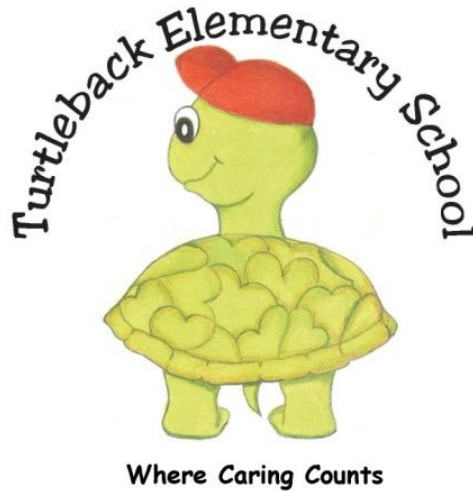


Turtleback Elementary School



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, Turtleback 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. Turtleback will begin on October 1st, with a staggered grade level start. Turtleback will open with a learning model in which students will attend school onsite 5 days per week for 2 hour and 35 minute sessions. We will follow a split class model where half 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 comes later and leaves later. Please thoroughly read this document to be sure you understand the expectations for this coming school year:

TBKES: 09/28/20

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)

Turtleback Elementary School Learning Plan

Turtleback 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. 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).

Turtleback 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:

TBKES AM/PM Student Schedules

TBKES ELEMENTARY ON CAMPUS AM/PM SCHEDULE- 5 DAYS PER WEEK

AM SESSION		
Time	Minutes	Student
8:15 - 8:30	15	Morning Warm Up Independent Tasks/Move your Body/ Class meeting
8:30 - 9:45	75	Engage in ELA instruction and work on ELA/Content Choice Boards/Playlists
9:45 - 9:50	5	Stretch Break/Mask Break
9:50 - 10:50	60	Engage in Math instruction and work on Math/Content Choice Boards/Playlists
10:50	-	Dismissal (Grab and Go lunch if desired)
10:50 - 11:50	60	Lunch
11:50 - 12:20	30	Engage in online adaptive learning programs Lexia and iReady
12:20 - 1:30	70	Engage in lessons, choice boards and/or assignments STEM/VAPA/Integrated Projects/SEL (K-5 students only)
		Total = 250 instructional minutes

TBKES ELEMENTARY ON CAMPUS AM/PM SCHEDULE - 5 DAYS PER WEEK

PM SCHEDULE		
Time	Minutes	Student
9:10 - 9:40	30	Engage in online adaptive learning programs Lexia and iReady
9:40 - 10:50	70	Engage in lessons, choice boards and/or assignments STEM/VAPA/Integrated Projects/SEL (K-5 students only)
10:50 - 11:50	60	Lunch
11:50 - 12:05	15	Afternoon Warm Up Independent Tasks/Move your Body/ Class meeting
12:05 - 1:20	75	Engage in ELA instruction and work on ELA/Content Choice Boards/Playlists
1:20 - 1:25	5	Stretch Break/Mask Break
1:25 - 2:25	60	Engage in Math instruction and work on Math/Content Choice Boards/Playlists
		Total = 250 instructional minutes

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.

TBKES Arrival Protocol

*All students and staff will be required to have their masks on and worn correctly, covering their nose and mouth.

- The TBKES parking lot will be closed except for staff members during student arrival and dismissal.
- TBKES will be a closed campus to all non essential school workers.
- AM students are encouraged to arrive between 8:00 - 8:15 in order to be ready for the start of their learning day.
- PM students are encouraged to arrive between 11:35 - 11:50 in order to be ready for the start of their learning day.
- Student temperatures will be taken inside their car or at designated locations on the sidewalk in front of the school.
- All students grades 1st - 5th will enter campus, adhering to safe social distancing through the main gate next to the office.
- TK & K students will meet their teacher at a designated area in the Kindergarten area of the school building. Social distancing will be in place.
- 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.
- Teaching and learning begins promptly @ 8:15 & 11:50 respectively.
- Staff will supervise the back playground space 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.

TBKES 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 TBK staff to the front of the school, using designated routes in order to maintain adequate social distancing in the hallways.
- Classroom cohorts 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.
- 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.
- TBK staff will manage dismissal.
- 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 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.

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 we will continue utilizing the Mindful Minute and hold morning meetings. Students will continue to be supported by our 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. 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 and staff must wash or sanitize their hands as they enter school campuses.
- Staff and students will be screened daily outside dedicated areas (gate next to ESS building and lunch arbor and gate next to MPR and health office) of the campus to ensure appropriate physical distancing.
- TBKES Staff will be screened upon entering the campus each day. entering campus, teachers and specific staff members will complete a self health screening and temperature check.
 - 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.
- TBKES students will be screened while inside their car at designated pull up locations in the parking lot.
- TBKES students who walk to school will be screened walk up screening stations in dedicated areas in the front of campus.

- o Students who display a temperature of below 100 will go directly to his/her appropriate cohort meeting place on campus.
- o If a student has a temperature of 100 or above, they will not be allowed to attend school that day. Parents 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.
- o If parent is not with the student, the student will go to Health Office. Parents will be contacted to pick their child up and be given the procedures they need to follow for their child to be able to return to school.
- o TBKES staff must wash and/or sanitize their hands as they enter school campuses.
- o Students must wash or sanitize their hands as they enter school campus. (Hand sanitizing stations have been placed outside all points of student entry and high traffic areas.

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, 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:**

- o Session hours and drop off locations are designed to maximize physical distancing.
- o Dismissal locations will be designated to maximize physical distancing.
- o Multiple routes for entry and exit are marked and designed to limit direct contact with others as much as practicable.
- o 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.
- o Where physical distancing cannot be maintained on the bus, face coverings are required.
- o Bus drivers will notify students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
- o Students will be seated from the rear of the bus forward to limit unnecessary contact.

- **In Classrooms:**

- o To the extent possible, we will maximize space between seating and desks.
- o 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.
- o Consideration will be given to redesigning activities for smaller groups and rearranging furniture to maintain separation.
- o Routines for submitting assignments will also minimize contact.

- **During Lunch on Campus:**
 - Students will have a grab and go lunch option - details in progress.
 - Depending on needs teachers may be encouraged to allow students to eat in classrooms.
 - When appropriate, the number of areas in which students may eat will be increased.
 - The number of students per table will be limited.
 - The distance between tables, when practicable, will allow for 6 feet of distance.
 - **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 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 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, 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.
 - 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.
- **Cleaning and Disinfection:**
 - Classroom disinfection by custodial staff will occur in between AM/PM sessions.
 - 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

- 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.

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.
- 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.
- Students exhibiting symptoms will wait in the isolated area until they can be transported home.

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 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 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 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.

Important Request: We ask for your assistance in preparing your children for a successful return to campus. Please review the following CDC resources with your children and have them practice washing their hands properly and wearing a mask for longer periods of time:

- [How to wear a mask correctly](#) and [proper mask wearing video](#)
- [How to wash your hands properly](#) and [handwashing videos](#)

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.