

Park Village Elementary School



Reopening Plan for Learning, Health, and Safety

Updated: September 28, 2020

Introduction

The state of California and the San Diego County Department of Health have allowed schools to reopen. Poway Unified School District (PUSD) continues to monitor local conditions to ensure our instructional practices are in alignment with county, state, and federal guidelines and recommendations. Pursuant to the Order of the Health Officer and Emergency Regulations, schools may hold classes or conduct school business operations on school campuses, provided the school:

- 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)
- Completes and posts a document detailing the actions the school is taking to comply with the CDPH Industry Guidance measures after considering the CDE Guidelines

To meet the reopening conditions, Park Village staff have worked with district leadership to create this reopening plan. There are some unique, new conditions that must be in place to allow students to attend school. One of these conditions is to provide opportunities for physical distancing in all classrooms, when practicable. Our schedule, which is outlined below, enables us to limit the number of students in each classroom. Park Village will begin on Monday, October 12th implementing a learning model in which students will attend school onsite 5 days per week for 2 hour and 35 minute sessions each day. We will follow a split class model where half of the class will come to school either in the AM or PM session. The split class model will ensure rigorous instruction while reducing the number of students in the classroom, at one time, as we phase in returning to school full time based on county health data. Split class means, half the kids come early and leave early, the other half come later and leave later. Please thoroughly read this document to be sure you understand the expectations for this coming school year:

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)

Park Village Elementary School Learning Plan

Park Village will be providing two learning models. One being on campus learning with health and safety protocols in place based upon 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. The learning model for the on campus learning session includes two components: a five-day, in-person component and a virtual learning component at home. The in-person component will be an AM/PM format. Students will either attend a 2 hour 35 minute learning session on campus in the morning or afternoon and participate daily in Virtual Learning at home for an additional 100 instructional minutes (K-5) or 30 minutes (TK).

Park Village is maintaining current class size maximum for both the in person learning and virtual learning classroom. Classrooms will maximize social distancing by spreading desks and tables around the room, utilizing plastic screen desktop barriers, as well as using vacant classrooms and outdoor space, as available.

Our AM/PM school schedule is as follows:

Morning "AM" Session One:

8:45 am – 9:00 am Student Arrival: Health Questions/Temperature Stations for students

Morning Break/Transition

9:00 am – 11:35 am Session One Instruction

11:35 am Dismissal/ Grab-and-Go Lunch

*100 minutes- Virtual Learning/Independent Learning in PM

11:35 am – 12:35 pm- Cleaning of Classrooms, Teacher Lunch, Prep

Afternoon “PM” Session Two:

*100 minutes- Virtual Learning/Independent Learning in AM

12:20 pm – 12:35 pm Student Arrival: Health Questions/Temperature Stations for students

Students having lunch will pick them up following check in

12:35 pm – 3:10 pm Session Two Instruction and 15 min. recess

3:10 pm Dismissal

*Should our school need to be closed due to health reasons, we will follow CA Department of Public Health guidance and provide “in-person” learning virtually. Students will remain with their teacher and learn virtually following the PUSD Virtual learning schedule.

Virtual Learning Academy (VLA)

Our students in accessing our VLA learning model will receive the same instructional minutes as our in person students, which is 250 minutes for our K-5 students and 180 minutes for our TK students. Similar to our on campus learners, our VLA students will receive daily, rigorous and engaging instruction provided by a classroom teacher to meet the academic, social and emotional needs of our world class learners.

Social and Emotional Learning (SEL)

SEL has been identified as a key area of consideration in school’s 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 the Mindful Minute and hold morning meetings. Students will continue to be supported by our counselor and student services assistant.

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.
 - Staff and students will be screened daily outside dedicated areas (all staff at the Dining Room Patio, students arriving in cars will be screened in their vehicle. Once cleared, they will proceed to the front gates for entry while practicing social distancing. Students who walk will screen and enter through the double gate located between the ESS building and the MPR. TK and kindergarten

students will enter through the side door of the MPR where they will meet their teacher and walk to their classroom each day.)

- 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. 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.
- To decrease the number of people on campus, non-essential visitors and volunteers will not be allowed. We value our volunteers and visitors and look forward to the time when we can all be together on campus.
- 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.
- Routines for submitting assignments will also minimize contact.

- **Lunch Distribution on Campus:**

- During the AM/PM session, only our students in ESS will eat lunch at school. The number of students per table will be limited.
- The distance between tables, when practicable, will allow for 6 feet of distance.

- 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.
- **School Library Plan:**
 - We will not be providing in-person library services at this time. Instead, we have developed procedures that encourage use of our library while managing the proper quarantine and cleaning of books. All students will reserve the materials they want by accessing the library catalog from home. VLA students will use weekly curbside book pickups. On campus learners will have weekly book deliveries to their classrooms. Details will be sent to teachers and families soon.

Face Coverings

- ALL Poway Unified staff must wear face coverings while students are on campus. Face shield can only be worn for pedagogical reasons- When student communication needs indicate a necessity for instructional purposes (i.e. ELL, students with special needs, hearing impaired, foreign language, etc.)
 - Cloth face covering should be worn under the face shield and removed while instructing for the above reasons.
- ALL PK-5 students are required to wear cloth face coverings. We will support and remind our students with visual reminders posted throughout our campus. If a student forgets their mask, the school will provide one. We will work with families of any student who refuses to wear face coverings, and do not have an exemption, to find an alternative virtual learning environment. 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 at all times on campus:
 - 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.
- Staff will also be providing students a mask break during their AM/PM session.

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.
 - 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, 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 occur in between AM/PM sessions.
 - 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.

- Initially visitors to campus will be extremely limited. Allowing of volunteers on campus will be a phased in approach based on current safety regulations for physical distancing.
- At some point we would like to have volunteers back, but must monitor safety regulations.
- If the time comes, there will be training to ensure volunteers follow established protocols.

- Main Office-Those needing assistance at the administrative office will be served at the front door. Office visitors will be asked to maintain 6' social distance while waiting. Unfortunately, we will not be able to have visitors enter the office at this time.
- 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 wait in the isolation area until they can be transported home.
- 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.
 - If a person has tested C-19+ and *has not developed symptoms* they may return 10 days after the date on which they first tested positive.
 - If a person has tested C-19+ and *symptoms develop*, delay return until the person is 10 days past the onset of symptom(s) and has not had a fever (without fever-reducing meds) during the 24 hours prior to return.
 - 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 using disinfectants, including disinfectant wipes, must complete the Keenan Training entitled: *Pest Management Training*, which includes guidance on the proper use and care of disinfectants.
- 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.

- 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.