



*"Where Kids
Come First!"*

ELK HILLS ELEMENTARY SCHOOL DISTRICT

501 Kern Street, P.O. Box 129
Tupman, CA 93276
Phone: 661.765.7431
www.elkhills.k12.ca.us

Ricardo Esquivel, Ed.D.
Superintendent

September 25, 2020

Attention: Matt Constantine
Kern County Public Health Department

From: Ricardo Esquivel, Ed.D.,
Superintendent Elk Hills School District
(EHSD)

Re: Priority Cohorts: In-Person Instruction COVID-19 Safety Plan

Elk Hills School District's (EHSD) Priority Cohorts: In-Person Instruction COVID-19 Safety Plan is designed under guidance dated August 25, 2020 (and updated on September 4, 2020) from the California Department of Public Health (CDPH) for providing targeted, specialized support and services for schools that operate within a "Tier 1" due to COVID-19 health trends. The priority cohorts safety plan is not intended to supplant distance learning or for in-person instruction for all students, but rather provides differentiated targeted support for groups of students within fixed cohorts. The conditions are detailed in the Cohorting Guidance, which include: (1) limiting cohort size; (2) restricting cohort mixing; (3) maintaining proper safety measures; and (4) prioritizing groups of students as outlined in the guidance beginning with students with disabilities. Under this guidance, CDPH states "students with disabilities should be prioritized by the LEA and school for receiving targeted support and services."

PRIORITIZATION OF COHORTS

The Special Education Department of the EHSD has established the need for in-person services of students with disabilities based on their most recent Individualized Education Plan, which states program type, time spent inside and outside the general education classroom, duration and frequency of services, and level of support(s) needed to receive services. EHSD has identified students receiving specialized pull-out services as the first priority group in need of in-person services and support. EHSD has further identified students at increased risk of further learning loss or not participating in distance learning due to connectivity issues as the next priority group in need of in-person support and services. Based on these factors, the following groups are prioritized:

Priority 1: RSP Services

Priority 2: Students at increased risk of further learning loss or not participating in distance learning due to connectivity issues

Priority 1 Small Cohorts (Specialized Academic Instruction - push-in/pull-out)

Start Date: September 28, 2020

Time Schedule: 8:30 a.m. -- 2:00 p.m., Monday/Tuesday

Staff: Joseph Weyant, Special Education Teacher; Instructional Aide: Tawnya Bernard

Cohort Numbers: 14 Students

Location: Auditorium

Maximum Campus Capacity: 352

Monday/Tuesday Small Cohort 1 (4.5% of 25% Capacity)

Staff	Students In-person Specialized Academic Instruction (SIA) and Tier 3 intervention	Students (distance only)
J. Weyant T. Bernard	3-5th Grade Students 14 Students	

Time Schedule: 8:30 a.m. -- 2:00 p.m., Thursday/Friday

Staff: Joseph Weyant, Special Education (Virtual Teacher); Instructional Aide: J. Sanchez

Cohort Numbers: 14 Students

Location: Auditorium

Maximum Campus Capacity: 352

Thursday/Friday Small Cohort 2 (4.5% of 25% Capacity)

Staff	Students (in-person) Specialized Academic Instruction (SIA) at 375 weekly minutes and Tier 3 Academic Intervention	Students (distance only)
J. Dunbach J. Sanchez	6-8th Grade Students 14 Students	

Priority 2 Assessment 1:1 Plan

Assessment Type: Speech

Start Date: TBD

Time Schedule: 8:30 a.m. -- 11:15 a.m. and 12:00 p.m. -- 2:30 p.m., Wednesday (Fridays when needed)

Staff: Marilyn Jones, Speech provider

Staff Ratio: 1:1 Max

Location: Boardroom

Maximum Capacity: 30

Assessment Type: Psychological

Start Date: September 28, 2020

Time Schedule: 8:30 a.m. -- 11:15 a.m. and 12:00 p.m. -- 2:30 p.m., Wednesday (Fridays when needed)

Staff: School Psychologist, Affiliated Educational Specialist

Staff Ratio: 1:1 Max

Location: Library

Maximum Capacity: 30

Assessment Type: Academic Achievement

Start Date: September 28, 2020

Time Schedule: 8:30 a.m. -- 11:15 a.m. and 12:00 p.m. -- 2:30 p.m., Wednesday

Staff: Joseph Weyant, Special Education Teacher (Virtual)

Staff Ratio: 1:1 Max

Location: Boardroom

Maximum Capacity: 15

Assessment Type: Higher Risk and/or Not Participating

State Date: September 28, 2020

Time Schedule: By appointment

Staff: TBD, Teacher

Staff Ratio: 1:1

Location: TBD, teacher classroom

EHSD's Special Education teacher and aides will remain with their cohort only. Staff will work only with students assigned to them, maintain safe distances (6 feet) from students with whom they are not actively working as well as follow all safety requirements. Authorization has been given to allow for the additional support services and all necessary safety protocols will be followed for those circumstances.

SAFE SCHOOL PLAN

The safety reopening plan is aligned with the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*. The plan was created through the reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control and Prevention (CDC), CDPH, and California Division

of Occupational Safety and Health (Cal/OSHA), the intent of this document is to be a guide for the local discussion on safely reopening schools.

PRIORITY COHORTS SPECIFIC SAFE PLAN

SYMPTOM SCREENING FOR STUDENTS

Parents will complete a passive screen of children prior to sending them to school. Any students who display signs consistent with COVID-19 (e.g., cough, loss of taste or smell, difficulty breathing) will stay home. Students with a temperature of 100.4 or more, or feeling sick with any cold or flu-like symptoms will stay home. Visual signage will be displayed reminding all employees and students of the daily wellness protocol.

CAMPUS ENTRY/EXIT GATE ASSIGNMENTS

All students will enter and exit through a single point of entrance (main campus parking entrance only). Administrator or designee will greet students each day and conduct a visual wellness check. An EHSD instructional aide will use a no-touch thermometer and conduct checks of students and document temperature readings at the beginning of each school day. Any student on campus to complete an assessment will be greeted and escorted to the designated assessment area (boardroom and library) where all assessments will be completed. Students will wash hands at the hand washing station located outside the main entrance gate immediately after their temperature has been taken.

Any student exhibiting symptoms at arrival or while on school grounds will be isolated in the designated isolation room and sent home.

SYMPTOM SCREENING FOR STAFF

Staff will complete an assurance page prior to returning to work. All staff will perform a self-wellness check prior to reporting to work each school day. The staff self-screen includes a temperature check to ensure their temperatures are below 100.4 and are symptom-free as outlined by public health officials. Staff members will stay home if they have symptoms consistent with COVID-19 and will stay home if they have had close contact with a person diagnosed with COVID-19.

EHSD will engage in active screening as staff enter the school, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometer (check temperature to ensure temperatures below 100.4). The school's secretary will ask all staff 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 staff must wash and sanitize hands as they enter worksites. Any staff member exhibiting symptoms will be sent home and seek medical care with substitute plans in place. Staff members will communicate and remain home if they become symptomatic and should not return until they have met the CDC criteria to discontinue home isolation.

HOME-TO-SCHOOL/SCHOOL-TO-HOME TRANSPORTATION

All students will line up outside of the bus following social distancing requirements (6-foot spacing between each student). Bus drivers will greet students each day and conduct visual wellness checks as well as use a no-touch thermometer to conduct daily

temperature checks, and document each reading. All students will sanitize hands upon entering the bus. Any student with a temperature of 100.4 or more will not be allowed to board the bus. All students will be 6 feet apart on the bus.

School buses will adhere to reopening safety guidelines. Maximum capacity for students on each bus has been determined while meeting 6-foot physical distancing objectives. Seats have been marked and blocked which will be left vacant. Buses will seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. Students will be seated from the rear of the bus forward to prevent students from walking past each other. In the afternoons, buses will be boarded based on the order in which students will be dropped off. Students who get off first will board last and sit in the front. Students will wear face coverings at bus stops and on buses. Students will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.

WALKING MAP

Refer to the walking map located at the end of this document at page 11.

RESTROOM ACCESS

Students will use student restrooms located adjacent to the staff lounge only (students are not permitted to use main office restrooms). Students will use the restrooms one at a time; students will not be issued a hall pass. Students will ask for permission to use the restroom. If granted permission, students will exit the auditorium door closest to the playground and use the sidewalk divider (right hand/unidirectional rule). Students will wash hands upon entering and exiting restrooms following EHSD/CDC guidelines. Students will return/enter the auditorium using the entrance closest to the main entrance gate only.

RECESS

Students will use the outdoor playground and engage in safe activities such as individual and group races as well as use designated areas/toys without sharing that will require cleaning immediately after recess and between each use.

HYGIENE

Portable hand washing stations have been secured and have been installed at the main entrance of the campus along with hand sanitation stations. Anyone entering the campus is expected to wash/sanitize his or her hands before entering the campus. Additionally, a hand sanitation station has been installed outside the main office, outside of the student restrooms, auditorium, staff lounge, and along with 31 permanent hand washing/sanitation stations across the campus.

Each office and classroom has a “clean” and a “needs cleaning” sign. At the beginning of each work school day, 100% of signs are listed as “clean” after operations staff has deep cleaned each classroom, office, school space, and restrooms.

Additionally, each office station and classroom has been supplied with sanitation wipes, hand sanitizer, and a mounted sanitation pump. All staff are asked to wash their hands regularly following CDC recommended washing guidelines as well as sanitize their work areas after themselves as frequently as possible.

Students and staff to meet hand washing frequency guidance. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. Time has been set aside in the daily schedule to wash hands. Posters issued by the CDC have been posted above all hand washing/sanitizing stations to assist students and staff with following hygiene protocols.

Sufficient access to hand washing and sanitizer stations include:

- Portable hand washing stations throughout site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.
- Fragrance-free hand sanitizer (with water-based 62% alcohol) is available and supervised at or near all workstations and on buses. Additionally, 75% alcohol-based germisept multipurpose sanitizing wipes are provided to all staff and available in all working stations.
- Children under age nine will use hand sanitizer under adult supervision. Poison Control will be contacted if necessary.

CLEANING AND DISINFECTION

EHSD has high cleanliness standards and a strict cleaning and disinfecting schedule based on county and state public health guidelines. EHSD staff uses cleaning products found on the Environmental Protection Agency's (EPA) list of approved disinfectants for use against SARS/CoV2 (COVID-19), Healthy Schools Act requirements, Cal/OSHA and CDPH requirements. High-fit ultra-low fogger machines for sterilization are also used daily with Buckeye Terminator one clearing products. Ventilation requirements also meet COVID-19 guidelines with GlasFloss ZL Merv 10 rating filters that are replaced twice a year. Staff will clean and disinfect frequently touched surfaces at school and on the school buses (when school commences). Each office and classroom has a "clean" and a "needs cleaning" sign. Additionally, frequently touched areas are cleaned every hour, or as practicable. Faculty and all staff have been provided with disinfectant wipes and disposable gloves in order to support disinfection of frequently touched surfaces during the day. Frequently touched surfaces include, but are not limited to: (1) door handles; (2) light switches; (3) sink handles; (4) bathroom surfaces; (5) tables; (6) student desks; and (7) chairs.

Sharing of objects such as toys, games, art supplies, and playground equipment has been suspended and will not be allowed. All disinfecting products are approved for use against COVID-19 on the EPA-approved list "N." Students will not be sharing electronic devices, toys, books, supplies, and other games or learning aids. Each student will be provided with supplies, including learning aides and art and science kits. All water systems and features, such as drinking fountains will be turned off to minimize risk of Legionnaires' disease as well as limiting uses from one student to the next.

SOCIAL AND PHYSICAL DISTANCING

There is a limit in the number of faculty, staff, and students in all classrooms, offices, and general school areas in order to maintain a minimum of 6 feet of space between individuals. EHSD staff and students will be required to practice social distancing in

school. Students and staff will not be allowed to gather in groups. All activities, events, field trips, and sporting activities, in which large gatherings generally occur, will be canceled. In accordance with Cal/OSHA regulations and guidance, all workspaces have been evaluated to maintain physical distancing to the extent possible.

In order to limit the number of people in all campus spaces, furniture has been arranged and removed in order to follow physical distancing recommendations. For example, furniture has been removed from classrooms to ensure no more than 12 students can fit in the space which allows 6 feet of social distancing between students and teacher. Campus sidewalks and hallways have been marked with footprints and divider markings with unidirectional right/left lanes for single directional movement at all times. The staff lounge is limited to only two staff members at a time; congregation will not be allowed.

The number of students reporting to school has been limited to maintain physical distancing. Staff has determined the student and staff capacity of each classroom, office, and general space meeting 6-foot physical distancing objectives.

MEALS

EHSD Nutrition Services continue key procedures developed during the spring school closure and used throughout the summer to ensure safe and effective meal distribution. These procedures include drive-thru, curbside pick-up grab-and-go breakfast and lunch for all school children. Additionally, transportation support staff deliver grab-and-go meals at designated bus stops. EHSD prepares breakfast and lunch meals for each day Monday through Friday between 11 - 12:30 PM.

All staff use at least 6 feet of social distancing for staff and families as well as use appropriate personal protective equipment (PPE), clear signage to reinforce social distancing practices, masks and good hygiene. With summer meal flexibility and the associated waivers extended into the 20-21 school year under the National School Lunch Program and School Breakfast Program regulations including the service of meals to EHSD enrolled students only and meal eligibility requirements at non-Community Eligibility Provision (CEP) schools, EHSD is able to provide meals for all children under the age of 18 free of charge and regardless of eligibility or enrollment in school.

Students on campus in small cohorts will be given free school meals daily. The meals will be picked up in grab-and-go style from the auditorium. All snacks and meals will be consumed in the auditorium following social distancing requirements and monitored by staff. Hand washing will occur before and after any snack or meal

STAFF TRAINING

EHSD will be mindful of the importance of medical confidentiality when releasing details about any positive exposure. Balancing confidential information with transparency is critical. Information will require specific tailoring for different audiences (messaging to those at impacted sites may be different than messaging to the public, for example). The COVID-19 coordinator will be point and lead on all COVID-19 related communication.

Prior to returning to work/school - all staff will receive copies of the following documents:

1. COVID-19 Industry Guidance published by the CDPH office.
2. Stronger Together: A Guidebook For the Safe Reopening of California's Public Schools
3. EHSD Return to Campus Health and Safety Protocols.

An EHSD mandatory virtual training will be held prior to reopening for small group cohorts. Any staff member not able to attend will be met with individually to review the shared information. All elements described in this Safety Plan will be addressed.

FAMILY EDUCATION

Parents and students will receive a copy of expectations and protocols related to COVID-19. These include: (1) proper use of PPE; (2) cleanliness and disinfection; (3) transmission prevention; (4) guidelines for families about when to keep students home from school; (5) systems for self-reporting symptoms; and (6) criteria and plan to close schools again for physical attendance of students. Additionally, each cohort of parents will have a parent training held virtually (unless the parent requires in-person training) prior to the first day of school to review the Safety Plan and answer any questions. The training will be conducted by the EHSD Special Education Teacher/Coordinator and by the EHSD Superintendent/Principal. Parents will have the option to continue Distance Learning if they do not wish to send their student for in-person instruction and receive related services in-person.

SURVEILLANCE TESTING FOR STAFF

Under the guidance of CDPH and Kern County Public Health Department (KCPHD), EHSD will consider the recommendation for periodic surveillance testing for COVID-19 on a two-month rotating schedule with further clarification of testing mandates, expectations, and procedures with CDPH. EHSD is currently awaiting surveillance-testing requirements. An employee will be granted a COVID-19 test free of charge, if requested.

ISOLATION ROOM AND PROCEDURES

Students or staff exhibiting COVID-19 symptoms will be isolated in the following designated areas: Primary: isolation room in the main office next to the administrative assistant's office. Secondary: Music Classroom

PERSONAL PROTECTIVE EQUIPMENT

EHSD will make reasonable accommodations for anyone having trouble breathing or otherwise unable to remove face covering without assistance. All staff and students will be expected to wear masks before entering school grounds. This expectation will be communicated with all families and will be a condition to enter the campus for necessary in-person services. Grades 3 and up will be required to wear masks; for students in kindergarten, first grade, and second grade masks will be strongly recommended.

EHSD has purchased sufficient PPE for all staff and students (including disposable gowns, gloves, eye protection, shields, and masks). Plexiglass desk barriers have been installed in the reception desk area in the main office as well as in the point of sale in the cafeteria. Additionally, Plexiglass barriers have been secured for every office desk

and classroom to support one-on-one or small group meetings. Plexiglass barriers will be used in addition to proper PPE use daily.

POSITIVE CASE RESPONSE:

Ricardo Esquivel, Superintendent/Principal, will serve as the COVID-19 Response Coordinator (alternate: Lenetta Cloud, Administrative Assistant). Both the primary response coordinator and alternate may be reached at (661) 765-7431. The coordinator will have decision-making authority to implement actions quickly such as closing a classroom or the entire school. The coordinator will follow local and state health guidance in re-opening and closing of classrooms and the school.

The coordinator will also be responsible for:

- (1) Investigating potential exposures of staff/students at the campus level.
- (2) Notifying potential exposures in consultation with KCPHD for EHSD in determining potential exposure and identifying those who will need to be notified.
- (3) Coordinating efforts and information with KCPHD. Point of contact for EHSD is Jasmin Ochoa, Senior Health Educator.

In accordance with CDPH guidance, when a student, teacher, or staff member or any member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be implemented:

Action steps to be taken if a student or staff is symptomatic while entering campus or becomes symptomatic during the school day:

- STEP 1: Staff or students who develop symptoms of illness (e.g., fever, cough, loss of taste and smell, difficulty breathing) while at school will be separated from others right away, and isolated in the isolation room. The isolation room is located in the back of the central office near accounts payable/human resources. If this isolation room is occupied, the secondary isolation zone will be in the EHSD music room. The isolation room has been repurposed to ensure any infected student(s) is away from regular foot traffic.
 - Student(s) will remain in isolation with continued supervision and care until the student(s) is picked up by an authorized adult.
 - EHSD will follow established guidelines for triaging students in the isolation room, recognizing not all symptoms are COVID-19 related.
 - Parents of sick students will be advised by EHSD that students are not to return until they have met CDC criteria to discontinue home isolation and/or have cleared with their doctor.
- STEP 2: Staff or student will be sent home and COVID-19 coordinator will contact KCPHD
- STEP 3: The district COVID-19 coordinator will notify the KCPHD immediately upon being informed of any positive COVID-19 exposure/positive diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- STEP 4: Contact Tracing and Reporting will be led by Ricardo Esquivel, Superintendent/Principal. Dr. Esquivel will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications

and/or closures, while maintaining confidentiality, as required by HIPAA, FERPA and other federal and state laws related to privacy of educational and medical records.

CONSIDERATION FOR REOPENING AND PARTIAL OR TOTAL CLOSURES

The EHSD will follow the direction of the KCPHD regarding the appropriate length of closure. School closure thresholds due to confirmed positive cases will be followed at the direction of the KCPHD. Full sanitation will be completed by the custodial team before the impacted areas are reopened.

Walking Map

COVID-19 Small Cohorts

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