

Sunset Hills Elementary School

7.26.2020



Reopening Plan For Learning, Health, and Safety

[PUSD ReOpening Guidebook](#)

[PUSD ReOpening Page](#)

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

Sunset Hills Elementary: July 26, 2020

Reference Documents

- [COVID-19 Industry Guidance: Schools and School-Based Programs](#) (From the California Department of Public Health)
- [Order of the Health Officer and Emergency Regulations](#) (From the County of San Diego Public Health Services- updated, July 7, 2020)

Sunset Hills School Learning Plan

Sunset Hills 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. Sunset Hills 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 Sunset Hills 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 Subject to Change 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

SHES Proposed Staggered Scheduling:

Session One: 8:30 - 11:15 on campus/ 1-2 Hours Self-Paced Home Learning

Session Two: 1-2 Hours Self- Paced Home Learning/12:15 - 3:00 on campus

SHES Daily Campus Schedule- Subject to Change

8:00 - 8:25 Session 1 Drop Off & Student Screening

8:30 - 11:15 Session 1 In Person instruction, to include a 15 minute student break

11:15 Session 1 Pick Up / Dismissal

11:15 - 12:15 Deep Cleaning & Disinfecting

11:45 - 12:10 Session 2 Drop Off & Student Screening

12:15 - 3:00 Session 2 Instruction, to include a 15 minute student break

3:00 Session 2 Pick Up / Dismissal

SHES Arrival Protocol

*All students (grades 3 -5) and staff will be required to have their masks on and worn correctly, covering their nose and mouth. Students TK -2 will be encouraged to wear a mask while on campus.

- Parents are strongly encouraged to drive students to school each day.
- The SHES parking lot will be closed except for staff members during student arrival and dismissal.
- SHES will be a closed campus to all non essential school workers.
- Session 1 students grades 1st - 5th are encouraged to arrive between 8:00 - 8:20, no later than 8:25 in order to be ready for the start of their learning day.
- Session 1 students grades TK & K are encouraged to arrive between 8:20-8:30, in order to be ready for the start of their learning day.
- Session 2 students grades 1st - 5th are encouraged to arrive between 11:45 - 12:05, no later than 12:10 in order to be ready for the start of their learning day.
- Session 2 students grades TK & K are encouraged to arrive between 12:00 - 12:10, in order to be ready for the start of their learning day.
- Student temperatures will be taken inside their car by staff.
- Students will be escorted safely across the crosswalk by staff.

- All students grades 1st - 5th will enter campus, adhering to safe social distancing through the main playground gate.
- TK & K students will meet their teacher at a designated area in the front quad area of the school building. Social distancing will be in place.
- Families that have a TK or K students and other children will use the later drop off time for all their children.
- All students will proceed directly to their designated cohort meeting area once they exit their cars.
- Cohort meeting areas will be adequately distanced to adhere to state and district social distancing guidelines.
- Teachers will meet students on the blacktop at 8:25am.
- Teaching and learning begins promptly @ 8:30 & 12:15 respectively.
- Staff will supervise the main playground and front of the school as per duty schedule.
- **Student Arrival Via Bus**
 - For students riding the bus, screenings will take place before boarding.
 - Students will get off the bus and walk through the main playground gate and proceed directly to the designated cohort meeting spot.

SHES Dismissal Protocol

- Students who go to ESS will be dismissed first from their classroom and/or picked up by staff and walked to the ESS building.
- All students in each session will be accompanied by their teacher to the front of the school, using designated routes in order to maintain adequate social distancing in the hallways.
- Each classroom cohort will have a designated dismissal spot in front of the school.
- Students who walk home will be immediately dismissed from cohort dismissal spot.
- Students who are picked up, will wait with their teacher, until their ride is in the pick up zone.

- Parents will have a student family name /student names/grade/teacher card (provided by the school) placed in clear view on their dashboard or front window.
- Families will pull forward into the pick up zones, students names will be announced, teachers will dismiss students, students will walk to the pick up zone and enter their car.
- Support staff will manage dismissal.
- Teachers will have walkie talks to help assist in the process.
- Students who ride the bus will exit through the main gate and get on the bus following established district safety and health guidelines. Teachers will monitor and assist as needed.

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)-Customize with an SEL site specifics

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 we will continue utilizing all school Monday Morning Messages, daily all school Mindful Minutes and Social Emotional instruction/activities led by our school counselor and Student Services Assistant. Instruction and activities will occur both online and/or in person for all students TK - 5th grade. Students will continue to be supported by our counselor and student services assistant on a weekly basis.

Health & Safety Measures

The safety of students and staff continues to be our top priority for the 2020-21 school year. 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.

 - For students riding the bus, screenings will take place before boarding. All other students will be screened upon arrival to school.

 - SHES Staff will be screened upon entering the campus each day. Before and no later than 8:00 am, teachers and specific staff members will walk up to a temperature check station, directly outside the front door to the school to get screened and then enter campus through the front gates.
 - If a staff member's temperature is 100° or higher, the staff member will be sent home and asked to follow protocol for returning to work.

 - For SHES staff members whose work day begins after 8:30, they are to report the Health Office for a health screening and temperature check BEFORE entering campus for their shift/work day.

- SHES Students will be screened while inside their car at designated pull up locations in the parking lot.
- SHES Students who walk to school will be screened at one of the 2 walk up screening stations in dedicated areas (TBD) of the front campus sidewalk while ensuring appropriate physical distancing.
- Students who display a temperature of below 100 will go directly to his/her appropriate cohort meeting place on campus.
- If a student has a temperature of 100 or above, they will not be allowed to attend school that day. Parent/s will take their child home as well as be given the procedures they need to follow for their child to be able to return to school.
 - Staff will document student name and temperature when 100 or above.
 - Documentation will remain confidential with Health Tech and Principal.
- If parent is not with the student, the student will be supervised in a designated area and parent/guardian will be contacted to pick them up within 30 minutes of verbal communication. Parents will be given the procedures they need to follow in order for their child to be able to return to school.
- If a student develops a fever during the school day, the student will be supervised in a designated area and parent/guardian will be contacted to pick them up within 30 minutes of verbal communication. Parents will be given the procedures they need to follow in order for their child to be able to return to school.
- SHES staff must wash and/or sanitize their hands as they enter school campuses.
- Students must wash or sanitize their hands as they enter school campus. (Hand sanitizing station to be placed outside all points of student entry - Main Gate and Playground Gate

Physical Distancing

- **Arrival and Departure:**

- Session hours and drop off procedures are designed to maximize physical distancing and safety.
- 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.
- **In Classrooms:**
 - The In-Person Flexible Learning Plan is separated into two different split sessions in order to reduce the number of students on campus and in classrooms at one time.
 - 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.
 - Semi-permanent outdoor learning spaces will be used on a rotating schedule and sanitized daily/as needed to ensure the safety of all students and staff.
 - 1 outdoor learning space per grade level K - 5 as adequate funding and availability permits
 - Routines for submitting assignments will also minimize contact.
- **SHES Lunch Procedure**
 - All lunches will be delivered to general education classrooms for both sessions 1 & 2. See SHES site details document for more information. Work in progress.
 - Students will have the opportunity to eat inside the classroom during designated time.
 - VLA students will have a grab and go lunch option - details in progress.
- **Lunch Periods on Campus - when applicable, as needed (SPED, ESS, TK)**
 - 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.
 - When appropriate, the number of areas in which students may eat will be increased.
- **Larger Common Spaces:**
 - Students and staff should avoid congregating in larger common spaces, including break rooms, staff rooms, and bathrooms.

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 at all times while on campus. 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.
 - Arrival hand stamp method to be considered.
 - 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.
 - Staff will prompt students to wash and/or sanitize their hands multiple times per day.
 - upon entering campus before their session
 - At the beginning of their classroom time
 - Before and after eating (wash hands)
 - After Bathroom (wash hands)
 - As students exit the classroom for dismissal
- **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.

Campus Access

- 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.
- All visitors to campus, including parents, will be screened. Those showing [symptoms of COVID-19](#) will not be allowed to access the campus.
- Main Office-procedures (consider strategic locations for plexiglass - Chad and Trevor are ready to consult with you) - SHES Need to set up this consultation
- 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.

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, if they aren't already (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 or the designated overflow space 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.
- 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.

Staff Training

- 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

- 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.

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.

