



# *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 Lincoln Lions,

We have missed you all! As you can imagine, our return will not be what we are accustomed to, as it is a new beginning in moving forward to what we know as school. This year has been quite a journey as we have navigated through distance learning. Although that will continue, we're looking forward to our students returning to campus where we can continue to provide them an exceptional educational experience. We know that with all the many changes, we may feel a mix of emotions as we return to campus. Please know that we are all in this together. We will continue to support each other!

We want to assure our Lincoln community that we are doing everything required to continue to maintain a safe environment for all of our Lincoln students and staff. We are following all health and safety protocols as outlined by our district to maintain a healthy school environment that will allow all to feel safe and secure as we transition students back onto campus.

### All students, staff, and visitors will:

- Complete a daily health screening, and temperature check to verify their standard wellness to be on campus.
- Wear masks while on campus.
- Maintain hand-washing and hand-sanitizing practices upon entering and exiting campus, classrooms, restrooms, and other areas as necessary.
- Practice social-distancing and safe spacing by following the markers indicated on walkways around campus, as well as maintaining the appropriate space established in the classrooms in order to follow the minimum requirements of 6-foot distance to others.
- Provide a care room for those students that have symptoms during the school day, and ensure they have a place to be monitored away from all other students until a notified parent arrives to take them home.

We also encourage you to read through this Return to School Safety Plan as it contains specific important information regarding school site procedures.

At Lincoln, we believe and stand ready to continue to respond to the needs of our students and families as they return to our school campus. We believe that every student and staff member deserves a positive educational experience where they feel safe, secure, and have a sense of belonging. As always, we thank you for your continued patience and support of our students, teachers, and staff, and we look forward to welcoming our Lincoln Lions back to campus. Please do not hesitate to reach out to us with any questions or concerns.

*Mrs. Guerriero*  
*Principal*  
*Lincoln Elementary*

# 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**

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**STAY 6 FEET APART AT ALL TIMES**



# Student Arrival and Dismissal

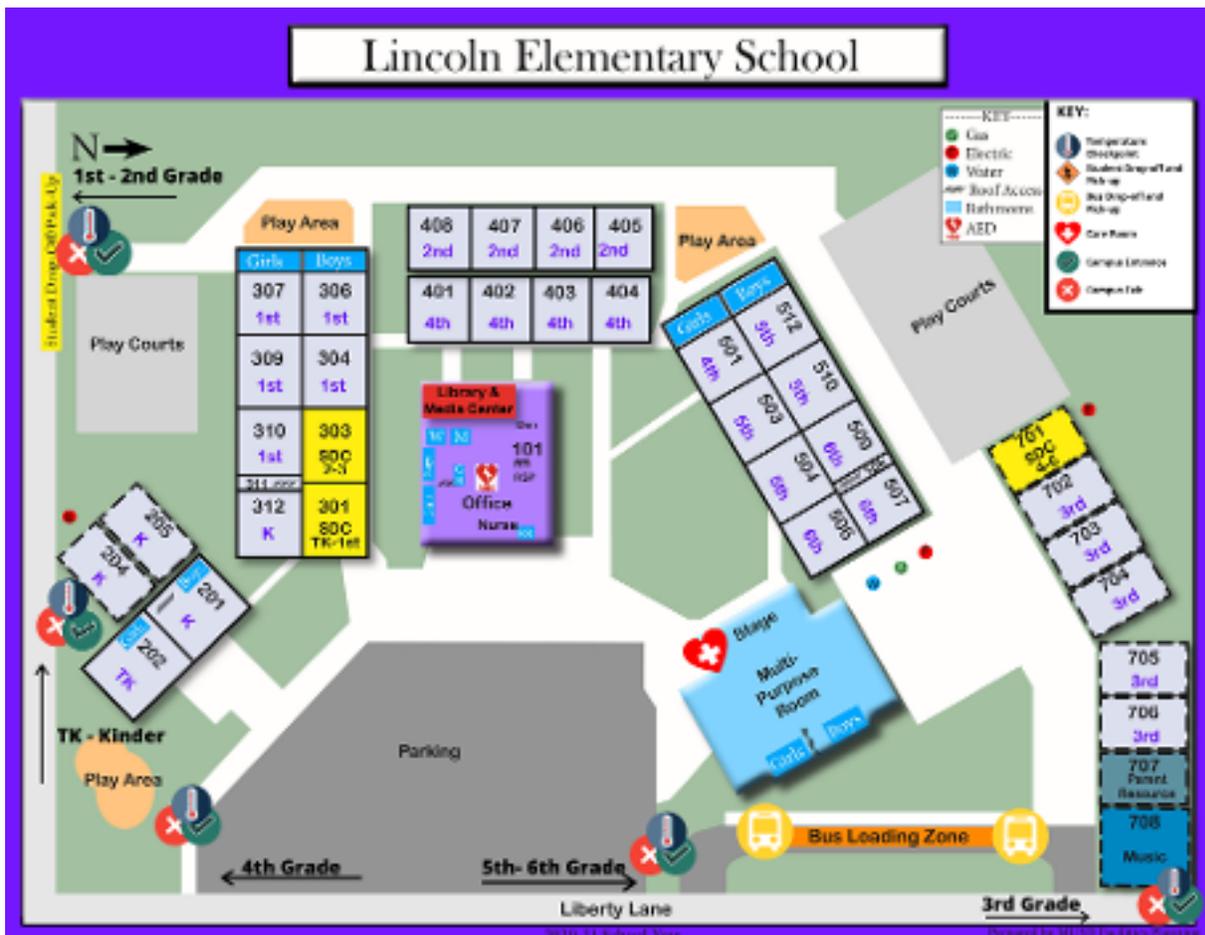
## Entering and Exiting Campus:

Each grade level will have a designated entry/exit point where students within that grade level will enter/exit the campus. School staff will be at each entrance/exit point to verify completion of the daily health screening form via Parent Square as well as to check the temperature of each student prior to the student entering the campus. Students will follow their grade level colored directional arrows to their classrooms. Students will enter and exit from these identified pick up areas with the exception of bus riders who will proceed to the bus loading zone. Parents are to park their vehicles and wait for their students to enter and/or exit the campus. Parents will not be allowed to enter campus with their students. Parents will not be allowed to park inside the school's parking lot area.

**Entry and exit points are listed below as well as identified on our Lincoln school map within this document.**

- **TK-K** students will enter/exit the campus off of Sunset Ave through the walk in gate near the kinder play area.
- **1st and 2nd** grade students will enter/exit campus off of Sunset Ave. through the walk in gate near the playground with the swings.
- **3rd grade** students will enter/exit campus through the walk in gate located near the 3rd grade portable wing of classrooms on the South side of the bus loading zone off of Liberty Lane.
- **4th grade** students will enter/exit the campus through the walk in gate on the South end of the main parking lot off of Liberty Lane. (near the Kindergarten playground)
- **5th and 6th** grade students will enter/exit campus through the walk in gate on the North end of the main parking lot off of Liberty Lane. (near the cafeteria).

**Please note, our front parking lot gate will not be open during arrival and dismissal times.**





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

Bus riders will arrive/depart Lincoln school off of Liberty Lane on the North East corner of the school in front of the cafeteria within the bus loading zone. Students will exit the bus one at a time maintaining six feet distance, and wearing a face mask. As students exit the bus and arrive on campus, they will access hand sanitizer and then follow the directional arrows from the bus loading zone to their classrooms.

### **Transportation/staff will:**

- Ensure parent has completed Daily Health Screening form via Parent Square for for each of their students prior to entering the bus.
- Complete student temperature check prior to entering the bus.
- Facilitate social distancing and safe spacing of students on the bus.

### **All students and staff will:**

- Complete a daily health screening and temperature check prior to entering the bus
- Wear a mask on the bus
- Maintain hand sanitizing practices prior to entry and exit of the bus
- Practice social distancing and safe spacing by sitting in seats indicated by markers on the bus, as well as maintaining the appropriate space established on the bus in order to follow the minimum requirements of 6 feet distance to others

# 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



## #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.



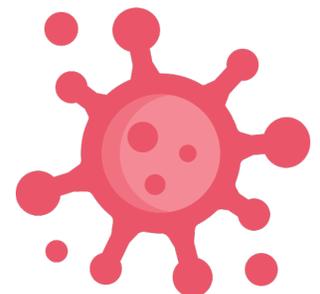
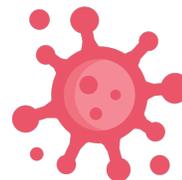
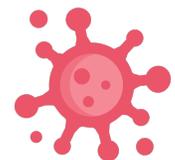
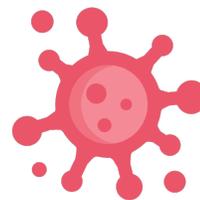
## Know the COVID-19 SYMPTOMS

**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?

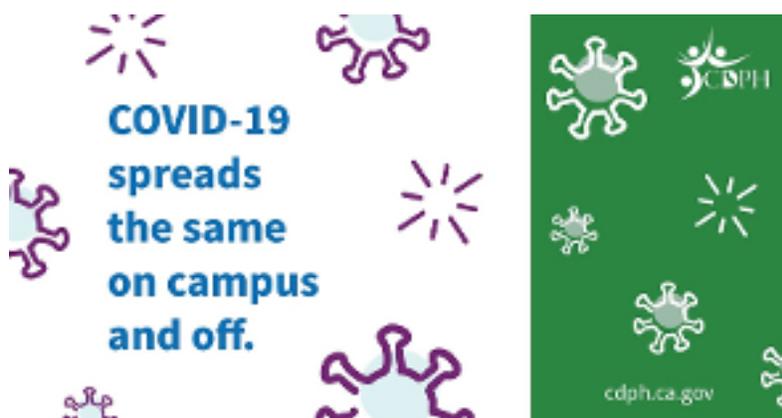
Districts may typically reopen after 14 days, in consultation with the local health department.

\*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

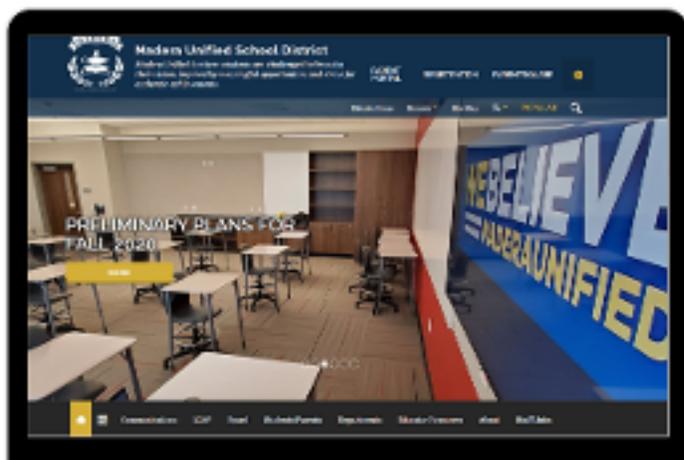


# HOW TO LOG INTO PARENTSQUARE

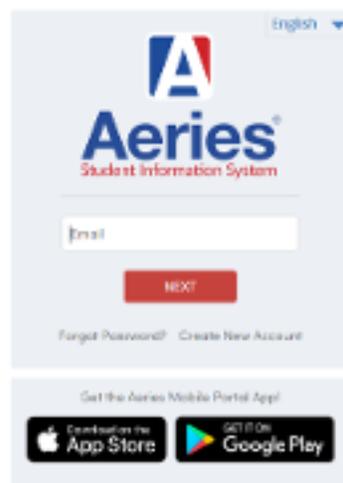
## Through Parent Portal

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!

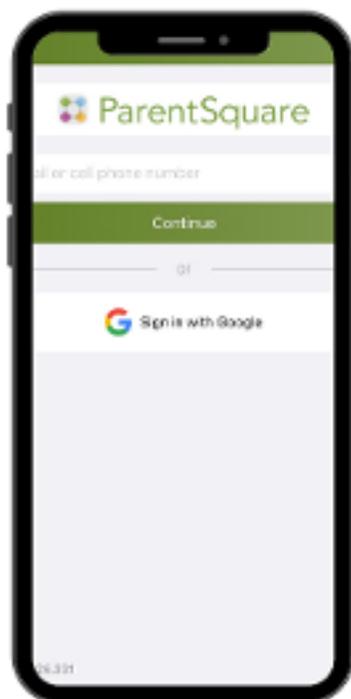
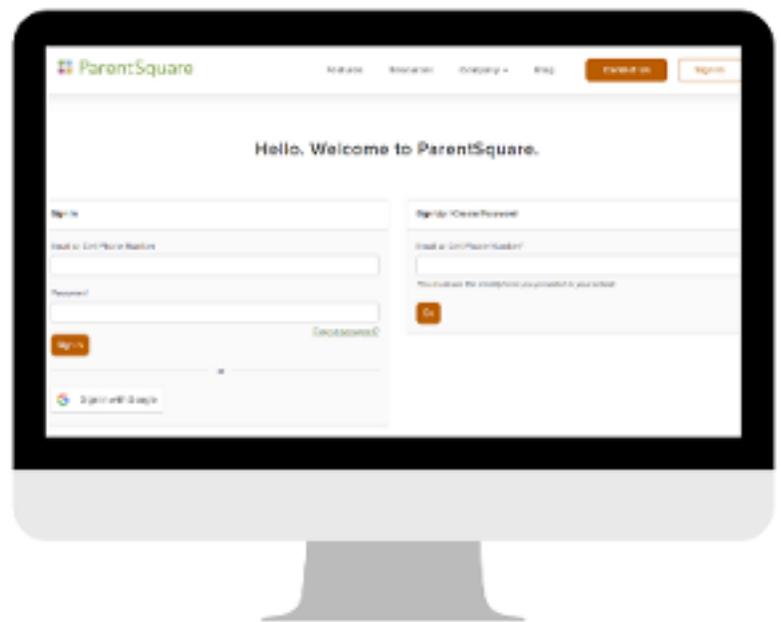
\*Aeries is used to register students at the beginning of each school year.

# 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.**

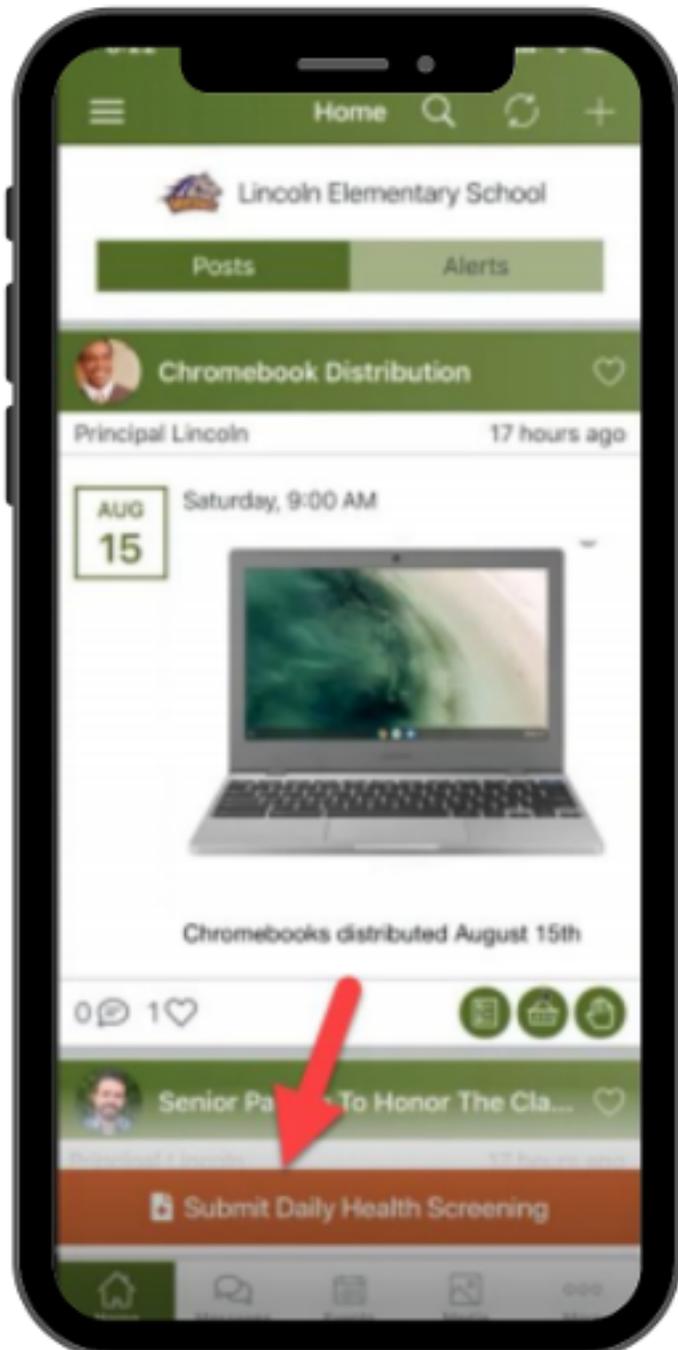
\*Aeries is used to register students at the beginning of each school year.

# Parent Square 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:**

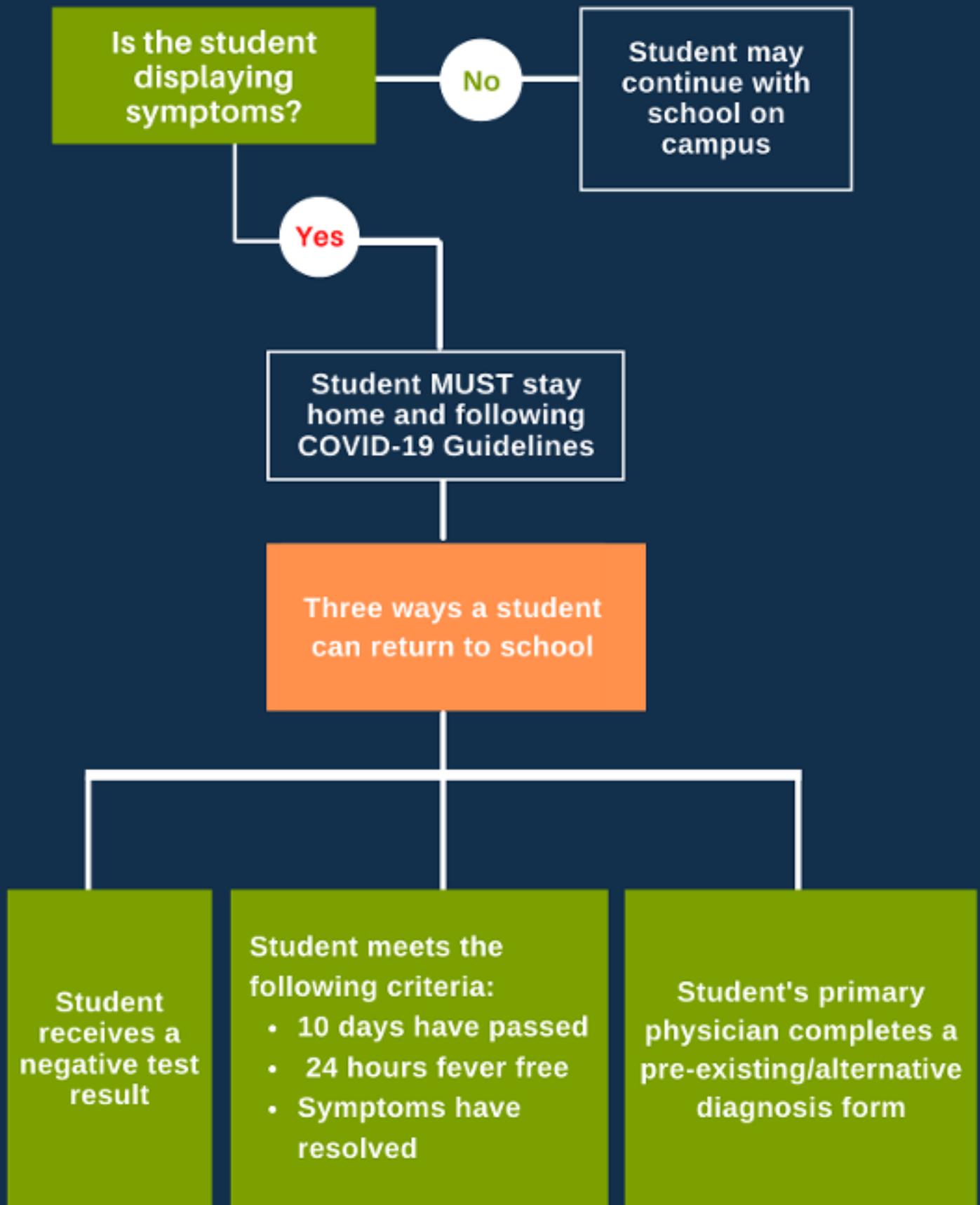
- Web
- Mobile App
- Logging into Aeries Parent Portal
  - Click on Communications

**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.



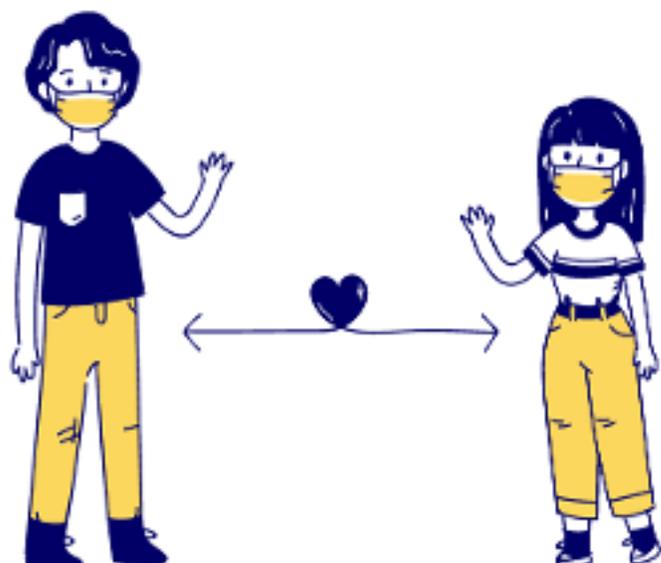
## WEAR IT PROPERLY.

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](#)