

Garden Road Elementary School



Reopening Plan For Learning, Health, and Safety

Introduction

On Friday, July 17, Governor Newsom announced [clear mandates](#) for how and when California schools can physically reopen. Schools can reopen if the county they are located in is removed from the state's [COVID-19 monitoring list](#) for 14 consecutive days. At this time, San Diego County has been placed on the state monitoring list due to rising cases since early July. As such, the San Diego County Department of Public Health's [latest public health order](#) does not allow for the physical reopening of schools.

Poway Unified School District (PUSD) continues to monitor local public health conditions to ensure our reopening plans are in alignment with county, state, and federal guidelines and recommendations. This plan ensures PUSD is on track to reopen our schools for in-person learning as soon as possible pending health orders.

The following plan:

- Complies with the measures described in the [COVID-19 Industry Guidance: Schools and School-Based Programs issued by the California Department of Public Health](#) (CDPH)
- Incorporates where feasible the guidelines provided in [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#) issued by the California Department of Education (CDE)
- Will be completed and posted, detailing the actions the school is taking to comply with the CDPH Industry Guidance measures after considering the CDE Guidelines

Garden Road Elementary - School Learning Plan

Garden Road will be providing two learning models. One being on campus learning with health and safety protocols in place based on state and county guidelines. The other being a virtual learning model.

On Campus Learning (In-Person)

Daily "in-person classroom learning" will take place on campus for students. Daily, rigorous and engaging instruction will be provided by a classroom teacher to meet the academic, social and emotional needs of our world class learners. Garden Road is maintaining current class size maximum for both the in person learning and virtual learning classroom. Classrooms will utilize space by spreading desks and tables around the room, as well as using vacant classrooms and outdoor space, as available. In person class sizes may be a bit smaller if several students have chosen virtual learning and/or home school.

We will follow CA Department of Public Health guidance and provide "in-person" learning virtually should our school be closed. Students will remain with their teacher and learn virtually following a full day learning schedule. Our school will also have a contingency plan in place should we need to provide learning with smaller groups of students on campus. The plan may include staggered start times and morning and afternoon sessions.

Depending on the number of families selecting the in person on campus option, in order to ensure physical distancing when students come onto campus, school sites may need to implement contingency plans as described below to ensure physical distancing inside classrooms as much as possible.

Contingency Plan:

The In-Person flexible learning plan for the initial on campus learning session at School Name Elementary includes two components: a five-day, in-person component and a virtual learning component at home. The in-person component will be a Session 1/Session 2 format. Students will either attend a 2 hour 45 minute learning session on campus in the morning or afternoon. In order to accommodate siblings, we will organize by alpha-last names and group accordingly. Families will also have the option to choose the Virtual Learning Academy, based on preference or unique family situations.

In-Person

Each student accessing the In-Person Flexible Learning Plan will attend school five days per week and participate daily in Virtual Learning at home for 1-2 hours. Curriculum and instruction will include rigorous, integrated standards-based content and will be assigned letter grades. At home virtual learning assignments will be provided by the classroom teacher. School schedules on those days will be:

Tentative Staggered Scheduling:

Session One: 8:00-10:45 on campus/ 1-2 Hours Self-Paced Home Learning
Session Two: 1-2 Hours Self- Paced Home Learning/11:45-2:45 on campus

Virtual Learning Academy (VLA)

Our goal is to foster continuity of our school community. This means to the greatest extent possible, students will receive virtual instruction from a teacher at their home school. The determining factors will be the number of students and staff requesting the VLA option for our school. If placement at the home school is not feasible, the student will receive VLA instruction from another highly qualified Poway Unified teacher. Students will receive virtual classroom learning five (5) days a week from home. Integrated standards-based instruction will be provided by the virtual classroom teacher via rigorous live and recorded lessons, offline learning, and virtual collaboration with their online community.

Virtual Learning will utilize one learning management platform: Canvas. Students will be following a virtual bell time schedule to attend live instruction and required classroom conversations. There will be regular office hours, homeroom, and opportunities for students to ask questions and work in collaboration with each other. Virtual Learning will include PE for all students. For students on an IEP, related services will be provided as documented on each student's IEP (may also occur in a virtual format as needed).

More information is available about our learning models in the PUSD Reopening Guidebook.

Social and Emotional Learning (SEL)

SEL has been identified as a key area of consideration in school districts' reopening plans. The COVID-19 pandemic has amplified the need to address student (and staff) wellness, and has created a new set of circumstances that necessitates that we prioritize the importance of meeting the social-emotional needs of our students, staff, and families. Staff will check in daily with students and continue utilizing best practices to include all learner voices in creating a caring, safe, online learning community. Social and emotional learning will be integrated into online lessons in alignment with site programs such as Mindful Moments and daily morning meetings. Students will continue to be supported by our counselor and student services assistant with school wide lessons, frequent collaboration with teachers to identify needs and provide lesson content.

Health & Safety Measures

The safety of students and staff continues to be our top priority for the 2020-21 school year. School administration has walked the campus and reviewed the site with a lens of effectively implementing the spirit and intent of the Public Health Order. When it comes to educating our school community about safe habits during this pandemic we are focused on what are referred to as the Big 4: Temperature and Symptom Screening, Physical Distancing, Face Coverings and Increased Sanitation. Signage promoting the Big 4 will be posted throughout campus.

Temperature and Symptom Screening

- **Passive Screening:**
 - Parents/guardians should screen students before leaving for school by checking their student's temperature to determine that it is below 100 degrees Fahrenheit (without fever reducing medications) and observe for [symptoms](#). Parents are to keep their students home if they have symptoms consistent with COVID-19 or if they have had close contact (proximity of less than 6 feet for more than 15 minutes) with a person diagnosed with COVID-19.
 - Staff should self-screen before leaving for work by checking their temperature to determine that it is below 100 degrees Fahrenheit and to observe for [symptoms](#). Staff are to stay home if they have symptoms consistent with COVID-19 or if they have had close contact (proximity of less than 6 feet for more than 15 minutes) with a person diagnosed with COVID-19.
- **Active screening:**
 - All staff, students and visitors to our campus will be screened.
 - Students and staff will be assessed via visual wellness checks and temperature checks with no-touch thermometers (to ensure the temperature is below 100 degrees Fahrenheit). Staff will be asked about COVID-19 symptoms within the

last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. All students who are able to verbally communicate will be asked the same screening questions as the staff.

- Documented pre-existing conditions that have symptoms consistent with COVID-19 will be taken into consideration and will not necessarily require removal from school.
- For students riding the bus, screenings will take place before boarding. All other students will be screened upon arrival to school.
- Students will be screened daily outside dedicated areas (2 walk-up stations at front office gates, and 2 drive up stations in the large parking lot adjacent to the MPR) of the campus to ensure appropriate physical distancing. See [Map](#)
- Staff will be screened daily upon arrival in the front office.
- Students and staff must wash or sanitize their hands as they enter school campuses.

Physical Distancing

The school and the district are committed to ensuring physical distancing in a variety of settings including bus stops, buses, screening stations, lunch, recess, passing periods, classrooms and other instructional spaces, restrooms, locker rooms, before and after school, etc.

District-provided signage will help to support this effort. In areas where 6 feet physical distancing is not possible, face coverings will be encouraged. Directional flow allowing for one-way foot traffic will be implemented where necessary and practicable.

● Arrival and Departure:

- Session hours and drop off locations are designed to maximize physical distancing.
- Dismissal locations will be designated to maximize physical distancing.
- Multiple routes for entry and exit are marked and designed to limit direct contact with others as much as practicable.
- Currently volunteers and visitors are not allowed on campus. The allowance of volunteers on campus will be a phased approach based on current safety regulations for physical distancing, and will be determined by health conditions and guidelines. At some point we would like to have volunteers back, but must monitor health orders in order to welcome volunteers back. When the time comes, there will be training to ensure volunteers follow established protocols.
- Where physical distancing cannot be maintained on the bus, face coverings are required.
- Bus drivers will notify students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
- Students will be seated from the rear of the bus forward to limit unnecessary contact.

● Staff Arrival

- Upon arrival, staff will report the Health Office for a temperature check. If the temperature is 100° or higher, the staff member will be sent home and asked to follow protocol for returning to work. Staff to arrive in plenty of time to go to designated areas for student pick up.

Student Arrival

- ESS students will already be checked in. They will go to classrooms at 7:50 am.
- Students will all arrive prior for the start of school at 7:45 am to have time to have their temperature checked.
 - Student temperatures will be checked while students are in their cars or at two walk up stations. Please see the attached [map](#) for the designated locations and staff members for each station. Students with temperatures 100 degrees or above will be directed to go home. Each staff member will [document](#) date, student name, and temperature if over 100 degrees.
 - Staff has been assigned to work the at the morning Temperature Check Stations:
 - Station 1-TK/Kinder (walk up with parents)
 - Station 2-Front Gate (walk up with parents)
 - Station 3-Drive Up # 1
 - Station 4-Drive Up #2
- After temperature checks have been completed students will then head to their classrooms. Staff performing temperature checks are assigned buddy teachers to ensure classroom supervision before school.
- **In Classrooms:**
 - To the extent possible, we will maximize space between seating and desks.
 - Teacher and other staff desks will be positioned at least six feet away from student desks.
 - Where practicable, students will be further separated by privacy boards between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
 - Consideration will be given to redesigning activities for smaller groups and rearranging furniture to maintain separation.
 - Routines for submitting assignments will also minimize contact.
- **During Lunch on Campus:**
 - The number of students per table will be limited.
 - The distance between tables, when practicable, will allow for 6 feet of distance.
 - Teachers will be encouraged to allow students to eat in classrooms.
 - If school is utilizing the split schedule, lunches will be delivered to classrooms to allow for students to eat in or near classrooms. Outdoor tables will be provided to allow for physical distancing.
 - When appropriate, the number of areas in which students may eat will be increased.
 - To ensure physical distancing between students/adults, noon duty supervisors will be dispatched to specific classes, not areas. The noon duty supervisors will maintain a schedule of play space/lunch space to ensure adequate space.
- **Larger Common Spaces:**
 - Students and staff should avoid congregating in larger common spaces, including break rooms, staff rooms, and bathrooms.
 - Library will be accessible to all students. In person & curbside pick up check outs will allow for students to access the library on a consistent basis. High touch library surfaces will be cleaned after each class enters the library. Books will be cleaned and quarantined for 3 days before check out. Library Media Tech will

also maintain digital presence to facilitate continued learning in either a virtual or in person environment.

- **Dismissal**

- Students will go to designated dismissal spots based on classroom placement.
- Dismissal areas will be marked and students spots will also be marked 6 feet apart from classroom cohorts.

Face Coverings

- All Poway Unified staff must wear face coverings or face shields while students are on campus.
- Students in grades 3 and higher are required to wear cloth face coverings. Students in TK-2 are highly encouraged to wear face coverings, especially in circumstances when physical distancing cannot be maintained. PUSD will provide face coverings to students who are able to wear one but don't have one. It is understood that some students may not be able to wear a face covering for medical reasons or due to their disability. PUSD will continue to monitor and follow the most current Health Order regarding face coverings in the school setting. Students must wear face coverings:
 - While waiting to enter the school campus
 - While on school grounds
 - While leaving school
 - While on a school bus
- Parents/guardians should familiarize their students with the information available [here](#) about the proper use, removal, and washing of cloth face coverings, as possible.
- Staff will also train students on these protocols and educate them about their role in helping to prevent the spread of the virus.

Increased Sanitation

- **Hygiene:**

- The top two recommendations from every health agency to prevent the spread of COVID-19 and to minimize personal risk of getting COVID-19 are frequent handwashing and minimizing touching your face.
- Staff will train students in appropriate hand washing techniques. They will also explain the importance of avoiding contact with one's eyes, nose, and mouth and covering coughs and sneezes.
- Students must wash or sanitize their hands as they enter campuses and buses.
- Hand sanitizer will be available through both automatic and traditional dispensers in strategic locations across campus.
- The district is currently exploring the possibility of providing portable hand washing stations to increase access.
- Time will be allotted throughout the day for students and staff to wash or sanitize their hands. Minimally, students will be provided time for hand hygiene at the beginning of the school day, before and after lunch, and prior to leaving campus.
- Physical distancing measures and increased supervision will be used to prevent congregating in restrooms.

- Site custodians will ensure an adequate supply of soap, hand sanitizer, tissues, etc. to support the hygiene needs of our students and staff.
- **Cleaning and Disinfection:**
 - Teachers are advised to avoid allowing students to share electronic equipment, books, or learning materials.
 - Students will be provided individual student sets of materials, i.e., pencils, markers, scissors, etc. or these items will be shared among a small cohort of students.
 - Materials that are difficult to clean and sanitize will be limited.
 - Desks, tables, chairs, keyboards, headsets, and other similar equipment will be disinfected after each use, as practicable.
 - Custodial staff will disinfect high touch points and hard surfaces daily. This includes door handles, desktops, sink handles, handrails and restrooms. Restrooms will also be disinfected midday. Staff will also have access to cleaning and disinfecting materials should they choose. Use of disinfectant will require training.
 - Classroom disinfection by custodial staff will not occur when students are present.
 - High touch points on buses will be disinfected after each morning and afternoon route and the entire bus will be disinfected each evening.

Campus Access

- All visitors to campus, including parents, will be screened. Those showing [symptoms of COVID-19](#) will not be allowed to access the campus.
- Currently volunteers and visitors are not allowed on campus. The allowance of volunteers on campus will be a phased approach based on current safety regulations for physical distancing, and will be determined by health conditions and guidelines. At some point we would like to have volunteers back, but must monitor health orders in order to welcome volunteers back. When the time comes, there will be training to ensure volunteers follow established protocols.
- Main Office-procedures:
 - Our office is open for regular school business. Please maintain proper physical distancing etiquette. Front office staff will be provided with plexiglass for the safety of our families and staff.
- Currently, PUSD is limiting the use of facilities by external groups to primarily outdoor spaces. All organizations are required to follow the Public Health Order and related guidelines as a condition of facility use.

Students at Increased Risk of Illness

We recognize that some of our students with access and functional needs may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. We are taking the following steps to support these students:

- Staff are reviewing student health records to identify which students may need additional accommodations.

- Parents are encouraged to contact the school with any concerns or needs specific to their student's unique condition so that staff may partner with them regarding potential supports.
- Students with more severe disabilities will be kept in cohorts within their classrooms whenever possible. They will be provided additional support with hand washing and physical distancing. These environments will be cleaned and disinfected at least daily.

Symptomatic Students & Staff on Campus

- Students who develop a fever over 100 degrees and/or symptoms of illness while at school will be separated from others immediately in an identified area (typically within or nearby the Health Office) to isolate potentially ill students from the general student population.
- Students exhibiting symptoms will be required to immediately wear a face covering (unless unable to do so due to disability) and wait in the isolated area until they can be transported home or to a healthcare facility.
- Students who are ill will remain in the Health Office until a parent comes to pick them up. Students who drive themselves will be released per school policy for illness and parents will be notified.
- Staff who develop symptoms while at work will be sent home. The principal or designee will be notified and emergency substitute plans will be enacted.
- Sick students and staff are advised to adhere to the following [CDC guidelines](#).
- They are not to return to school/work until they have met [CDC criteria to discontinue home isolation](#).
- If you think you may have COVID-19 or may have been exposed to COVID-19, please contact your healthcare provider, to determine treatment and testing steps.
- If you receive a positive test result, it is recommended you notify the school immediately.

Procedure for Handling a Positive COVID-19 Test on Campus

- If the school is notified of a student or staff member who tests positive for COVID, the administration will work with District staff to notify affected parties under the guidance of the County Department of Health and Human Services, as required. Confidentiality will be maintained in accordance with federal and state law.
- The areas they contacted will be disinfected as quickly as is practicable. This may include closing a classroom for a short-time, if necessary.
- The District will adhere to public health guidelines for [isolating positive cases or those who have been directly exposed to a positive case](#).
 - For exposures to a known positive person, this includes home isolation for at least fourteen (14) days.
 - For those who test positive for the virus, this includes home isolation for at least ten (10) days after respiratory systems have improved and three (3) days after a fever.
 - Students may be allowed to return if they have negative test results for the virus at least 24 hours apart.
- Students who are sent home for testing positive or being exposed to someone who tested positive will have access to instructional materials as if this were any other illness-related absence.

- In the event that a student who is in isolation or quarantine requires school-provided nutrition, the Food and Nutrition Department will work with the family to make food available for pickup at school.
- Discrimination against students, family members or staff who have been diagnosed with COVID-19 is prohibited and will not be tolerated.

Maintaining Healthy Operations

- The school will rely upon the district's existing absence management system for staff and will continue its efforts to recruit high quality substitute employees.
- Administration, in conjunction with health and attendance personnel, will monitor the types of illness and symptoms among students and staff to help isolate them promptly if necessary.
- All staff and student absences related to COVID-19 will be monitored through the district's Risk Management Department, who will consult with the Resource Nurses and work with the Communications Department in the event additional notifications are deemed necessary.
- Families are requested to report any positive cases to the school. Staff will notify their supervisor. Confidentiality will be maintained as required by law. The District's Communications Department will keep the community informed of any impending school closures related to COVID-19.
- The District, as required by public health orders, will report any positive cases to the County Department of Health and Human Services, so that contact tracing and notification may occur in order to prevent the spread of the virus.
- Students who are at higher risk for infection may choose to participate in the Virtual Learning Academy. However, should they choose to attend class on campus, school staff will work with the family in an effort to reduce the risk of illness.
- Staff who are at higher risk of contracting COVID-19 and believe they require accommodations to perform their duties should contact Personnel Support Services.

Considerations for Partial or Total Closures

- The District will monitor student and staff absences for indications of potential community transmission. If, in consultation with the Department of Health and Human Services, it is determined that a school, several schools, or the District must scale back operations or close, the District will communicate with families as soon as possible.
- The District has contingency plans in place to revert to virtual learning models in the event such closures are ordered by public health departments or are determined to be in the best interest of student achievement.
- In the event the District must close pursuant to public health department orders or at the discretion of the Superintendent, all efforts will be made to maintain and sustain student learning in a virtual format.
- In the event of a school closure, multiple school closures, or District closure, the Food and Nutrition Department will communicate the method for students to receive school-provided lunches. This may not necessarily occur at a student's home school. This decision will be made by the Food and Nutrition Department and communicated through the Communications Department.

- In the event of a school closure, the District and site will communicate to the parents and students how to access other school services, including but not limited to guidance counseling, individual instruction, and special education needs.
- In the event of a school closure, the District will reinforce the concepts designed to prevent the transmission of COVID-19 promulgated by public health agencies, such as physical distancing in its communications with parents, students, and staff, including discouraging them from gathering elsewhere.

Staff Training

- All staff will be instructed on enhanced sanitation practices, physical distancing, face coverings (including the washing), screening practices, and COVID-19 symptom identification.
- Staff should complete the Keenan Training entitled: *Pest Management Training*, which includes guidance on the proper use and care of disinfectants and wipes.
- Staff should familiarize themselves with the information available [here](#) about the proper use, removal, and washing of cloth face coverings.
- Staff should further familiarize themselves with disinfecting frequency, tools, and chemicals by viewing the [CDPR](#) guidance.

Staff Protective Equipment

- The district has developed an effective plan to protect employees which in addition to personal protective equipment includes signage, hand sanitizer, disinfectants, electrostatic sprayers and physical barriers.
- As recommended by the CDC, all staff must wear face coverings. Per CDPH guidance, instructional staff may use face shields with a drape at the bottom.
- Cloth face coverings have been provided to all employees and face shields will be provided to all instructional personnel.
- For staff engaging in symptom screening, PUSD will provide face covering, face shields, and disposable gloves. Personnel who will be caring for students who may have COVID-19 (i.e. district nurses and health technicians) will also have access to N95 masks.
- The district is maintaining adequate supplies of protective equipment and custodians are responsible for ordering any PPE-related supplies for the school site.
- The district is continually engaged with the labor organizations to collaboratively work through employee protection issues.

Note: This reopening plan is intended to be a living document that is revisited and updated based on revisions to the County Public Health Order and Emergency Regulations. District administrators participate in weekly meetings reviewing the latest COVID-19 guidance from The California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE). Updates and changes to policies are communicated system-wide. This document will be posted on our school website. The PUSD website contains additional information regarding the plans for reopening the district.