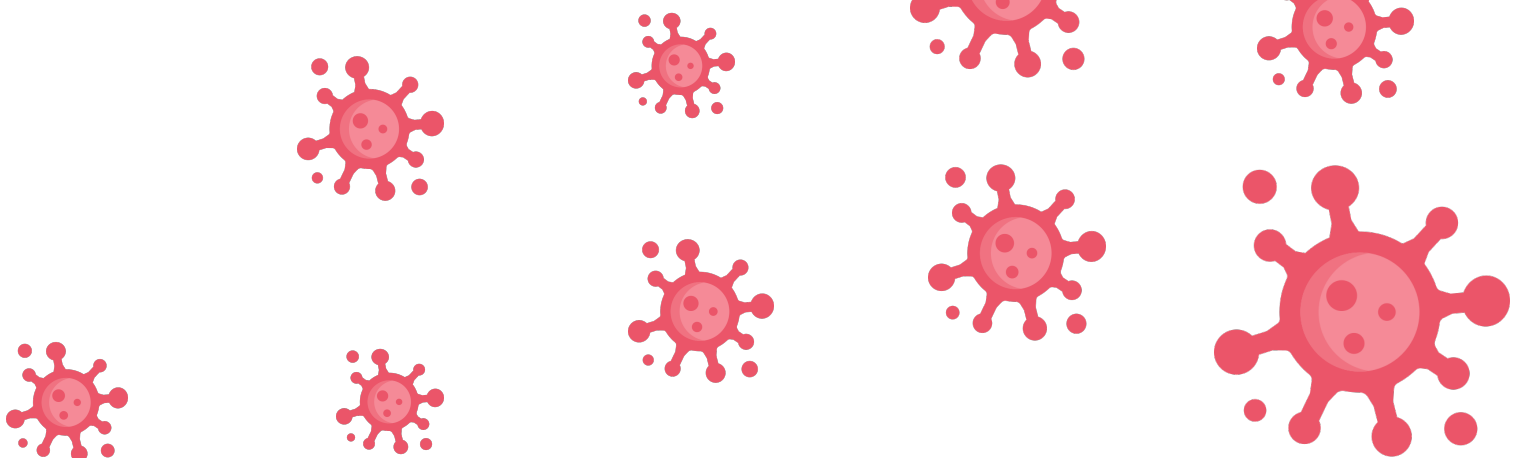
## Know the COVID-19 SYMPTOMS

**The following symptoms may appear 2-14 days after exposure:**

- Fever 100.4 or higher in the last 24 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills/unexplained fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell



FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)





# California Department Of Public Health – Action Guidelines

## What are the criteria for closing a school?

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/ student/staff cases are within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

## If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

## What are the criteria for closing a school district?

The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools have closed due to COVID-19 within 14 days, and in consultation with the local health department.

## If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local health department.

\*These action guidelines may change in accordance with recommendations from MDPH and the local county health officer.



## Protect yourself from COVID-19 by

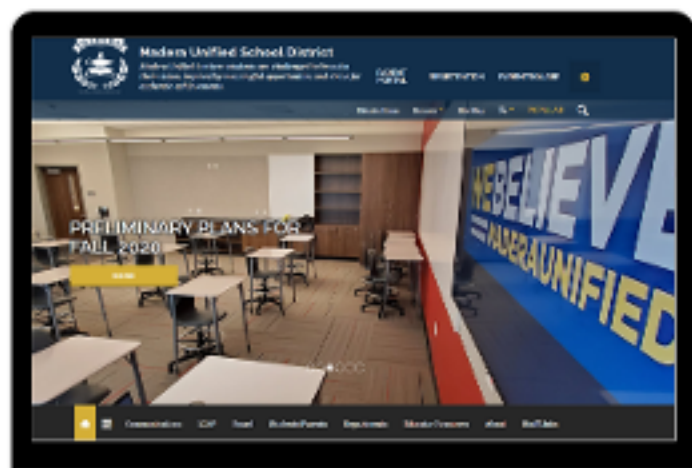
- ✓ Wearing a mask
- ✓ Keeping your distance
- ✓ Washing your hands



# HOW TO LOG INTO PARENTSQUARE

## Through Parent Portal

1. Visit our website at [www.madera.k12.ca.us](http://www.madera.k12.ca.us)

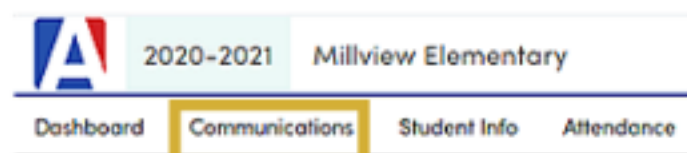


2. Access your Aeries Parent Portal account

Madera Unified School District



3. Select Communications from the menu



4. All Done! Welcome to ParentSquare!

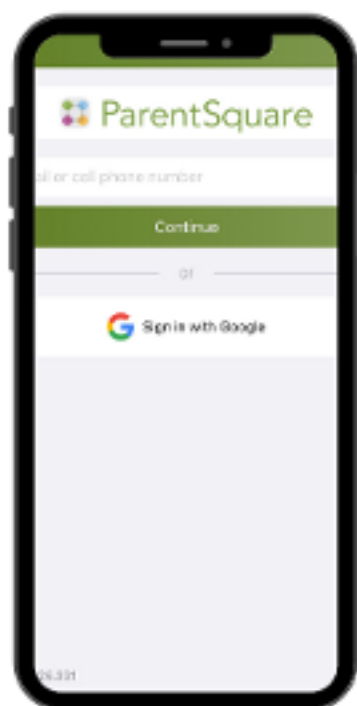
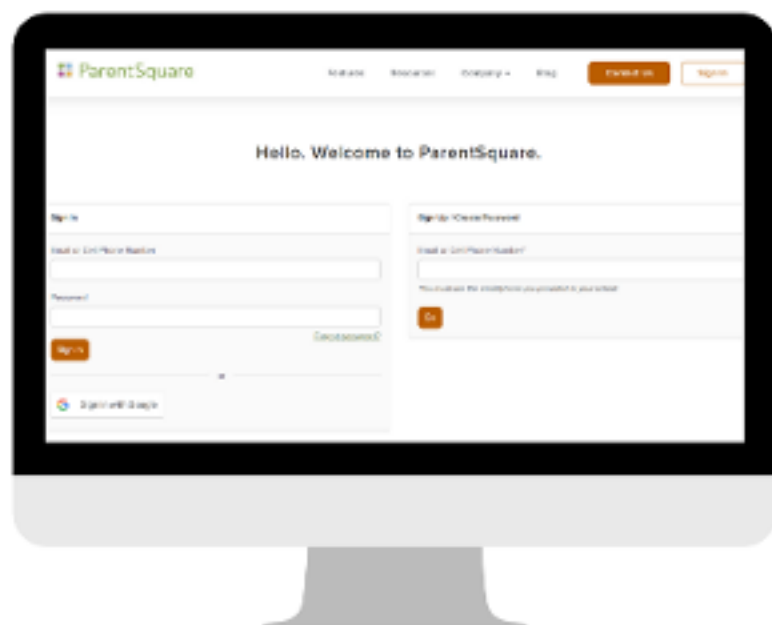
\*Aeries is used to register students at the beginning of each school year.

# PARENTSQUARE

*How to Log into ParentSquare by Web or App*

## VISIT PARENTSQUARE.COM

Receive communication all in one-place. **Make sure you sign in with the same email listed in Aeries Parent Portal or Aeries Air.**



## DOWNLOAD THE FREE PARENTSQUARE APP FOR IOS OR ANDROID.

Downloading the mobile app allows you to receive all Posts, Events, Sign Up Requests, Photos, and Files. Users can enable app notifications when a message is posted. **Make sure you sign in with the same email listed in Aeries Parent Portal or Aeries Air.**

\*Aeries is used to register students at the beginning of each school year.



# ParentSquare Health Screener



## COVID - 19 Health Screener

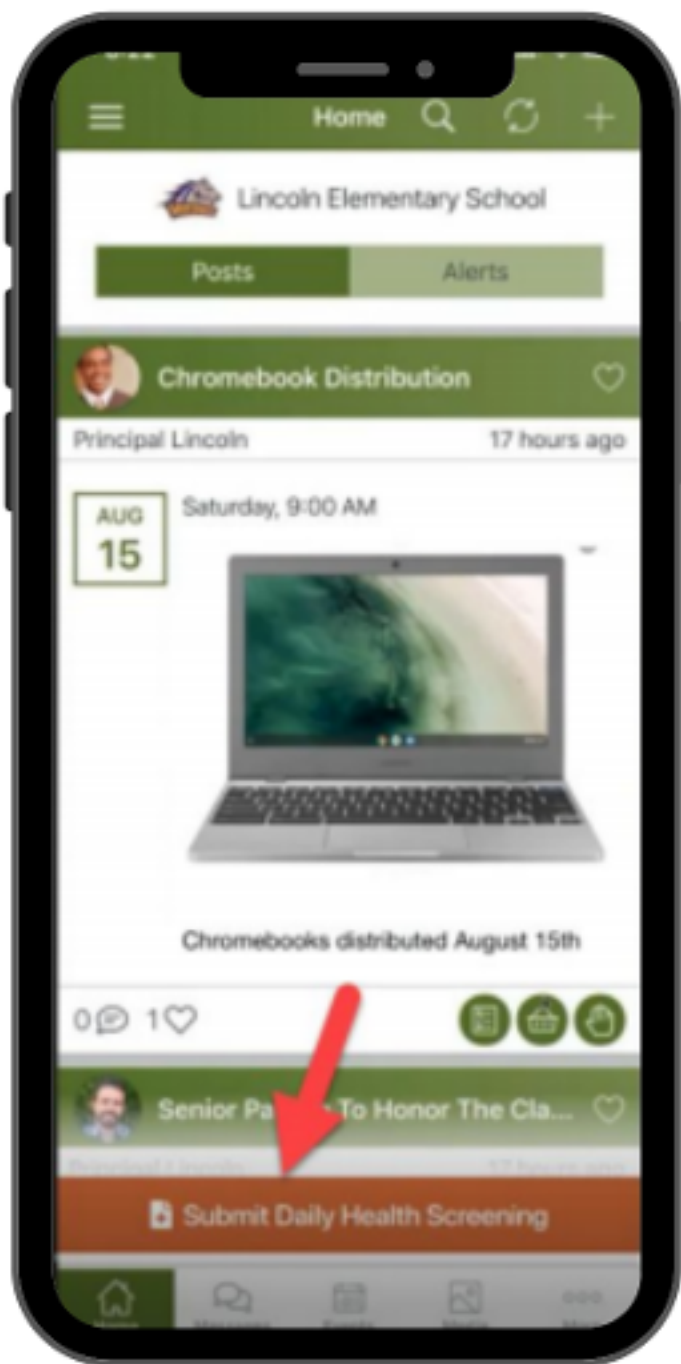
**\* The daily self-screening form must be filled out before students enter campus! Parents will be notified if a student does not have a completed form, and students will not be allowed to enter their classrooms.**

**ParentSquare can be accessed by the following:**

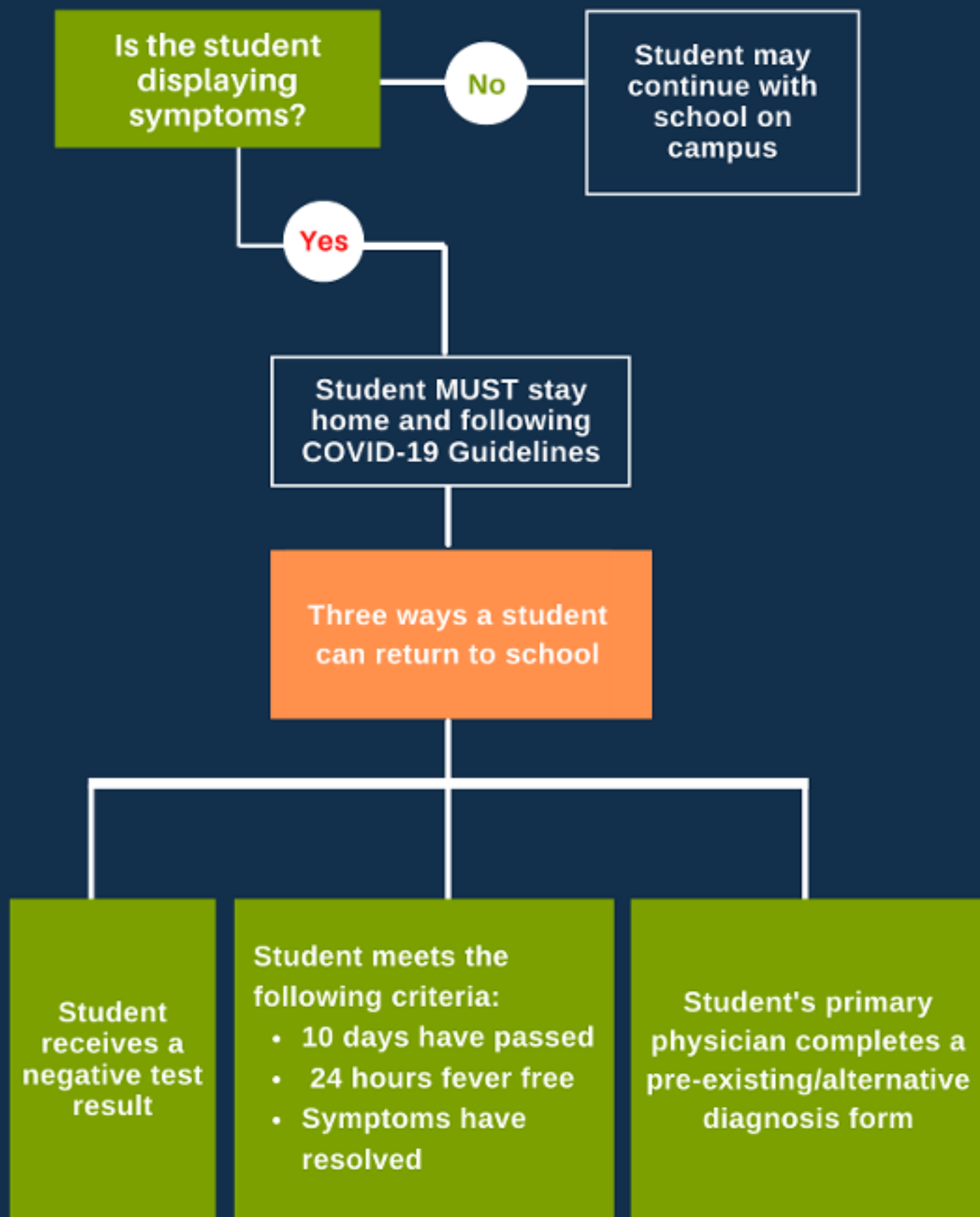
- Web
- Mobile App
- Logging into Aeries Parent Portal
  - Click on Communications

### **How to Complete the Screener**

- Log into ParentSquare
  - A parent can complete the form for one or all children at the same time.
  - Parents can choose to select the "Answer No to all questions."
- Answer the questions
- Submit form



# STUDENT SYMPTOM DECISION TREE



# MY MASK PROTECTS YOU, YOUR MASK PROTECTS ME.

Tips on helping your student become comfortable wearing a mask.



## LET THEM PICK IT.

Let the kids select the color, fabric, or style that they like best.



## NEVER SHARE AND KEEP IT CLEAN.

Masks should never be shared or worn dirty. Cloth masks should be washed after every use.



## PRACTICE WEARING IT.

Practice putting on and taking off the mask. Start at home for periods of time. Some kids adjust right away, others take time.



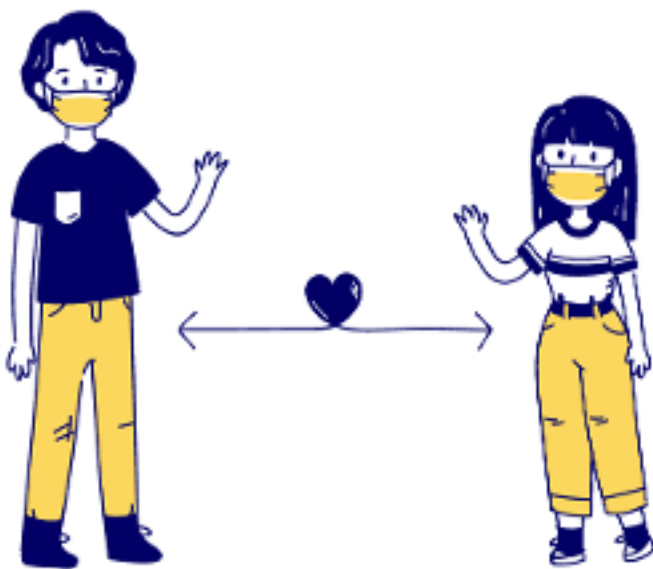
## WEAR IT PROPERLY.

Wash your hands before touching your mask. Make sure it covers chin, mouth, and nose. Mask is to remain on throughout the school day.



## BE A MASK ROLE MODEL.

Wear your mask and explain how it keeps you and others safe.





# Facilities Cleaning & Sanitation Protocols



The safety of employees and students at MUSD is the priority. Schools have been completely cleaned and disinfected, and MUSD will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return.

## **CLEANING**

Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

## **SANITIZATION**

Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

## **DISINFECTING**

Destroy or inactivate microorganisms, including bacteria and viruses on surfaces.

Common areas will be cleaned and sanitized nightly with disinfecting foggers by school site custodians. Disinfecting spray bottles and paper towels will be in all classrooms.

## **Sanitize The Following At Least Daily**

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas

# COVID-19 FAQ

## **What do I do if my child is experiencing COVID-19 symptoms while at home?**

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused. If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Madera County Department of Public Health (MCDPH) on how long to remain at home and when to return to school.

## **What happens if a student demonstrates COVID-19 symptoms while at school?**

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- A student may be tested if they are showing symptoms.
- The school site will work with the family to follow the Center for Disease Control Home Isolation Guidelines, as recommended by the California Department of Public Health.

## **What happens if a positive COVID-19 case occurs at a school site?**

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on MUSD campus
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance without a face covering

The District Office designee will coordinate a response with MCDPH. After receiving direction from MCDPH, the District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from MCDPH. A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the District administration after consultations with MCDPH.

The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations guidelines.

## **How are others notified they were in contact with an individual who tested positive for COVID-19?**

The District works with MCDPH to determine close contacts and low risk contacts. Individuals identified by MCDPH are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus. All HIPAA notifications and guidelines for privacy are always followed.

# Additional Resources Links

- [California COVID-19 Response](#)
- [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)
- [STRONGER TOGETHER: A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS](#)
- [Helping Children Cope With Changes Resulting From COVID-19](#)
- [Madera County Department of Public Health](#)