



Manzanita Elementary School District

2020-2021

Reopening and Safety Plan

Board Approved

August 12, 2020

Initial Planning

Manzanita Elementary School District conducted several surveys of staff and parents during the course of the summer in relation to the reopening of school for the 20-21 school year. The first parent survey was sent out on May 29, 2020. The results showed that 90% of surveyed families wanted to return to in person learning for the 20-21 school year. A second parent survey was sent out June 30, 2020 and it revealed that 65% of parents wanted to return to in-person learning, and an additional 16% wanted a hybrid option of in-person and distance learning. A staff survey was sent out July 6, 2020 and it showed that 82% of the staff wanted to return to an in-person model of instruction. Several reopening meetings were held with staff as well during the summer and it was evident that a return to a traditional in person model was desired. Based on the majority of stakeholders wishing to return to school traditionally Manzanita began to form the 20-21 reopening plan. The reopening plan covers five major categories including instruction, wellness, technology, operations, and governance.

The three instructional model options include full distance learning, a hybrid AM/PM cohort model, and full in person learning. Although the desire was to return to a full day in person learning model it became evident that it would be a challenge to meet the physical distancing guidelines, therefore Manzanita decided to move to a hybrid AM/PM cohort model. This would provide daily in person instruction for all students in small manageable cohorts. This would allow isolation of the small cohorts if cases of COVID-19 occurred. The AM/PM cohorts would result in around 150 students on campus at any one time. Unfortunately, Butte County was placed on the state watch list and it resulted in Manzanita having to go to a full distance learning model for the start of the school year. However, Manzanita is interested in applying for the wavier for our K-5 students to attend in person using the AM/PM cohort model. This would result in around 100 students being on campus during each cohort. We feel that we will be able to provide a safe and quality learning environment for our students if we are able to get the wavier.

The 20-21 reopening plan will not only serve as a guide for the instructional model we will use for the year, but it will provide our safety and operations protocols for the school year. The reopening plan was created using the most recent guidance from Butte County Public Health, California Department of Public Health Guidance, and the California Department of Education Stronger Together Guidebook.

Focus on 5 major categories in order to re-open Manzanita for the 20-21 school year.

1. Instruction
Student engagement and learning model options
2. Wellness
Social emotional learning, safety, health and hygiene
3. Technology
Device access and usage: student and teacher support
4. Facilities
Cleaning, disinfection, and other safety protocols
5. Governance
Communication, coordination

1. Instruction: Student Engagement and Learning Model Options

Stage 1

Full Distance Learning

- Teachers and students will meet in the virtual setting following a daily learning schedule.
- All learning is done from home 5 days per week.
- Online Daily Learning Schedule:
 - Combination of synchronous instruction (live with teacher) and asynchronous instruction (independent work) based on the required minutes per day by grade level:
 - Kindergarten – 180 Minutes
 - 1-3 – 230 Minutes
 - 4-8 – 240 Minutes
 - A set daily schedule that includes synchronous and asynchronous learning times will be provided that will offer consistency for students and parents.
- Required daily attendance and participation online with daily teacher interactions.
- Access to rigorous district approved curriculum and assessments.
- All students will use an online learning platform to help organize their learning.
 - K-3 – Seesaw
 - 4-8 – Google Classroom
- Access to nutrition
- If guidance allows small cohorts or one on one support for struggling students, students on IEPs, or English Learners will be held on campus.

Stage 2

Hybrid AM/PM Cohort Model or K-5 Waiver

- Classes will be divided into AM/PM Cohorts.
- Learning is done at school half of the day and the other half is through distance learning
- Reduced class sizes to accommodate social distancing guidelines.
- Required daily attendance and participation online with daily teacher interactions.
- Access to rigorous district approved curriculum and assessments.
- A distance learning model will be an option for parents who are not comfortable with their child returning to in person learning.

Stage 3

Full In-Person Learning following state and local guidance.

- A distance learning model will be an option for parents who are not comfortable with their child returning to in person learning.

2. Wellness: Social Emotional Learning, Safety, Health, and Hygiene

Physical, Social, Mental, and Emotionally Safe Environment

- Symptom checks
 - Students and staff will be encouraged to self-monitor before coming to school.
 - Daily wellness checks will include temperatures for staff and students during stage 2 and 3 if required by local and state guidance.

- Each staff member will have a no touch thermometer to check themselves and their class daily. Any student having a fever or symptoms will be isolated in the nurses office and if a staff member has a fever they will be sent home. We will then follow the BCPH protocols.
- Students and staff are encouraged to stay home if they have symptoms or a fever.
- Butte County Public health guidelines and protocols for exclusion and isolation will be followed for students/staff with COVID-19 symptoms.
- Hand washing stations and 60% ethyl fragrance free alcohol-based hand sanitizers will be available for students and staff in all classrooms and common areas. Students and staff will be taught proper procedures for handwashing and will be encouraged to wash hands frequently throughout the day.
- Education by the District Nurse and online training of healthy hygiene habits including hand washing, importance of not touching eyes and nose, etc. for staff and students. Information will also be sent home or shared with parents.
- Preventative measure signage will be posted in high-traffic areas that will help educate students and staff and serve as reminders of ways to prevent the spread of COVID-19.
- Ensure Physical/Social Distancing:
 - If Stage 2 or TK-5 waiver the use of small no more than 15 students per AM/PM cohort. Student cohorts remain together during class, recess, and lunch times. Cohorts will stay with the same teacher and instructional aide as needed.
 - Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
 - While riding the bus students will be spaced out to maximize distance between each other by all means possible. If feasible routes will be adjusted to provide for further physical distancing.
 - Contact at school between students, staff, families and the community at the beginning and end of the school day will be minimized.
 - Cohorts will have staggered arrival and drop off-times as well as locations as feasible.
 - Designated routes for entry and exit, using as many entrances as feasible will be utilized. Including path of travel markers so to limit congestion and people gathering.
 - Nonessential visitors, volunteers, and activities will be limited
 - Physical/social distancing markers will be placed to help remind individuals to stay apart.
 - The sharing of electronic devices, toys, books, art supplies, etc will be discouraged.
 - Marked boundaries within classrooms, common areas, outdoor spaces, and places where people are more likely to gather to help be aware of the distancing requirements.
 - Utilize restroom stalls and sinks in a manner that allows for physical distancing.
- Personal Protective Equipment (PPE) for students and staff
 - PPE including face coverings such as masks or face shields, gloves, and any other items will be provided by the district for all staff and students when needed.
 - All staff will be required to wear face coverings in accordance with CDPH Guidelines.

- District nurse and health clerk will have access to N95 masks
 - Students will be required to wear face coverings based on the CDPH Guidelines. If a student refuses to wear a mask they will be offered distance learning instead.
 - K-2 – encouraged but not required.
 - 3-8 – required.
- Student and Staff Mental Health
 - 2nd Step Social Emotional Learning (SEL) curriculum
 - Positive Behavior Intervention and Supports (PBIS)
 - Access to county mental health resources as needed.
- Recess
 - Grade level cohort recess times will be staggered with no mixing of cohorts.
 - Activities that have physical contact and require the sharing of equipment between students will be discouraged.
 - All students will wash hands before returning to class.

Symptoms During the School Day

- If staff or students exhibit any COVID-19 symptoms while at school, the student will be isolated and the Health Department/BCOE Flowchart will be used as a guide to indicate the procedures to follow.

Plan for Students and Staff at Greater Risk

- Students and staff who are at a higher risk for severe illness or who cannot safely distance will be protected and supported by having options such as telework, virtual learning, or independent study.

Testing

- Staff will be encouraged to get tested for COVID-19 on a regular basis based on the recommendations laid out by the CDPH.
- If someone is showing symptoms we will follow the local guidance in regards to isolation and being tested prior to returning to school.
- We will coordinate with local agencies to help provide rapid testing as needed.

Identification and Tracing Contacts

- Manzanita will keep detailed records of attendance within cohorts for staff and students.
- Manzanita will utilize the shared protocol developed with BCOE and BCPH to identify and trace possible cases.
- The district secretary or superintendent in collaboration with the school nurse will communicate with BCPH in regards to positive or suspected COVID-19 cases.
- Gary Rogers will serve as the main contact with BCPH.

Food Service

- Lunch times will be staggered to minimize contact between cohorts.
- Space between students will be maximized and if not possible, barriers will be placed in between students.
- Meals may be provided outdoors when feasible and weather permits.
- Additional cleaning will take place in between cohorts

- Meals will be prepared and served in a way to limit person to person contact and the sharing of any items.

PE, School Sports and Extracurricular Activities

- If possible, physical education minutes will be filled during the regular school day, however if not feasible a list of activities will be sent home and students will complete a PE log.
- Physical education will be limited to activities that promote physical distancing. Use of shared equipment will be kept to a minimum to encourage social distancing.
- After school sports and other extracurricular activities will be postponed until guidance allows

No Large Gatherings: All large gatherings such as assemblies, rallies, field trips, extracurricular activities will be suspended until guidance allows.

Triggers for Switching to Distance Learning

In the event of a possible partial or total school closure Manzanita will utilize the flow chart created in collaboration with BCOE and the Butte County Public Health Dept on the acceptable path toward school closure. When a student, teacher, or staff member tests positive for COVID-19 and may have exposed others at the school, the guidance included in the Flowchart will be implemented. This guidance includes directions for school closure, home isolation, continued nutrition, and other school services. Manzanita will communicate to all affected parties, i.e. staff, parents, guardians, etc., the documenting, reporting, tracking, and tracing of infections. This effort will be coordinated by BCOE and the Health Department. Infected staff members and students will be advised to not return to school until they have met Health Department criteria to discontinue home isolation. State guidance will be followed in relation to positive cases and the need to return to a full distance learning model, which would include a 5% positive rate of students and staff for a return to distance learning.

3. Technology: Device Access and Usage: Students and Teacher Support

Internet and Device Access for Students

- The district will provide mobile hotspots for students who have limited or no connectivity to Wi-Fi to the best of its ability.
- If needed and allowed the district will setup isolated workstations in a large room for students to come to the school in small cohorts to access the internet.
- All students will be issued their own Chromebook and materials needed to be successful with distance learning.

Student/Staff Support

- Students have direct access to their teachers on a daily basis.
- An online resource bank will be provided for students and parents.
- All students will use an online educational platform with K-3 using Seesaw and 4-8 using Google Classroom.
- Teachers will train students in the use of commonly used apps and technology.

4. Facilities: Cleaning, disinfection, and other safety protocols.

- Frequently touched surfaces at school and on the school bus will be cleaned at least daily and, as practicable will be cleaned and disinfected frequently throughout the day by trained custodial staff or other staff.
- Cleaning products will be approved for use against COVID-19.
- A schedule of cleaning times will be created with collaboration between the custodial staff and teachers so that items used frequently by students can be cleaned throughout the day.
- Teachers will be trained on proper cleaning procedures and will clean in-between cohorts as needed.
- The school bus will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- HVAC systems will be checked regularly, and filters will be replaced as needed. HVACS will be set to the best possible setting to improve air quality.
- On-going training for staff will be provided on recommended guidelines.
- The district will provide PPE to all staff as needed.

5. **Governance: Communication, coordination**

Communication

- The district will communicate with parents, students, and staff utilizing a variety of methods including email, social media, and Aeries Communication which will include text, phone and email. It is important that parents update their contact information with correct phone numbers and emails.
- The district will reach out to parents and students who are not engaging in the academic process to offer support in any way possible.
- If notified by Butte County Public Health of a possible positive case of COVID-19 Manzanita will follow the protocols developed by BCOE and the BCPH. All impacted parties will be contacted keeping in mind privacy laws.
- The reopening plan will be shared on the school website.

Coordination

- The district will continue to collaborate with all stakeholders and seek input at several times throughout the school year regarding the reopening of the school, the school site plan, learning continuity plan, and any other issues that may arise.
- Staff will be trained regarding the contents of the reopening plan prior to school starting.
- A flyer will be sent to families highlighting the important details of this plan.