

Outside Creek School District

26452 Road 164, Visalia, Ca 93292

(559) 747-0710

swampratsrule@outsidecreek.org

Outside Creek Plan and Procedures

These procedures apply while persons are on Outside Creek School District (“District” or “school”) campus for the 2021-2022 school year, unless altered by the Superintendent. **These procedures are subject to change to meet the current recommendations by the CDC, CDPH, and County Health guidelines.**

CLEANING AND DISINFECTION

Ventilation

- Each room has an air purifier which is stated to reduce 99.9% virus particles. The air purifiers operate throughout the day when students and staff are present.

Sanitizing

- The school day janitor (different than the evening cleaners) sanitizes the door handles before school each day by using disinfect spray and wipes.
- Furthermore, the school staff sanitizes the door handles after each use by each student in their cohort/grade for which they are responsible. Building and classroom doors are left open, weather permitting, to minimize door handle contact.
- School staff clean other highly touched surfaces (light switches, pencil boxes, laptops) throughout the day in their appropriately assigned classrooms.
- The cafeteria cook sanitizes surfaces before and after use of tables and seats.
- The school secretary serves as an overseer and relief person for sanitation of surfaces during the school day and after school when applicable.
- The school cleaners sanitize the school each evening including sanitizing desks, seats, tables, and door handles with sanitizing wipes and sprays.
- The school cleaners use a commercial fogger spray machine with certified sanitizing fluid as applicable.
- Foaming hand sanitizers are available at or near all entry doors.
- The school office staff is assigned to check the inventory of cleaning supplies daily and will place an order as soon as cleaning.

Bathroom Cleaning

- The evening school cleaners sanitize the surfaces in the bathrooms each weekday and weekend when applicable.
- The school staff assigned to each grade/cohort sanitizes the sink and toilet handles daily. The school teaches each child to use a tissue when using the handle to flush the toilet.

- The school allows for two children to enter the restroom at a staggered time keeping social distancing. There are two sinks in each bathroom. Upon exiting, the students wash their hands thoroughly.
- If there are two students in the bathroom already, students will stand on socially distanced markers placed outside the bathroom.
- The school teaches children to wash hands for 20 seconds and use single-use paper towels to dry hands thoroughly and to use a paper towel to turn the sink on and off.
- The school requires children to wash hands upon entering and exiting the restroom.

Drinking Fountains

- All community drinking fountains are closed and water is turned off as applicable. The drinking fountains are covered and marked with caution tape.
- Students are to bring their own water bottles from home or the school will provide water bottles or cups each day which are for the student to keep.
- Each classroom and the cafeteria will have water stations in which the certificated or classified staff can provide water to children for children who run out of water during the day.
- Each water station is cleaned and sanitized after each use.

Other

- Students cannot answer the classroom phone or use the office phone.
- Students will not be sent to the office to deliver notes or other items.
- Phones are used only by staff and are sanitized after each user.

COHORTING

Environment/Schedule

- The students remain in the same cohort with the same children (self-contained) throughout the school day.
- Each cohort stays together for all activities including instruction, lunch, and recess.
- A staff is assigned to a cohort. The staff stays with the same cohort for all activities.
- If applicable, the schedule is modified to minimum days.
- The school plans activities that do not require close physical contact.
- The school staggers recess times per classroom (K/1, 2/3, 4/5, 6/7, 8) to reduce the amount of students outside in play areas.
- Play equipment such as sand toys, jump rope handles, and sports balls are sanitized daily.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Entrance, Egress: Drop Off and Pick Up

- The parents and caregivers are requested to wash their own hands and assist in washing the hands of their children before drop off, prior to coming for pick up, and when they get home.
- The caregivers and parents park and stay in their vehicle at or near the facility entryway for pick-up and drop-off of children whenever possible.
- Students walk socially distanced to the entrance gate where a staff member screens for symptoms and takes temperatures.
- Once inside the entrance gate students walk to their appropriate cohort room where they sit in their socially distanced seats.
- Pick up times are staggered between K, 1st-3rd and 4th-8th to minimize the amount of students being dismissed.
- Children remain in classrooms until pick-up arrives to eliminate dismissal lines..
- The parents or caregivers must enter and exit the office one person at a time to allow for social and physical distancing. Upon entering campus, temperatures and COVID symptoms are checked.

Movement Within the School: Classrooms

- Students stand in cohort groups for morning announcements.
- The students assigned to the farthest side of the classroom away from the door enter the classroom first, and the students fill in the seats farthest away from the door first.
- For exiting the classroom, students assigned to the seats nearest the door exit first.

Movement Within the School: Recess

- Only two cohorts are allowed outside during recess.
- Each cohort is assigned an isolated area on campus separate from the other cohort.
- Recess is limited to 13 minutes which limits exposure among students
- There is a 2 minute break between class recesses to allow for sanitizing of equipment and to eliminate any passing by on the sidewalks.
- Students are recommended to wear face coverings during recess.
- Cohort leaders are recommended to wear face coverings during recess monitoring.
- Each cohort will follow bathroom guidelines.

- Upon returning to the classroom, each cohort uses social distancing to enter the classroom separated from the other cohort.
- The staggered schedule eliminates any mixing of cohorts.
- No cohort passes by another cohort on the sidewalk.
- Staff follow their assigned cohort and do not mix with other cohorts.

Movement Within the school: Meals

- There are two cohorts that enter the cafeteria at a time.
- Students enter the cafeteria and receive their trays with their already placed food items. Students then sit at a socially distanced seat.
- Cohorts sit on opposite sides inside the cafeteria.
- When exiting the cafeteria, each cohort exits in one line in one direction.
- Students exiting go out the door straight to the playground to their assigned campus location.
- The next two cohorts line up separately to the north of the cafeteria door and wait until all previous students have exited and until all tables and seats are sanitized.
- Cohorts can eat outside when applicable

Meal Logistics

- The school places tape markers on seating locations 3- 6 ft apart as applicable.
- The school requires children to practice proper handwashing/sanitizing before and after eating.
- The school uses disposable compostable trays, disposable napkins, and disposable compostable utensils, following USDA, CDC and CDPH COVID-19 food handling guidelines.
- The staff immediately cleans and disinfect tables and other touched surfaces before and after meals.
- The school staggers the meal schedule among classroom levels (two grade/cohort levels) so that the group size is minimized and does not impede on the 6ft distanced seating arrangement.
- The cafeteria schedule is staggered so that only two cohort/grade levels are able to eat in the cafeteria at a time. Each cohort/grade level sit on different sides of the cafeteria so that mixing does not occur.
- One cohort/grade level is able to eat at outside picnic tables under canopies following 3ft-6ft distancing seating as applicable and as weather permits.
- Each cohort/grade level can eat in the classroom if and when necessary.
- The meals are plated which reduces the time in line. In line the students are separated by 6ft distance markers.

- At the cafeteria tables and inside the classroom, the seats are separated by a 3-6ft distance as applicable.

Parents' Movement

- Parents are normally not permitted on campus. If the case arises where a parent needs to enter campus, the parent is screened at the entrance gate and wears a face covering. The parent is only able to communicate with his/her child and will not interact with other children.
- Parents follow current health guidelines.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

- Students are to follow the current health guidelines for masking.
- All persons on campus are recommended to wear facial coverings that cover the nose and mouth. All persons include students, staff, parents, and other individuals.
- Persons with a medical condition, mental health condition, of disability that prevents wearing a facial covering are exempt. Please refer to CDPH's *Guidance for the Use of Face Coverings* for a complete list of exemptions.
- Persons exempt from wearing a face mask will be recommended to wear a face shield with a drape if their medical condition allows.
- If a person needs a face mask or face shield with a drape, the school will provide one upon entry to campus and throughout the day. Face masks and face shields are located in the school office.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Exclude from the facility any child, parent, or staff member showing symptoms of COVID-19.

- The school staff will take an employee's or student's temperature upon arrival.
- School staff uses a no-contact thermometer and when applicable, an ear thermometer.
- School staff properly cleans and disinfects the thermometer after each use.
- Upon arrival, the caregiver is to wait in the vehicle until the child's temperature is taken. If anyone, staff or child, has a temperature of 100.4 degrees or higher, or exhibit signs of illness, they will be excluded from the facilities. The caregiver will be notified immediately to pick up the child.
- School staff implements further screening procedures, including asking and observing individuals about any symptoms including fever, cough, difficulty breathing or other signs of illness they have experienced within the last 24 hours or that someone in their house might have, and if they have had any exposure to another individual with suspected or confirmed COVID-19 cases.

Illnesses

Student Illnesses

- During the school day, any student who appears to not feel well will be sent to the staging room next to our office to have their temperature checked and sent home for isolation.
- The teacher or cohort leader will call the office prior to sending the student.
- If a student has a temperature greater than 100.4 degrees or is exhibiting symptoms, the student will be sent home immediately.
- Students not being tested for COVID-19 will need to follow the CDC isolation guidance and will not be allowed to return to campus until they have:
 - Isolated at home for 10 days after symptom onset
 - Resolution of fever for at least 24 hours without the use of fever-reducing medicine
 - Improvement of other symptoms
- A physician's note will also be required to clear the student to come back to school.
- A physician's note or negative COVID-19 test and improvement of symptoms within the 10 days isolation period will allow a student to return to campus sooner.

HEALTHY HYGIENE PRACTICES

Handwashing

- The school implements and enforces strict handwashing guidelines for all staff and children.
- Children are required to use hand sanitizer or handwash whenever they enter and exit the classroom and cafeteria.
- Hand sanitizers are located at the doors of each room on campus including the classrooms, the cafeteria, and the office.
- The school staff directly teaches children to wash hands for 20 seconds and use single-use paper towels to dry hands thoroughly and to use a paper towel to turn the sink on and off.
- The school requires children to wash hands upon entering and exiting the restroom.
- The school posts signs in restrooms and near sinks that convey proper CDC handwashing techniques.

IDENTIFICATION AND TRACING OF CONTACTS

Contract Tracing

- Contact Tracing Manager: Derrick Bravo, Superintendent.
- Contact Tracing Assistant: Debbie Gregor, Secretary
- Trainings:

- Tulare County Public Health and Human Services Online Presentation 7/24/20
- Tulare County Public Health and Human Services Online Presentation 8/6/20
- Resources:
 - Resources made available by the Tulare County Public Health and Human Services which include templates and guidelines for conducting contact tracing including template for listing exposed students and staff.
- School Year Procedures
 - Teachers will provide the Superintendent with classroom seating chart as requested. Teachers will keep a record of any changes to the classroom seating chart and provide the updates to the Superintendent as requested.
 - Enrollment forms are kept on file which identifies siblings and relatives within our district.
 - The school secretary keeps a spreadsheet that identifies siblings and relatives within our district.
- Contact Tracing Process
 - The Superintendent will immediately notify local health officials of a confirmed case. These officials will assist the Superintendent in determining the proper course of action for the school.
 - The Superintendent will release proper communication to the school community through physical paper, phone, text, email, and school messaging app.
 - The Superintendent will communicate with local health officials to determine appropriate next steps including a potential return to independent study/distance learning.
 - All high-risk contacts, those within 6 feet of the confirmed positive person for more than 15 minutes, will quarantine for 14 days from the last day of exposure.
 - All risk contact, and especially high-risk contacts, will be recommended to test at any of the sites mentioned in this document, at the end of the 14 day quarantine.
 - High-risk contacts will immediately move into distance learning/independent study and complete all assignments away from campus for the duration of the quarantine. School laptops and chargers will be provided if needed.
 - High-risk contacts will not be allowed to return to campus before the 14 day quarantine is over, even if a COVID-19 test returned a negative result.
 - The above contact tracing procedures will be followed for additional positive cases.
- Substitute Certificated Process
 - In the case of an ill certificated staff, COVID-19 related or not, a qualified substitute from the approved Tulare County Office of Education substitute list will be contacted.

- Substitute Certificated will be sent the health questionnaire prior to arriving on campus and will have their temperatures checked with a touchless thermometer by a staff member prior to entering campus.
- If a substitute certificated does not meet the requirements on the health questionnaire, another substitute will be called.
- Substitutes will be required to wear a facial covering and practice social distancing rules.
- Upon entering campus, substitute certificated will report directly to the office where the substitute will be presented with a copy of the reopening plan and given daily instructions from the Superintendent and/or secretary.
- The substitute will stay with the cohort for all activities and will not mix with other cohorts.

PHYSICAL DISTANCING

Social and Physical Distancing

- Children and staff remain in cohorts as small as possible when applicable and in accordance with current health guidelines. Students are seated 3-6 ft apart as applicable.
- Facilities are ventilated throughout the days by opening doors and windows before school, during school, and after school.
- Children eat 3-6 ft apart.
- School activities are distanced apart as much as possible.
- Students and staff wear face coverings in accordance with guidance from the California Department of Public Health.
- Children refrain from sharing items such as pencils, markers, or other items.
- Children are encouraged to bring their own water bottles.

STAFF TRAINING AND FAMILY EDUCATION

Staff Training

- Staff Training occurred on 8/7/20 and 8/6/21
 - All staff trained on current COVID-19 recommendations from state and federal guidance.
 - All staff reviewed the training documents from the Tulare County Public Health Dept. webinar from 8/6/20 and 8/6/21. The staff review the presentation slides and the contact tracing process.
 - All staff participated in a training from the school nurse from the Tulare County Office of Education Health Dept.
 - All staff completed COVID-19 online training at Keenan Safe Schools.

- Staff training will be an on-going process throughout the 2021-2022 school year.
- Staff communicate frequently and meet on an “as needed” basis. Due to the staff being five certificated and six classified, the staff is able to communicate promptly.
- As new information is presented, the Superintendent emails the staff and/or places memos in the staff mailboxes.

Family Training

- Parents and students are provided a copy of the parent/student handbook and reopening plan at the start of the school year.
- Parents sign an agreement stating that they accept and are willing to comply with all safety measures taken by the school.
- The Parent/Student Handbook and Reopening Plan are available to our families in the school office.
- Tulare County Public Health and Human Services presentation slides including the CDC guidelines are available in the school office.
- Weekly and monthly announcements are sent home physically on paper and posted on the school social media page as applicable.
- Due to the size of our school (ADA 97 students), communication to all parents can be completed promptly.

TESTING OF STUDENTS AND STAFF

Student or Staff Member Testing Positive for COVID-19

- Designated Primary Contact Person: Derrick Bravo, Superintendent
- Designated Secondary Contact Person: Debbie Gregor, Secretary
- Staff will be periodically tested by the primary care physician or through a community testing site.
- Staff will be tested based on testing site capacity and as practicable.
- Recommended frequency include all staff being testing over two months, where 25% of staff are tested every two weeks, or 50% every month on a rotating basis.
- Testing site available for staff and parents:

Rite Aid- Farmersville
 1710 N. Farmersville Blvd, Farmersville CA 93223
 Mon-Fri 10am-8pm, Sat 10am-5pm, Sun Closed
 lunes-viernes 10am-8pm, sabado 10am-5pm, domingo-Cerrado
 559-747-3317
 Self-administered kit done through Rite aid Drive Thru

Further information on testing sites can be found at:

<https://covid19.tularecounty.ca.gov/covid-19-testing-collection-sites/>

- If a student or staff member tests positive, the person cannot return to school for a minimum of 10 days after the onset of symptoms, symptom improvement and 1 day without a fever.
- A student or staff member who tests positive for COVID-19 will also be asked to provide a doctor's note to return to school.
- If a student or staff member tests positive for COVID-19, any student or staff who may have come in contact with that person will be notified by email, school messaging app, phone or text message by the Superintendent or school secretary.
- If a student is tested due to symptoms or high exposure risk, that student shall stay at home while awaiting the test results. Upon receiving test results, the student or guardian of the student should notify the school by calling the front office and speaking with the secretary or Superintendent.
- If a student or staff member tests positive for COVID-19, any parents or children who may have come in contact with that person will be notified by email, school messaging app, phone or text message by the school Superintendent or school secretary.
- The areas of potential contact of the positive staff or student will be sanitized and closed for 24 hours after cleaning before re-entry.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING/INDEPENDENT STUDY

- If 5% of the school tests positive for COVID-19, the school will go to independent study/distance learning for 10-14 days while the school is deep cleaned.

COMMUNICATION PLANS

Staff

- Superintendent will notify staff and parents of cases and exposures without releasing any names consistent with FERPA and HIPAA through physical paper letter announcements, phone calls to each household, and a mailed letter as applicable.

Family

- Communication with parents will be an on-going process throughout the 2021-2022 school year.
- Parents and students are communicated with by various methods:

- 1) Letters being sent home with students in which the parents sign and return receipt of the letter
- 2) Phone calls and/or text messages made to each household
- 3) Emails made to parents
- 4) School messaging app (Class Dojo)
- 5) School social media page

- Parents and students are provided a copy of the parent/student handbook and reopening plan at the start of the school year.
- Parents sign an agreement stating that they accept and are willing to comply with all safety measures taken by the school.
- The Parent/Student Handbook and Reopening Plan are available to our families at the school office.
- Weekly and monthly announcements are sent home physically on paper and posted on the school social media page as applicable.
- Due to the size of our school (ADA 97 students), communication to all parents can be completed promptly.

ADDITIONAL RESOURCES

- CDPH K-12 Guidance 2021-22 School Year (ca.gov)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year>.
- CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>
- CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

The school continually monitors new health and safety measures and may make changes to the above practices.