Cuyama Joint Unified School District



Safe Return to In-Person Instruction and

Continuity of Services 2021-2022 plan

Cuyama Joint Unified School District

July 8, 2021

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**Introduction and Intent:**

The COVID-19 Pandemic has changed the way we currently live our lives and the way we interact with one another. The school environment has been impacted since March of 2020 and will continue to be impacted for the time being. During the 2021-2022 school year and beyond, we will continue to take all reasonable steps to protect the health of our students and staff.

The purpose of this Safe Return to In-Person Instruction and Continuity of Services Plan is to provide for an in-person educational program for all students in a safe environment starting on August 23, 2021. The Cuyama Joint Unified School District is committed to balancing the health of our students, staff, and families while at the same time continuing to provide an outstanding public education to all our students. Our goal is to maximize instructional time and support the social and emotional needs of our students and staff as we focus on the whole individual.

This plan is based on information gathered from the California Department of Education (CDPH Reentering Schools Guidelines), the Center for Disease Control, and the Santa Barbara County Public Health Department.

Reentry plan committee formed to give input to the 2020-2021 reentry plan. This 2021-2022 Safe Return to In-Person Instruction plan reflects the latest information and guidance provide for a safe reopening in the Fall of 2021. This plan is subject to change as the situation on the ground and the guidance from SBPH changes.

**PLANNING ASSUMPTIONS**

The assumptions below reflect input received from other Santa Barbara County Superintendents feedback, state, and local stakeholder agencies, as well as input from certificated staff, classified staff and community members in 2020-2021. In the case of the COVID-19 pandemic, the situation continues to be monitored on a daily basis and therefore, this plan will change as new information and new guidelines become available. This plan is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat for the foreseeable future;
2. Santa Barbara County Public Health (“SBCPH”) and the Governor through reentry guidance will guide schools on re-opening based on State guidelines and local conditions related to the virus;
3. SBCPH will be viewed for guidance and most current information;
4. SBCPH will inform districts on the measures a school district must take in order to reopen the campus to students;
5. External community organizations will follow these Safe Return to In-Person Instruction and Continuity of Services plan protocols as may be required by SBCPH or the CDPH;
6. Santa Barbara currently has a low Covid-19 case rate. Cuyama, being a small district in Santa Barbara will start the 2021-2022 school year with a full in-person instructional program effective August 23, 2021;
7. District nurse will review existing health plans to make accommodations as needed;
8. The economic impacts of the pandemic have had and will continue to have significant and possibly lasting impacts on schools and school budgets;
9. The district will focus on providing a welcoming and supportive environment to students and staff through a rigorous in-person educational program once the 2021-2022 instructional year begins on August 23, 2021;
10. The district recognizes that the pandemic is ongoing and individual staff members, students, entire class, and/or entire school may be required to quarantine in the event of an outbreak of COVID-19 at the different school sites as the schools will be open for in-person instruction starting August 23, 2021. Decisions of this magnitude will be directed by SBCPH;
11. The district will be providing in-person instruction: SBCPH and the CDPH may instruct the district to close a school (s) based on the number of Covid-19 cases at the time.

**REENTRY PROTOCOLS**

Guidance for Face Coverings

Staff and students in California must wear face coverings when they are in indoor in school facilities.

* Inside of, or in line to enter a classroom or school building. No face masks required outdoors except during an outbreak.
* Working in any space where food is prepared or packaged for sale or distribution to others.
* In any room where other people are present when unable to physically distance.
* Facial coverings will be required by the state for school staff conducting in-person classes at this time.
* Facial coverings will be required by the state for all students while in a classroom or school building with limited exceptions for health reasons. A child and/or staff member with a health reason may wear a face shield to school.
* School will offer no alternative to students wanting to return to in-person instruction at school to children who have no specific health reasons who refuse to wear a mask or who parents refuse to allow their children to wear a mask. However, district will offer independent study program to the students that refuse to wear a face mask.

Exempt from wearing a face covering include:

* Persons with a medical condition, mental health condition, or disability that prevents wearing a face mask. A doctor’s note to be turned in to the office.
* Persons who are hearing impaired, where the ability to see the mouth is essential for communication.
* These staff members and students can wear a face shield instead.

Student Health and Safety measures for in-person instruction:

* Parents are to screen students before leaving for school (check temperature to ensure temperature is below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and keep the students at home if they have symptoms consistent with COVID-19.
* Students will wear a face mask each school day before boarding the school bus or before entering campus if they do not board a school bus. Face masks will be provided to each student who does not bring his/her own face mask on a daily basis.
* Classified and certificated staff will informally observe students as they enter school bus; enter campus; and/or enter the classroom each day for COVID-19 symptoms. Staff already send students to the office when the student states that he/she is not feeling well or when the staff members notice a student not feeling well.

COVID-19 symptoms include:

* Fever or chills
* Cough
* Shortness of breath
* Sore throat
* Headache
* Nausea or vomiting
* Diarrhea
* Fatigue
* New loss of taste or smell
* Muscle or body aches

Staff Health and Safety measures for in-person instruction:

* All staff should self-screen before leaving for work or upon arriving to their work facility (check temperature to ensure temperature is below 100.4 degrees Fahrenheit), check for symptoms outlined by public health officials, and stay home if they have symptoms consistent with COVID-19. Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contact with COVID-19 cases unless they have symptoms.
* All teachers will have an emergency substitute plan, daily schedule, and weekly schedule on file in the school office or a designated location in the classroom.
* All staff must wear a face covering/face shield inside the classroom. At the employee’s request, the district may issue a face shield/respirator to him/her. The employee would then be responsible for maintaining his/her face coverings/respirator. District provided training regarding the appropriate use and appropriate cleaning of the face shields. It will continue to educate staff throughout the year.
* Staff will avoid congregating in work environments, break rooms, staff rooms, and bathrooms to the extent possible and as the guidance recommends.

Classroom protocols for in-person instruction:

Staff will follow the following classroom protocols:

* Students will line up outside the classroom door prior to entering the classroom; each student shall be separated outside the classroom to the extent possible.
* Teacher desk should be at least six feet from the closest student desk.
* Before school, before breakfast, before lunch, after P.E., and after recess, each student will either wash his/her hands or utilize the district provided hand sanitizer.
* Minimize mixing across stable groups to the extent possible. To the extent possible, wash hands with soap and water when students mix to play with equipment during recess or breaks.

Staff will informally monitor students throughout the day for signs of illness.

Staff may conduct symptom screening when signs of illness are identified. This screening includes temperature check with a no-touch thermometer to ensure temperature is below 100.4 degrees Fahrenheit.

Minimize the mixing of students to the extent practicable. The movement of staff and students will be minimized as much as possible.

Students should not share materials and equipment at school.

Students to bring their own water bottles to school and not share.

Maximize classroom setting to allow for some social distancing as much as possible.

Staff will consider using non-classroom space for instruction weather permitting.

To help maximize classroom space, all soft seating, and non-educational furniture will be stored on campus. All personal belongings are the responsibility of the teacher to remove by Friday, August 20, 2021.

All classrooms will be cleaned daily. The classrooms and buildings will be disinfected only when someone had Covid-19 and used the facility. Disinfecting a classroom or building includes:

* Desks, tables, chairs, door handles, drinking fountains, light switches, and sinks.

Teachers should keep each child’s belongings separated and in an individually labeled storage container, cubby or area as practicable.

Staff will remind students in common places such as the cafeteria to maintain physical distancing to extent possible.

Enrichment classes such as PE, AG, Arts:

* Physical Education: Physical Education (PE) will be limited to activities that involve limited contact with other students (outdoors) or equipment until advised otherwise by county, and state/local health officials.
* Library: The library will implement mask wearing and physical distancing procedures to the extent possible to maximize space.
* As practicable, the TOSA/RTI teachers may go to the classes where students are, meet outside, or meet in designated classrooms spaces to maximize social distancing as practicable.
* As practicable, supplies will be individually labeled and stored in container, cubby, or designated area.

District/School Office:

* As practicable, maximize space to allow for some social distancing.
* The office, workrooms, and staff bathrooms will be cleaned daily.
* Staff may wear gloves and use hand sanitizer in the workroom.
* Staff shall avoid congregating in the office, staff lounge, and bathrooms.
* A physical counter will separate office functions from the public.
* Employees will wear a face mask/covering while in an indoor setting.

ASES After School in-person instructional program is in place:

* The district will resume the in school after-school program effective August 23, 2021, as this is when the in-person instructional program resumes. They will provide the after-school environment classes as they did prior to the pandemic. Staff will maximize distancing as practicable in the classroom setting.
* The program should be conducted in outdoor environment as much as possible. Face masks will be required while in a classroom or school building.
* Children will engage in activities that respect social distancing.
* Until further notice, only authorized district staff will be permitted to teach ASES activities on the Cuyama Joint Unified School District Campus for the 2021-2022 school year. District may consider, with prior approval, having guests teach some ASES activities.
* Maximize spacing and provide outdoor instruction as appropriate.

Food Service:

Food Service Breakfast:

* Food service personnel will wear gloves to serve food and will wear a face mask daily (as recommended by the guidance) when the district resumes it’s in-person instructional program effective August 23, 2021.
* Food service Personnel will serve breakfast and lunch in the cafeteria (in-person educational program).

Food Service program In-person educational program:

* Superintendent/Principal will monitor cafeteria from 7:30 a.m. – 7:45 a.m.
* Three employees have cafeteria duty from 7:45 a.m. to 8:00 a.m. in the cafeteria.
* Students will be escorted by staff to the Elementary and Middle School playground at 7:45 a.m. where they will remain supervised.
* Students eating breakfast will remain in the cafeteria until they are done eating.
* Breakfast at the high school will remain as it has been done in the past.
* Sitting areas need to social distance to extent possible.

Food Service Lunch:

* Food service personnel will wear gloves to serve food and will wear a face mask daily.
* Food service personnel may consider serving meals in classrooms or outdoors as an alternative setting as practicable.
* Additional serving tables will be placed outside the cafeteria to provide more room for social distancing.
* Grab and Go/ Sack lunch meals may be served for lunch to the students as determined by the conditions at the time.
* Lunch schedules are already staggered appropriately. Each classroom cohort will be provided with at least two cafeteria tables, to the extent possible, to maximize eating space at the elementary. High School students will be provided space in the cafeteria and outdoors weather permitting.
* Outdoor seating may be provided to allow for maximizing space at the elementary school.
* Students may take their face mask/covering off while they are eating and outdoors while at recess.

Campus Access-Visitors and Guests:

To protect the health and safety of all our students and staff, Campus access will be limited to students, teachers, district office staff, and a limited number of visitors during the instructional day.

* The Cuyama Elementary playground equipment will be opened to the students during the school in-person instructional day.
* Students shall be dropped off and picked up in the front of the school. Parents shall not enter the campus after school starts each morning unless approved by the Principal or designee.
* Minimize the number of volunteers on campus or in the classrooms when in-person instruction resumes on August 23, 2021.
* Superintendent and Office staff will approve campus visitors.
* To protect the health of our students, outside visitors are strongly discouraged from visiting the campus when in-person instruction resumes on August 23, 2021. Parents are encouraged to email and call the office when they have questions or concerns instead of physically visiting the school site.
* If accessing the school campus for any reason, a parent shall wear a face covering and maintain social distancing to the extent possible while inside the school grounds. Face masks shall be worn:

While waiting to enter the school campus

While on school grounds

While leaving the District/School

* Outside organizations that would like to use district facilities will be considered on a case-by-case basis.

Field Trips:

* Field trips will be considered based on the district’s ability to minimize the risk of district students and staff once the in-person instruction resumes.
* Field trips shall comply with the California Department of Health Guidelines and CDPH Guidelines.
* In the event of student illness, a parent shall agree to immediately pick-up the child from the field trip to avoid further potential transmission of the illness.
* The CDC recommends that staff consider virtual activities in lieu of field trips and intergroup events where appropriate.

Sports:

* Schedules will be developed, for home and away sporting events, by the California Interscholastic Federation (CIF)and California Department of Public Health (CDPH) guidelines. The district will resume a full CIF three-season sporting calendar for 2021-2022.
* Students will use their own individual water bottles.
* Students will practice social distancing as practicable during practices and during sporting events.

Professional Development and Training:

* The District is to implement hygiene practices to ensure personal health and safety in school facilities and vehicles. Staff and students to be trained on proper handwashing techniques and PPE use including the following:
1. Scrub with soap for at least 20 seconds or use hand sanitizer. Staff models how to wash hands.
2. Wash hands when arriving or leaving home; arriving at and leaving school; after play outside, after having close contact with others, after using shared surfaces or tools, before and after using the restroom, after blowing nose, coughing, and sneezing, and before and after eating and preparing food.
3. Hand sanitizer should be used when hand washing is not practicable.

**Staff and students to:**

* Use tissue to wipe the nose and cough and sneeze inside the tissue.
* Not touch the face or face covering.
* Use own reusable water bottles.

Provide staff training or utilize state-approved training on:

* Disinfecting frequency and tools and chemicals used;
* Physical distancing of staff to students in the classroom;
* Symptom screening, including temperature checks as practicable
* Face coverings/face shields;
* Cough and sneeze best practices;
* Keeping hands away from one’s face;
* Use of No-touch thermometers as appropriate;
* Confidentiality around health recording and reporting;

Stress on Brain:

* Stress has a major impact on the Developing Brain. The Science of Learning and Development Alliance is a great resource for teachers, administrators, and LEAs to understand how stress affects students. During this current pandemic, students may have experienced high levels of stress from the disruption of their daily lives, worries about their families and community.

Parents, students, and staff may reference The Back to School Blueprint provided by the Rennie Center (<https://www.renniecenter.org/research/back-to-school-blueprint/helping-students-heal-trauma>). This resource serves as a guide for helping students heal from trauma.

Remember to focus on expected behaviors rather than on unexpected behaviors. Topics that may be discussed with students at the beginning of the school day (in-person instructional program) include but are not limited to the following:

* How to appropriately play with others;
* How to appropriately conduct themselves at recess, lunch, and while standing in line;
* Attitudes in class and in the playground;
* Processes to follow while participating in class discussions;
* Processes for visiting the restroom;
* How to react to a classmate’s illness;
* Social distancing practices;
* How to appropriately conduct themselves on the school bus.

**Multi-Tiered Systems of Support for in-person Instructional Program**:

Tier I: All students participate in school-wide expectations

* Teacher to student behavior intervention within the classroom
* Buddy team teacher to support

Tier II: Targeted Student Intervention and Support

* Teacher/student/parent conference
* Restorative approaches
* Problem solving plan
* Possible counseling referral

Tier III: Highly Targeted Student Intervention Plan

* Teacher/student/parent/psychologist/principal conference
* Behavior intervention plan created
* Alternative Learning Area
* Restorative approaches
* Counseling referral for student and or family
* Suspension last resort if legal based on the specific circumstances

Communication:

The District will communicate to staff, students, and parents about new, COVID-19 related protocols, including:

* Hand washing protocols;
* Temperature checks;
* Proper use of face coverings;
* Cleanliness and disinfection;
* Transmission prevention;
* Guidelines for families about when to keep students home from school.
* Plan process for when to close a classroom or school again for physical attendance of students.

The District will use existing school resources to amplify messaging including signage, notices, website, and social media. This Safe Return to In-Person and Continuity of Services plan will be posted on our website.

**Cleaning and Operations:**

Custodial staff will be provided with the equipment and PPE for cleaning and disinfecting (\*when an individual with Covid-19 uses a facility), including:

* Custodial staff will clean daily with soap and water the classroom as it was done pre-pandemic. Staff will disinfect classrooms and other facilities when someone who had Covid-19 used those specific facilities.
* Custodial staff will clean drinking fountains, and playground equipment.
* Outside organizations must follow the same procedures when sharing facilities. Use EPA “List N” products for cleaning. Facility use form must acknowledge that the cleaning procedures and safety guidelines will be followed.
* Support healthy hygiene by providing adequate supplies: Soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and cloth face coverings as practicable.

Teachers and staff who voluntarily take an online course will be qualified to use proper cleaning supplies to disinfect areas in their classrooms and campus areas. The online courses may be found at [www.getsafetytrained.com](http://www.getsafetytrained.com).

Three levels of site cleaning include:

1. Daily cleaning
2. Specific location
3. Schoolwide cleaning

Daily cleaning: Custodial staff will provide regular routine cleaning. Teachers and staff who voluntarily take an online course are qualified to use proper cleaning supplies. Teachers should clean/disinfect their work station.

Specific Location: This involves cleaning an area in which a person with symptoms of an infectious disease was present. Custodial staff will provide this cleaning following any CDC guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

Schoolwide cleaning: This involves cleaning an entire school site due to a confirmed person with COVID-19. As needed, our custodial staff, and as needed, a contractor would be hired to support. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

When engaged in cleaning:

* Frequent hand washing
* Wear gloves when cleaning and handling trash
* Do not touch your face while cleaning

Cleaning area contaminated: When cleaning area contaminated by someone who is believed to be ill or may potentially be carrying COVID-19 virus, protocols to be followed include:

* Isolate area occupied by individual in question
* If and when possible, open the doors and windows to increase circulation
* Wait 24 hours before you clean or disinfect if possible and practicable.
* Clean all areas used by the person in question such as classroom, offices, bathrooms, computers, etc. Wear gloves, mask, and goggles while cleaning.
* Re-open area once properly disinfected. Resume routine cleaning and disinfecting.

Symptomatic Student (in-person instructional program):

What to do if a student is symptomatic while entering campus or during the school day:

* Students who develop symptoms of illness need to be separated from others right away.
* Any student or staff member exhibiting symptoms should be required to immediately wear a face covering and report to the designated isolation room (Nurse’s office).
* The teacher will phone the office for a staff member to escort the students to the outside pick-up/drop-off zone until they can be transported home or to a healthcare facility. The teacher and/or staff member escorting student shall wear a face shield or face mask/respirator and gloves. The student shall also be provided a disposable face mask to be worn at all times until picked up by a parent or guardian. District will call the individuals listed on the emergency card if parents are not able to be reached.
* Advise parent that sick student is not to return to school until they have been seen and cleared by a medical professional and have met SBC Public criteria to discontinue home isolation.
* Notify SB County Public Health. Public Health will provide guidance of process to follow if we have a student or staff member with COVID-19.
* SBCPH and the CDPH may instruct the district to close a school (s) based on the number of Covid-19 cases at the time.
* Any area used by individual student that is symptomatic shall be immediately isolated and disinfected.
* Vaccination is the most effective at preventing transmission and severe illness.
* No surveillance testing of students.

Symptomatic Staff Member (in-person instructional program):

What to do if a staff member is symptomatic while entering campus or during the school day

* Staff member shall immediately inform Superintendent/Principal or designee and be released from their duty assignment.
* Staff member shall report to Superintendent/Principal or designee all areas occupied during illness and provide all student and staff contacts.
* Once released, staff member will self-isolate and vacate the school campus. Staff member will avoid further contact with students and other staff.
* Any staff member exhibiting symptoms should be required to immediately wear a face covering/respirator and report to the isolation room (Nurse’s office) until he/she is released.
* The office staff person will escort the staff member to the office/isolation room until they can be transported home or to a healthcare facility.
* Advise staff member he/she is not to return to school until he/she has been seen and cleared by a medical professional and met SBC Public Health criteria to discontinue home isolation.
* Notify SB County Public Health. Public Health will provide guidance of process to follow if we have a student or staff member with COVID-19.
* SBCPH and the CDPH may instruct the district to close a school (s) based on the number of Covid-19 cases at the time.
* Any area used by staff member shall be immediately isolated and disinfected.
* Vaccination is the most effective at preventing transmission and severe illness.
* No surveillance testing of staff.

Social-Emotional Learning and Support

* Some of the students who need support due to the stress and trauma resulting from the COVID-19 school closures need to be monitored.

Daily Schedule:

* Due to the small number of students in our schools and in our district, the Cuyama Joint Unified School District will create 2021-2022 schedules like the 2019-2020 school year schedules for in-person instruction.
* Teachers will need to take attendance of all students on a daily basis.
* Teachers will provide ELA, Math, Social Studies, Science, ELD, and PE Instruction daily. Other subjects will be Incorporated as time allows.

Transportation for in-person instructional program:

* Students will maximize seating on the school bus and lower windows as practicable.
* Students from same family will sit together on the bus as practicable.
* Bus drivers will provide routine cleaning of their buses. Buses will be thoroughly disinfected when it is determined that student/staff member with Covid-19 had been on the bus.
* Students will be informally checked as they are boarding the school bus each morning for possible COVID symptoms. (No thermometer checks by personnel). Parents are to check their children before they send them to school.

Teachers on Special Assignment (TOSA)/RTI:

* At their discretion, the TOSA and RTI teachers may go to the classes where students are, meet outside, or meet in classroom spaces to maximize social distancing for in-person instruction.
* In collaboration with other teachers, the TOSA and RTI teachers will support students via the in-person instructional learning program daily.

Recess Rules and Play Areas for in-person instruction:

Due to a small number of students at each site and as a district:

* Recess rules will encourage students to play in their designated play areas
* Students are to maximize the outdoor playing areas.
* Students are not required to wear a face mask while outdoors.
* Students may play with each other at recess/break (outdoors).

Substitute Plan for in-person instruction:

* Teachers are to have a week to two weeks of substitute plans for a quarantine situation or just for an unforeseen family situation where the teacher needs to be out for a prolonged period.
* Emergency substitute plans are to be located in the office or in a place where office personnel can easily access the plans if needed.
* Teacher shall text and/or call the school secretary to secure substitute coverage.
* Substitute teachers will be made aware of the district’s health and safety protocols.
* As needed, substitute teachers will be provided a face mask.

Our business office, school office staff, and custodial, maintenance and operations staff will provide essential support to administration, teachers, instructional aides, parents, and students focused on high caliber education each day.

 A chrome book/laptop and hot spot (for those students that need it) will be provided to each district student to use as an instructional tool throughout the year. The chrome book/laptop will be distributed on or before August 23, 202.

Teachers will take accurate attendance of students each day.

School Closure and Transition to a rigorous remote distance learning plan:

* Superintendent will contact and consult with Public Health and follow appropriate PH guidelines based on the risk level.
* Close infected areas until sanitized.
* Person (s) infected will be quarantined for 10 days.
* SBCPH and the CDPH may instruct the district to close a school (s) based on the number of Covid-19 cases at the time.
* School closure will necessitate the district to issue Independent Study to students and initiate the distance learning protocols. In addition, we will use our parent communication system to keep parents informed. We will also use zoom for classroom conferencing as practicable for teaching students, and for staff and individual collaboration meetings. Student chrome books/laptops will be issued K-12th grade to support the distance learning program when a school closure is called. Public Health will inform the district and provide direction as to whether a school will need to be closed for a period of time.

Teachers will provide a highly engaging educational distance program to all of its students. The focus will be on mastery of ELA and math Common Core State Standards, Next Generation Science Standards, ELD, and Social Studies Standards.

Daily live Interactions required for distance learning educational program like an in-person regular Instructional schedule.

Challenging assignments equivalent to in-person classes.

Adapted lessons for English learners and special education students.

Our Teacher on Special Assignment (TOSA), RTI teachers and instructional aides will provide support to the classroom teachers and students. The focus will be on mastery of ELA and math Common Core State Standards, Next Generation Science Standards, ELD, and Social Studies Standards.

Our business office, school office staff, and custodial, maintenance and operations staff will provide essential support to administration, teachers, instructional aides, parents, and students focused on high caliber education.

It will be our expectation that teachers and students are logged into zoom and participate in instruction and learning. The meetings will be open-ended and directed by the teachers. The zoom schedule of meetings will be identical to the one used during the 2020-2021 school year for each of the sites.

Teachers will take accurate attendance of students each day.

**\* This Safe Return to In-Person Instruction and Continuity of Services plan is subject to change as the situation on the ground and the guidance from SBPH and CDPH changes**.