



SCHOOL REOPENING PLAN **2020 – 2021 SCHOOL YEAR**

Effective October 14, 2020
Updated January 27, 2021

A. INTRODUCTION

Clovis Unified School District (District) is pleased to present this School Reopening Plan for the 2020 – 2021 school year in accordance with the guidance of the California Department of Public Health (CDPH) and the Fresno County Department of Public Health (FCDPH). This School Reopening Plan is in effect for the District's Elementary School In-Person Waiver Application (Elementary Waiver), which the CDPH and FCDPH approved on October 14, 2020. It is also in effect for the District's COVID-19 Safety Plan, which the District has developed in accordance with the CDPH's COVID-19 and Reopening In-Person Instructional Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, issued on January 14, 2021.

Students are at risk of missing out on critical building blocks in their education without finding a healthy path back to in-person instruction. It is for this reason that the District, in consultation with the FCDPH, the local medical community, parents, students and staff, has developed a healthy reopening plan that balances the need for in-person learning with health and safety protocols and practices that can mitigate the spread of COVID-19.

Since March 2020, the District has been engaged in a whole-system effort to support our students. This first focused on transitioning to a distance learning model and since August 17, 2020 has focused on delivering quality instruction in an online model. At the same time, we have continued to work closely with employee groups and parents, and been in regular communication with Dr. Vohra, David Luchini, David Pomaville and Dr. Zweifler from FCDPH, to develop a practical plan that implements an instructional model that maintains physical distancing of students on campus, entrance and exit points to reduce student-to-student contact, face coverings, daily temperature checks, health screenings, contact tracing, regular sanitizing of school spaces, and other mechanisms to reduce the potential spread of COVID-19.

This School Reopening Plan was developed using input and feedback collected in District, area and school site meetings with parents and staff, surveys, employee and parent forums with members of the medical community, meetings with the District's employee groups Faculty Senate (teachers), CSEA (operations unit) and Classified Unit Business Support Senate (CUBSS), and multiple public meetings at which the District's Governing Board received updates and discussed plans for on-site instruction. From May to July 2020, a task force of close to 100 employees from all sectors of the District worked to process and develop a return to campus plan, which forms the basis for the plan presented here.

Information about the process for development of this School Reopening Plan and opportunities for feedback were also shared with the District's community by email, text, push notifications in the District's app, websites, social media channels (including Facebook, Instagram and Twitter), video blogs, CUSD Today mailed into every staff and parent household, and the local media.

Because of the District's careful planning and preparation, District office and site office staff have been back to work in person since June 22, 2020 and teachers (with a remote work option) have been on school campuses providing online instruction since August 10, 2020. Since that time, health and safety measures have been in place and will be expanded to accommodate students for in-person instruction.

As the knowledge regarding COVID-19 has evolved, we have continuously monitored and adjusted our response in accordance with applicable laws and orders and guidance from Governor Newsom, CDPH, FCDPH, and other governmental agencies. Updates to this School Reopening Plan are for the purpose of complying with such laws, orders, and guidance and for the health and safety of our staff and students.

B. ELEMENTS OF SCHOOL REOPENING PLAN

1. **STABLE GROUP STRUCTURES:** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please provide specific information regarding: (1) How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?); (2) If you have departmentalized classes, how will you organize staff and students in stable groups?; (3) If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Stable groups have been established for in-person instruction based on the following:

- Students will be spaced a minimum of 6 feet apart, resulting in small class sizes in stable cohorts.
- Students attending in-person instruction have been divided into two attendance groups, A and B.
- Students will return to school on a modified schedule, either in an am/pm or alternating day schedule.
- Secondary students will be on a modified block schedule and will attend no more than four courses in a day.
- Special education classes are following a five day per week schedule due to smaller class sizes.
- Class sizes are based on the capacity of the room. Average class sizes range for in-person instruction from 10 to 18 students per attendance group based on the size of the classroom and parent requests for a hybrid instructional model.
- Schedules and daily routines have been established to minimize the interaction between stable groups on campus.

2. CLEANING AND DISINFECTION: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cleaning and disinfecting of surfaces and shared items will be implemented, including the following:

- Schools will be cleaned four times a day using a disinfectant approved by the EPA that kills COVID-19.
- High-use surfaces will be sprayed and wiped down at regular intervals by custodians, and classrooms and offices will be fogged with a deep disinfectant treatment each evening.
- Teachers will be provided hand sanitizer and disinfectant for their classrooms. Anyone entering a classroom will be required to sanitize his or her hands. Any shared classroom surfaces that students use will be disinfected by the teacher as needed.
- Each student will have their own designated space in the classroom and will have their own materials and supplies to use throughout the day.
- Any shared supplies will be sanitized between use.
- Shared facilities will be cleaned and sanitized regularly throughout the day. More information is in the District's Healthy Return to Campus Plan, a copy of which is attached as Exhibit 3 to the Elementary Waiver.

3. CLEAR RULES ON CLASSROOM INSTRUCTION: How class size will remain small and how each student group will remain stable. How will the school ensure that classes minimize/avoid contact with other groups or individuals who are not part of that class. Instructors may lead multiple classes per day (for example, both AM and PM sessions).

Classroom instruction and arrangement will include the following:

- Students are spaced a minimum of 6 feet apart, resulting in small class sizes in stable cohorts/groups.
- Students are returning to school on a modified schedule, either in an am/pm or alternating day schedule.
- Special education classes are following a five day per week schedule due to smaller class sizes.
- Class sizes are based on the capacity of the room.
- Each student has his/her own designated space in the classroom and has his/her own materials and supplies to use throughout the day.
- Seating charts are in place to minimize contact with other students.
- Any shared supplies are sanitized between use.

- An online instructional model is maintained, which will provide options for students.
- No visitors or parent helpers are allowed in the classroom.

4. ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

a. Campus Logistics

Measures are in place to manage movement of students, staff, and parents and avoid close contact and/or mixing of cohorts/groups, including the following:

- Safety and social distance signage and daily health screening reminders are posted in all buildings and at all entrances.
- Directional flow designations for entry and exits in all buildings, including classrooms, school libraries, etc.
- Six feet distance markers are placed at main entrances and other areas where lines may form outside and inside of buildings.
- Students are assigned entrance points on campus for daily health screenings and egress locations for the end of day.
- Students have assigned restrooms.
- All playground equipment remains closed until further notice.
- Social distancing is required in common areas such as amphitheaters and quad areas.
- Staff utilizes and models appropriate designated routes with their own movement on campus.

Please refer to photographs of sample classroom setups and signages that are attached as Exhibit 4 to the Elementary Waiver.

b. Visitor and Substitute Protocol for Arrival at District Site

To minimize the amount of exposure among staff and students, procedures are in place for arrival of visitors and substitutes to District sites, including the following:

- Volunteers in classrooms are not allowed at this time.
- All visitors must enter the main building entrance when visiting a District school site.
- Visitors are highly encouraged to schedule appointments in advance of arrival; walk-in visitors are seen based on availability and at the discretion of the school.
- All visitors and substitutes are expected to self-certify their health status before entering a school campus. All visitors must wear a face covering when entering and moving about District facilities.

- Before entering any District building or school site, visitors are expected to answer the health questions posted at main entrances.
- The front reception contacts the District staff prior to allowing visitors to enter a work area.

5. FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR: How CDPH's face covering requirements will be satisfied and enforced. The requirement is for all adults, student grades 3 and up, and strongly recommended for students grade 2 and younger, except those with a medical condition (described in the CDPH guidance).

Measures that are in place for staff and students to require and enforce face coverings include the following:

- Face coverings are required to be worn by all students and staff as indicated by the Center for Disease Control and the CDPH. Face coverings must be worn while waiting to enter the school campus, while on school grounds (except when eating or drinking), while leaving school, and while on a school bus. Any student who is not able to or refuses to comply with face covering requirements will be placed in online learning.
- Students are taught the appropriate use and handling of face coverings while wearing or storing the coverings (e.g. during meals).
- Students use face coverings provided from home. Sites will provide face coverings from their supply of face coverings for students who are unable to or forget to bring their own face coverings.
- Additional PPE is available at each site, when necessary.

6. HEALTH SCREENINGS FOR STUDENTS AND STAFF: How students and staff will be screened for symptoms of COVID-19 including temperatures and how ill students or staff will be separated from others and sent home immediately.

Screenings for COVID-19 include the following:

- All students and staff are screened for symptoms each day before entering school grounds.
- Staff complete the COVID-19 Non-Medical Employer Screening Tool, a copy of which is attached as Exhibit 5 to the Elementary Waiver. Staff with any identified COVID-19 symptoms and/or a temperature of 100.4° F or higher are sent home immediately until testing and/or medical evaluation has been conducted.
- Students are to have symptom screening performed at home, and a second screening and temperature check upon arrival to school. Contactless thermometers are available for screening teams and cleaned regularly. Staff are to follow safety guidelines as outlined when taking student temperatures.

- All school sites have an identified isolation area with a separate entrance and staff in appropriate PPE to separate any student presenting with symptoms while on campus.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.4° F or higher will be sent home immediately for 10 days or until testing and/or medical evaluation has been conducted. Students in the same household of a student would follow FCDPH requirements related to quarantining. Parents will be immediately notified if a student presents with symptoms while on campus and be required to pick up the child within 30 minutes, or sooner when possible. Students sent home with symptoms need a COVID-19 negative test and 24 hours without symptoms to return to school less than 10 days from the start of symptoms. Students with symptoms are to stay home for 10 days and be symptom free for 24 hours prior to returning to school.

7. **HEALTHY HYGIENE PRACTICES:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Healthy hygiene practices are implemented, including the following:

- Every classroom and office space are equipped with a supply of hand sanitizer. Hand sanitizer must be used upon entering the space.
- Regular hand washing is scheduled into the school day, and classrooms without in-room sinks are provided hand sanitizer.
- Soap and hand sanitizer are restocked regularly in classrooms, bathrooms and common areas.
- Signage are placed throughout campuses promoting healthy hand hygiene and hand-washing practices.
- Students are educated on proper hand-washing and healthy hand hygiene in an age-appropriate manner. District teachers and staff have received training regarding proper hand-washing and healthy hand hygiene.

8. **IDENTIFICATION AND TRACING OF CONTACTS:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the health department to contact about COVID-19. A single person may be the designee for multiples schools.

STAFF: Refer to Supervisor Contact Tracing Process and Communication Plan and FCDPH Guidelines for COVID-19 Exposure Scenarios for Schools Scenario 5. A copy of the Supervisor Contact Tracing Process and Communication Plan and COVID-19 & Quarantine Guidelines are attached as Exhibit 6 to the Elementary Waiver.

STUDENT: Refer to FCDPH Guidelines for COVID-19 Exposure Scenarios for Schools, Scenario 1, set forth in FCDPH’s latest version of Return to School: A Guide to Responding to COVID-19 Cases in K-12 School Settings, 2020-2021.

Each site's Health Office staff has been trained by the FCDPH in contact tracing and are designated as COVID-19 liaisons to act as the communication point for all COVID-19 concerns. Responsibilities include managing and supporting contact tracing; assisting the site principal in notifying exposed persons; creating and maintaining a database of exposed students and staff; and communicating with and submitting lists of exposed students and staff to the FCDPH.

9. PHYSICAL DISTANCING: How space and routines will be arranged to allow for physical distancing of six feet or more for students and staff.

a. Physical Distancing Space

In addition to steps listed in 3, Entrance, Egress, and Movement Within School, additional steps are taken to allow physical distancing:

- All classroom and office spaces arrange existing furniture to allow for appropriate desk spacing and physical distancing.
- Hallways and walking paths have directional signage and spacing markers as appropriate.
- Outside activities are be limited, but proper spacing routines and common cohort/group meeting spaces will be designated for classes.
- Use of all facility space (MPRs, Libraries, etc.) are accessed as needed to expand the "walls" of the physical classroom to maximize physical distancing of students.

b. Routines

Moreover, certain routines, including the following have been implemented:

- Arrival and dismissal routines and times exist to eliminate long lines entering or exiting the buildings.
- Parent pick up and drop off areas are designated, and parents are not allowed to come onto campus to drop off students.
- Gatherings of staff and/or large groups abide by the FCDPH guidelines for large gatherings.
- Meal pick-up routines are allowed for grab and go meals.

10. STAFF TRAINING AND FAMILY EDUCATION: How staff will be trained and families will be educated on the application and enforcement of the plan.

A complete communication plan related to educating staff and families on the District's plan for a healthy return to campus included and will continue to use multiple communication channels and messages. Video messages are translated into Hmong, Spanish, Arabic and American Sign Language, and printed documents are also available in translated versions. The District's websites are also available in multiple languages.

In addition to three virtual parent meetings - one in June 2020, one in August 2020, and one scheduled in October 2020 prior to onsite instruction resuming - staff members were provided opportunities to pose questions to administration and public health officials at a meeting on September 24, 2020 as well as meetings in July and late September/early October 2020.

A comprehensive Return to School Health and Safety Plan has been developed (available: <https://www.cusd.com/BacktoSchool2020-21.aspx>) and was communicated by email, the District and school sites apps and websites, video messages from the Superintendent delivered by email, website, local media and app push notifications, and individual site-based meetings for staff members and parents. The Plan discusses: (1) instructional options for families, (2) campus safety, (3) student and staff health, (4) preschool and before/after school programs, (5) school meals, (6) transportation, (7) a healthy workplace, and (8) students with special needs. The information in the Plan is continuously updated to reflect changing conditions and developments.

A video outlining the health and safety guidelines students and staff was produced and disseminated using the above-referenced channels. Each school site presented customized presentations for parent communities specific to the school in which parents and students were trained on the implementation of health and safety protocols on campus. These presentations continue to be available to the community and updated as needed.

CUSD Staff

- COVID-19 Online trainings - All District staff have been required to and have completed the following three trainings regarding COVID-19:
 - How to Protect Yourself and Others.
 - How to Clean and Disinfect Your School.
 - Employee Acknowledgement - 2020-21 Return to School Health and Safety Plan.
- Self-monitoring health screening occurs upon entry to all District facilities.
- Temperature checks are conducted at school sites prior to students entering the campus.
- Staff are trained and supported by site and District administration on the enforcement of health and safety guidelines such as proper use of PPE, face coverings, the wearing of face coverings by students and parents keeping their children home if they are exhibiting symptoms of illness.

11. TESTING OF STAFF: How school officials will ensure that staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested, and what instructions they will be given while waiting for test results. Describe any planned periodic asymptomatic staff testing cadence and note if testing cadence will differ by tier.

District staff with symptoms of COVID-19 are encouraged to seek guidance from their healthcare provider and follow their guidance for testing.

Refer to FCDPH Guidelines for COVID-19 Exposure Scenarios for Schools.

For additional details regarding the District's employee contact tracing and notification process, please see "A Healthy Workplace" webpage on the District's website, <https://www.cusd.com/COVID-19Personnel.aspx>.

12. TESTING OF STUDENTS: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested, and what instructions they will be given while waiting for test results. Describe any planned periodic asymptomatic student testing cadence and note if testing cadence will differ by tier.

District students with symptoms of COVID-19 will be encouraged to seek guidance from their healthcare provider and follow their guidance for testing.

Refer to FCDPH Guidelines for COVID-19 Exposure Scenarios for Schools.

For additional details regarding the District's student contact tracing and notification process, please see "A Healthy Workplace" webpage on the District's website, <https://www.cusd.com/COVID-19Personnel.aspx>.

13. TRIGGERS FOR SWITCHING TO DISTANCE LEARNING: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction. May refer to FCDPH School Scenarios for guidance.

All situations when two or more positive cases in a classroom, or three or more positive cases within a 2-week period on a school campus, will be reviewed with FCDPH. Steps will be consistent with CDPH guidance. Consideration of classroom or school shutdown will occur on a case-by-case basis in coordination with FCDPH and consistent with CDPH guidance.

Refer to latest version of FCDPH school guidance, Return to School: A Guide to Responding to COVID-19 Cases in K-12 Settings, 2020-21.

All staff and students will remain knowledgeable, and practice instructional strategies and learning models utilizing distance learning in case a return to such a model becomes necessary.

14. IDENTIFICATION AND REPORTING OF CASES. At all times, reporting of confirmed positive and suspected cases in students, staff, and employees will be consistent with reporting requirements.

The District reports information about COVID-19 cases to the FCDPH whenever required by law and provides any related information requested by FCDPH. In addition, the District: (a) reports immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under California Code of Regulations (CCR) Title 8, section 330(h), of an employee occurring in the place of employment or in connection with any employment; and (b) maintains records of the steps taken to implement the District's COVID-19 Prevention Program in accordance with CCR Title 8, section 3203(b).

15. COMMUNICATION PLANS AFTER COVID CASE OCCURS: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

In addition to following standard contact tracing and quarantine guidelines, if the District is notified of an employee or student who has tested positive, employees are notified on a site or department level that a positive case has been reported. Template notifications have been developed that comply with FERPA and HIPAA and distribution as identified through contact tracing protocols are coordinated through the District's Human Resources and Nursing Services offices. Additionally, a dashboard available to the public through the District's website includes up-to-date reports on the number of positive COVID-19 tests reported to the District involving staff or students by location. This information is updated at the point such reports are submitted to FCDPH by the District's contact tracing team.

The following process occurs in the case of a positive COVID test of a District employee:

- The employee with a positive COVID test or symptoms contacts their immediate supervisor. The employee should be sent home and advised to submit a FFCRA leave request through the District website [Human Resources page](https://www.cusd.com/HumanResources.aspx), <https://www.cusd.com/HumanResources.aspx>.
- The supervisor and employee identify those in close contact with the employee in the last 48 hours. (Refer to [COVID-19 Quarantine Guidelines](https://www.cusd.com/COVID-19NursingandHealthService.aspx) chart, <https://www.cusd.com/COVID-19NursingandHealthService.aspx>.)
- The supervisor contacts Plant Operations to request disinfection of the identified location by the District sanitation disinfection team.
- The supervisor contacts Nursing Department or site School Nurse for contact tracing to determine appropriate isolation period for employee and determine if any staff needs notification of close contact exposure.
- Director or principal sends communication:
 1. To staff members that may have had close contact exposure as determined by contact tracing.
 2. All site/department employees are informed through the District's COVID-19 Online Dashboard.

16. COMMUNICATION BEFORE SCHOOL REOPENING: Communicate with parents, teachers and staff discussing your safety plans, and what to expect in cases of a suspected or conformed COVID case or outbreak at the facility.

Since July 16, 2020, the District has maintained and updated a portion of its website solely devoted to its Return to School Health and Safety Plan in place to mitigate the spread of COVID-19 (<https://www.cusd.com/BacktoSchool2020-21.aspx>). This website is continually updated and now includes the District's current return to campus plan. It has been and will again be shared with all staff and families by email, video message, and through the District's social media channels. In addition, issues of CUSD Today (a community newspaper mailed monthly into the

households of every employee and family of the District) and 2 Minutes Today (a video blog emailed and posted online) have been devoted to the topic.

After each meeting of the District's Governing Board at which health and safety plans were discussed, updates are sent to all employees, with parents receiving messages from Superintendent Eimear O'Farrell with updates and resources. At any point that evolving direction from state or local health officials impacts the District's Health and Safety Plan, staff and parents are updated by email, with reminders and updates also sent via app push notifications and the District's social media channels.

Plans include descriptions of how the District is meeting health and safety guidelines, what schedules look like, and how contact tracing, isolation of ill students/staff, and notification systems would work in the event of a positive case on a campus.

Open meetings are broadcast via the District's YouTube channel with health officials and District officials for staff as needed, and a district-wide meeting for parents was held October 12, 2020. Earlier meetings were held in 2020 on June 23, July 21, July 22, July 29, August 6 and September 24 at the District level to share plans and gather feedback. Additionally, every school site has held and will disseminate information through presentations to local neighborhood school communities for staff and families. Recordings of these meetings are also available afterward for anyone who missed the original meetings.

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