Plan for Reopening Schools 2020-21



Savanna School District



Updated: October, 2020

This document is subject to change in accordance with state guidelines.

Table of Contents

Superintendent's Message
Health and Safety Protocol
Other Safety Considerations
Face Coverings and Personal Protective Equipment
Staff Health Screening and Testing
Student Health Screening
School Facilities
Classroom Heating, Ventilation, and Air Conditioning (HVAC) Units10
Food Services
Transportation
Student Arrival and Dismissal
In-Class Hybrid Learning Program for TK-6 th Grade13
<u>Virtual Online Program for TK – 6th Grade</u> 14
Sample Learning Schedules
Student and Staff Safety When on Campus
Legal Requirements SB98
COVID-19 Action Plan for Students
COVID-19 Action Plan for Teachers
COVID-19 Action Plan for School Nurses

Superintendent's Message

The disruption to all of our lives caused by the COVID-19 health crisis has been profound, and we know this has been a year of uncertainty for our staff, parents, students, and our community. We want to thank parents for their patience as we've work toward clarifying our tentative plan for teaching and learning in the 2020-2021 school year. First and most importantly: the health and safety of the Savanna School District students, staff, and community is a top priority.

With the COVID-19 positivity rates stabilizing in Anaheim, we have an obligation to our community, to our parents, and most importantly, to our students, to begin to transition to in-class learning while keeping student and staff safety at the forefront of all we do.

We are tentatively planning to return to an in-person hybrid model on Monday, November 9 or as COVID-19 case rates allow. If we need to transition at a later time, we will keep parents informed. Parents will have the opportunity to select from two options for their children for the remainder of the 2020-21 school year. Parents may choose to have their child remain in a 100% Virtual Learning Program or return to school in an In-Person Hybrid Program. While Principals work to balance class assignments with parent interest in each of these programs, classroom teacher assignments may change. Students will be expected to attend daily to take full advantage of either the In-class Hybrid Learning Program or daily live standardsbased lessons, rigorous and engaging pre-recorded lessons, small group instruction, and grade-appropriate assignments through the Virtual Online Program. Students will be graded on the assignments they submit; report cards with marks reflecting progress toward their grade level standards will be issued.

As we reopen to in-person learning, classroom environments will look vastly different than previous years due new health and safety measures as a result of the COVID-19 pandemic. This plan to outline a transition process to shift to on-campus instruction is based on current guidance from public health officials and state agencies and will likely be updated as the situation evolves. It's important to note that the District has an obligation to focus this plan on academic instruction to enhance student performance and address learning loss while maintaining the physical, mental, and social well-being of our students.

Dr. Sue Johnson Superintendent of Savanna School District



Health and Safety Protocols

The safety of staff and students is Savanna School District's first priority. Schools have been thoroughly cleaned, sanitized and disinfected, and Savanna will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the school sites before staff and students return, the steps outlined below will be implemented on a routine basis to sanitize and disinfect:

- Staff will clean and disinfect frequently touched surfaces on campuses, such as restrooms, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by the California Department of Public Health COVID Industry regulations throughout the school regularly.
- Playground equipment and shared objects will be limited.
- Shared items transferred between students and/or staff will be regularly cleaned, disinfected, and sanitized.
- Schools will post signs in workplaces and common areas, emphasizing basic infectionprevention measures, including hand-washing signs in restrooms.
- Sanitizing stations will be located throughout each school including at the school entrance, in the lunch area, on playgrounds, and in each classroom.
- Soap and water at the sink are part of our standard in each classroom; these will be kept supplied.
- Staff and students will be expected to wash/sanitize their hands regularly. Student hand washing/sanitizing will be required when entering the classroom.
- An informational video on the proper way to wash hands can be found on the district's website <u>here</u>.
- Schools and workplaces will maintain adequate supplies to support healthy hygiene behaviors. Cleaning and disinfectant products align with the Environmental Protection Agency-approved list. Custodians will follow product instructions and Cal/OSHA requirements, including proper ventilation during cleaning and disinfecting.
- Injury, Illness, and Prevention Plans for each district site are available on the district's website <u>here</u>.

Other Safety Considerations

- Staff members will complete mandated COVID-19 online trainings (Hand Washing, Coronavirus Awareness, and Use of Face Coverings).
- Schools will follow guidelines developed by the California Department of Public Health for cleaning and disinfecting school campuses.
- While the drinking fountains in classrooms and on campus have been turned off, water will be available for students to use for handwashing as well as filling any water bottles they bring from home. In addition, each site has a water bottle filling station near the lunch area.
- Electrostatic magnetic foggers will be used in order to reduce the spread of viruses.
- Plexiglass barriers will be installed on all student desks and in front office areas where face-to-face interaction with the public occurs.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning on a daily basis.
- Signage will promote healthy hygiene practices and reminders to stay home when ill. Students will be encouraged to bring refillable water bottles.
- Playground equipment will be cleaned regularly for limited student use.
- A full listing of all chemicals utilized on school campuses, along with Safety Data Sheets, is available on the district's website <u>here</u>.



Face Coverings & Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings:

- All students are expected to wear face masks while at school, except individuals who are exempt. While in the classroom or in an organized activity outside, under the supervision of a teacher, and when social distancing can be achieved through other means (i.e. plexiglass), the teacher may direct students to remove their face masks as necessary for the student's well-being and health. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face mask without assistance are exempt from wearing a face mask.
- Students and staff should be frequently reminded not to touch the face mask and to wash their hands frequently.
- An informational video on the use of face masks is available on the district website <u>here</u>.
- The video provides information for all staff and families on proper use, removal, and washing of cloth face masks.
- Students who inadvertently fail to bring a face mask to school will be provided a face covering.



Staff Health Screenings & Testing

- Thermal cameras have been installed in all school offices by which temperatures are taken upon entering. Anyone with a temperature of 100.4 degrees will be denied entry.
- Health screening questionnaires indicating illness symptoms are required for each person entering a district facility. Any person who marks 'yes' will be referred to the District Nurse for further evaluation. The decision on admitting a person with any symptom of an illness will rest solely with the District Nurse and school administrator.
- COVID-19 testing (utilizing a nasal swab) will be provided to all staff free of charge. Testing All staff will be expected to complete COVID-19 testing bi-monthly or more often as scheduled by the district. A negative COVID-19 test will be required for any staff member working on a district site.
- Staff members who test positive will be referred to the District Nurse. The District Nurse and personnel office will work with the Orange County Health Care Agency for contact tracing and notification of those with potential exposure.
- The COVID-19 Action Plan for Staff can be found on the district's website and by <u>Clicking here for a copy of the District's COVID-19 Flow Charts</u>
- Employees testing positive for COVID-19 are eligible for expanded family and medical leave for specified reasons related to COVID-19 under The Families First Coronavirus Response Act. These provisions will apply from April 1, 2020 through December 31, 2020. Information on leave specifications can be found on the district website <u>here</u> or <u>for more information, click here</u>.

Student Health Screenings

- Temperatures will be taken prior to students boarding a school bus or entering campus. In alignment with the CDC definition of reportable illnesses, anyone with a measured temperature of 100.4 °F or above will be sent to the nurse to determine if the student should be sent home.
- Parents will be expected to keep children home from school when they have a fever of 100.4 degrees.
- Parents shouldn't send their child to school if they've been exposed to anyone with a contagious disease within the past 14 days.
- Children shouldn't be given fever reducing medication prior to coming to school; they should stay home if they have a fever.

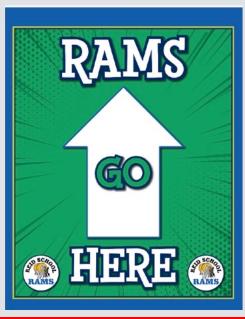
Parents should screen children prior to sending them to school as follows:

- Cough
- · Shortness of breath or difficulty breathing
- Chills
- Unusual fatigue
- Muscle or body aches
- Congestion or runny nose (not due to seasonal allergies)
- Sore throat
- Headache
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea
- An informational video on Staying Home When You're Sick can be found on the district's website <u>here</u>.
- The COVID-19 Action Plan for Students can be found on the district's website and by <u>Clicking here for a copy of the District's COVID-19 Flow Charts</u>
- Free COVID-19 testing is available through the Orange County Health Care Agency to eligible members of the community at a variety of sites. Information COVID testing, along with a listing of test locations, is available <u>here</u>.

School Facilities

Social distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing, to the extent possible.

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Large gatherings in which students are not able to maintain 6 feet of social distancing will be eliminated until it is determined to be safe.
- Classroom space will be arranged to allow for maximum spacing of students and staff.
- Student desks will be arranged to face the same direction and individual plexiglass shields will be placed on each desk.
- Plexiglass shields will be placed between the teacher and students, whenever possible.
- Six feet of social distancing will be maintained between the teacher and students when possible.
- Separate entry and exit paths will be designated at sites, as feasible.
- Staff will be asked to practice social distancing, including but not limited to, the following:
 - When working indoors or in outdoor areas
 - Before and after the work shift
 - Coming and going from vehicles
 - Entering, working, and exiting buildings
 - During breaks
- Schools will utilize one-way hallways to provide for 6 feet of social distancing.





Classroom Heating, Ventilation & Air Conditioning (HVAC) Units

Savanna School District is very fortunate to have a community that supported local bond measures that allowed for the installation of modern air conditioning and heating systems on each of the Savanna School District campuses. The modern systems allow for efficient means of suppling thermal comfort for our students. The units automatically optimize available fresh air and filter interior air while the units are in operation.

In order to ensure the health and safety of students and staff while on school campuses, the following guidelines will be followed:

- MERV 13 filters will be utilized and changed out every three months or more often as needed.
- HVAC units will be inspected while the filters are being replaced to ensure they are in good repair.
- Units will be monitored continually using an online platform to ensure that units are functioning properly.
- HVAC units installed in Savanna are considered 'smart' units and will automatically provide the proper air exchange based on interior and exterior conditions.
- Air will be exchanged at the following rates based on conditions:
 - Low speed (500 cubic feet per minute) = 3.9 Air Changes per Hour
 - Medium speed (1000 cubic feet per minute) = 7.8 Air Changes per Hour
 - High speed (1500 cubic feet per minute) = 11.7 Air Changes per Hour
- This allows for continual air scrubbing/cleaning while the units are in operation.
- Units will be scheduled to start up one hour prior to the learning environments being occupied. The units will be scheduled to turn off two hours after the instructional day.
- Fresh air will be introduced through the economizers as programmed by the equipment manufacturer. (15-20% at a minimum to as great as 35-50% as ambient temperature allows)



Food Services



We believe healthy eating and good nutrition go hand-in-hand. School meals offer proteins and grains, fruits and vegetables, and milk, which meet or exceed the requirements of the Healthy, Hungry-Free Kids Act. During these challenging COVID times, Savanna School District has been able to provide nutritious Grab & Go meals with student's favorite breakfast and lunch entrées and a variety of fresh fruits and vegetables which meet all of the daily meal requirements.

Five days' worth of breakfast and lunch meals are provided for each student during a weekly Grab & Go distribution at a central location. Our food services team packages meals on Thursdays and Fridays prior to each Monday distribution. The main entrees are pre-packaged with breakfast entrees being shelf-stable and lunch entrees being frozen, allowing parents to heat and serve at a time that best meets their family's need.

When we return to in-person learning, our food services department will continue to provide pre-packaged Grab and Go meals intended to be eaten at home. Students participating in the In-Class Hybrid Program will not be able to eat on campus.

Our Grab & Go breakfast meals consist of 1 serving of grain, ½ cup of fruit, and 8 oz of 1% lowfat milk or nonfat chocolate milk daily. A daily breakfast menu contains 400-500 calories per day and less than 10% of the total calories may contain saturated fat. Half of the grains offered must be whole grain-rich, sodium levels must be equal to or less than 540mg per day with zero trans fats.

Our Grab & Go lunch meals consist of 2 servings of grain & 2 servings of protein, 1/2 cup of fresh fruit and 1/2 cup of vegetable, and 8 oz of 1% lowfat milk or nonfat chocolate milk daily. A daily lunch menu contains 600-650 calories per day and less than 10% of the total calories may contain saturated fat. Half of the grains offered must be whole grain-rich, sodium levels must be equal to or less than 1,230 mg per day with zero trans fats.





Transportation

- Face masks/Personal Protective Equipment (PPE) will be worn by all drivers and District staff.
- All buses will be disinfected between morning and afternoon shifts and at the end of each operational day.
- Student Transportation Services will determine the capacity of each bus. Social distancing will be in effect when possible.
- The windows on the bus will be kept open at all times if weather permits.
- Students will have their temperature taken prior to boarding the bus.
- All students will wear masks at all times while waiting at their assigned bus stop unless a student has an IEP or a health plan directing otherwise.
- All students will practice social distancing while loading and unloading.
- Students will be seated by the bus driver from back to front. Students will be unloaded from the bus from front to back.
- All students will wear masks at all times while on the bus unless a student has an IEP or a health plan directing otherwise.
- Buses will be sanitized with electrostatic magnetic foggers between cohorts and at the end of each day in order to reduce the spread of viruses.



Student Arrival and Dismissal

- Each school will establish student arrival and dismissal protocols to minimize contact between students, staff, families, and the community as much as practical.
- Signage will clearly designate entrances and separate exits, if possible.

In-Class Hybrid Learning Program for Transitional Kindergarten – 6th Grade

- Students will return to in-class learning Monday through Friday in either a morning or afternoon session with additional online components (iReady, Accelerated Reader, Benchmark Advance, Think Central, etc.) and homework assignments outside of class time. This Option will require a mid-day drop off or pick-up for students not eligible for bus transportation services.
- Morning Session: 8:00 am 10:30 am Afternoon Session: 12:00 pm 2:30 pm
- It's possible that the students' current classroom teacher may change as we balance classes to ensure no more than 15 students in any one room at a time. Students returning to on-campus instruction will be expected to observe the following safeguards:
- Parents will be expected to keep children home from school when they have a fever, cough, or are feeling ill.
- Temperatures will be taken prior to students boarding a school bus or entering campus. In alignment with the CDC definition of reportable illnesses, anyone with a measured temperature of 100.4 °F or above will be sent to the nurse to determine if the student should be sent home.
- Self-contained classes on campuses will be reduced in overall size (no more than 15 students in any room at a time) to allow for adequate spacing between student desks.
- Students will be expected to wear a face mask while on campus.
- Teachers will teach and reinforce proper use and potential benefit of cloth face masks.
- Students with medical exemptions from wearing a mask will be required to provide a doctor's note.
- To the extent practicable, students will not share basic classroom supplies. Students are welcome to bring personal supplies and backpacks from home; however, they will not be able to share the items with others.
- Sanitizing stations will be located throughout each school including at the school entrance, in the lunch area, on playgrounds, and in each classroom. Soap and water at the sink are part of our standard in each classroom; these will be kept supplied. While the drinking fountains in classrooms and on campus have been turned off, water will be available for students to use for handwashing as well as filling any water bottles they bring from home. In addition, each site has a water bottle filling station near the lunch area.
- Student hand washing/sanitizing will be required when entering the classroom.
- There will not be a recess time; however, classes will take restroom breaks as needed.
- Plexiglass barriers have been placed on each student desk.
- All guidelines outlined by the California Department of Public Health related to cleaning and sanitizing school facilities will be followed with increased cleaning and sanitizing of touch points as required.
- Lunch will continue to be provided in a 'Grab and Go' format each Monday whereby families will receive five breakfast and five lunch meals for each Savanna student.
- Large gatherings in which students are not able to maintain 6 feet of social distancing will be eliminated until it is determined to be safe.
- School sites will limit nonessential visitors, volunteers, and activities involving other groups.
- All students and staff will be required to wear a mask while on a school bus where social distancing is not possible.
- Mandates by the Orange County Health Care Agency, California Department of Public Health, and the Centers for Disease Control will be followed.
- It is expected that your child will continue in the in-class hybrid program for the remainder of the 2020-21 school year.

Virtual Online Program for Transitional Kindergarten – 6th Grade

- Students will participate in structured, virtual online instruction and learning with a class. This option will consist of daily online instruction and assignments.
- It's possible that the students' current classroom teacher may change as we balance inperson and online class assignments.
- School placement for the Virtual Online Program will be based on program enrollment.
- Students may not necessarily be assigned to a teacher at the school he/she regularly attends.
- Students will be expected to participate in daily live online classes in which attendance will be taken. Students will be expected to participate in synchronous (live lessons) and asynchronous (pre-recorded) lessons assigned by the teacher. If a student is not present for the online class, they will be marked absent for the day.
- Parent communication with the Virtual Online Program teacher will be expected. An adult will be expected to be present in the home in order to provide student supervision throughout the instructional day.
- The student instructional day will be 8:00 am to 12:30 pm Monday through Friday. Students are expected to maintain regular daily attendance. Students who do not maintain regular attendance will be referred to the School Attendance Review Team (S.A.R.T.) and/or the Student Attendance Review Board (S.A.R.B.).
- Instruction will be aligned to grade level standards and will utilize currently adopted curriculum. While most lessons will be able to be completed online, some paper/pencil work may be required.
- Students will be expected to submit completed assignments. Completed assignments must be submitted digitally through an online platform.
- Assignments will be graded based upon grade level standards and report cards will be issued at the end of each trimester.
- Class placements in the in-class program after the trimester has begun will be based on availability. If a student is enrolled in the virtual online program and later decides to enroll in the in-class program, we cannot guarantee placement at their home school or in a specific session. If there is no room at the child's home school, the next closest school with space in the Savanna School District will be offered.



Sample Learning Schedules

School of			
In-Person Hybrid Schedule Monday – Friday (with asynchronous assignments outside of class time)			
8:00 - 10:30 AM	Cohort A		
	In-Person Instruction *		
- Break for cleaning and sanitizing classrooms -			
12:00 – 2:30 PM	Cohort B		
 In addition to in-person instruction, asynchronous minutes will be met as follows: TK & K - 30 minutes 1st- 3rd grade - 80 minutes 4th- 6th grade - 90 minutes Asynchronous Learning can include Benchmark assignments, Think Central assignments, iReady Reading, iReady Math, etc. Recorded lessons would not be required during this time. Grading / Attendance Attendance is expected during assigned cohort section daily Assignments will be expected to be completed Students will be graded on progress toward grade-level standards			
Report cards will be issued Virtual Student Learning Day Monday - Friday (with follow-up assignments in the afternoon)			
18:00 AM	 Login to virtual platform Check daily schedule/assignments posted by teacher Make sure all your materials are available 		
8:30 AM	 Live attendance to be taken Students must be present to be counted as in class Online live lesson with teacher 		
Teachers will post daily/week schedules Specific times may vary depend on grade level, day, and individual teacher schedules.	including, but not limited to: Live (synchronous) lessons Pre-recorded (asynchronous) lessons Small group lessons Online assignments Hard copy assignments to be uploaded as assigned by teacher 		
12:30 PM	 End of online instruction Follow-up assignment to be completed and submitted 		
	Grading / Attendance		
 Attendance is expected from 8:00 AM to 12:30 PM daily Assignments will be expected to be completed Students will be graded on progress toward grade-level standards Report cards will be issued 			

Student & Staff Safety When on Campus

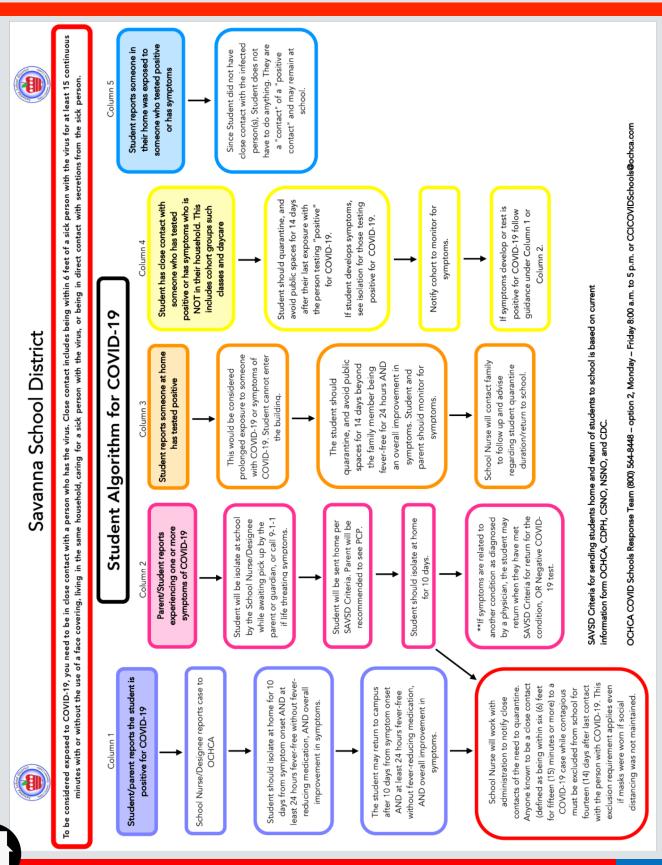
To ensure the health and safety of students and staff, a number of additional safety provisions have been put in place for the In-Person Hybrid. These include:

- <u>Daily Health Screenings</u>: Students and staff will have their temperatures taken each morning before boarding a school bus or entering campus.
- <u>Face Masks</u>: Students and staff will wear facial coverings over the nose and mouth while on campus or riding on a school bus.
- <u>Social Distancing</u>: Students and staff will be expected to maintain social distance between themselves and others to the greatest extent possible while on the school campus.
- <u>Physical Barriers</u>: Student desks have been equipped with clear plexiglass partitions to create a physical barrier between students.
- <u>School Supplies</u>: To the extent practicable, students will not share basic classroom supplies. Students are welcome to bring personal backpacks and supplies from home; however, they will not be able to share the items with others.
- <u>Electronic Devices</u>: Students should not bring electronic devices to school. While out of class online work will be required, it is expected to be completed off campus.
- <u>Regular Hand Cleaning</u>: Hand washing and/or hand sanitizing will be required regularly throughout the school day.
- <u>Drinking Water:</u> Students should bring a water bottle from home that can be refilled in the classroom or at the water bottle filling station on campus.
- <u>Recess Time</u>: There will not be a recess during the time students are on campus; however, restroom breaks will be provided. Please do not send snacks to school.
- <u>Cleaning and sanitizing</u>: Classrooms and restrooms will be cleaned and sanitized daily, with additional cleaning and sanitizing between cohorts.
- School Meals: All school meals will be provided in a Grab and Go format.
- <u>Return to In-Class Learning</u>: While we are planning for students to return to In-Class Learning on November 9, we will continue to monitor COVID-19 rates on our community; if positivity rates increase, the return date may be delayed.
- <u>Cohorts</u>: While school sites will work to balance the number of students in each cohort, individual requests may not be able to be accommodated; every effort will be made to schedule siblings during the same cohort.
- All mandates of the California Department of Public Health will be followed.

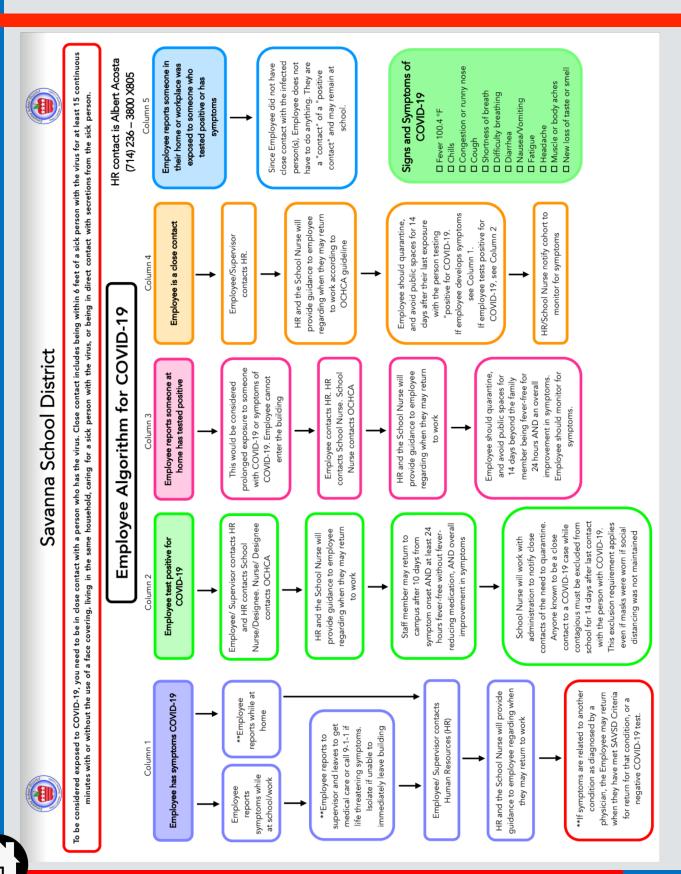
Legal Requirements SB98

	<u>Daily Live Interaction Required</u> Teachers will connect with their students each schoo day through online instruction. Peer to peer interaction is also required.	J	
	<u>Taking Attendance</u> Schools must take attendance and track student participation. Students who don't participate will be reported to the School Attendance Review Board (SARB).	;	
	<u>Minimum Instruction</u> Students must receive the required daily instructional minutes through a combination of synchronous (live lessons) and asynchronous (pre-recorded lessons) teaching.	ıl	
	<u>Serving Students in Need</u> Schools provide the accommodations necessary to serve students with special needs.		
	<u>Checking Families' Connectivity</u> The District must ensure that students and families have the devices and connectivity necessary to participate in Distance Learning.		
	<u>Preventing Disengagements</u> Phone calls, home visits, and assistance from our student support team will be provided for students who are absent from distance learning for more tha three school days a week.	n	
	<u>Weekly Engagements Records</u> Teachers will maintain weekly engagement records noting how much instructional time a student has received including notations on whether the student completed assignments.		
5	Savanna School District • 2020-21		

COVID-19 Action Plan for Students



COVID-19 Action Plan for Staff



COVID-19 Action Plan for School Nurses

