



Shasta Elementary School
 Shasta Union Elementary School District
 2020-2021



COVID Prevention Plan

How to open schools as normally as practicable in the time of COVID-19 and ensure student learning for all

Shasta Elementary School Office
 530-243-1110

Kim Miller
 Principal



GUIDING PRINCIPLES

The health and safety of our students, staff, and families is of the utmost importance. When you first arrive on campus, it will have some new features due to new health and safety measures but our caring and responsive staff will still be there to help you as usual. Our plans are squarely focused on academic instruction to enhance student performance and address learning for all of our students. We are trying our best to address extracurricular programs, clubs, and athletics that are so important to the physical, mental, and social learning for our students.

The Shasta Union Elementary School District believes in our values and works hard to live up to them. Our Portrait of a Graduate qualities are more than a set of skills to teach our students. They are how we do business. I encourage you to let us know when we are not living up to them so we can reevaluate our practices.

Portrait of a Graduate: Responsibility; Adaptability; Perseverance; Critical Thinking; Communication; Empathy – For more information

https://reddingschools.net/parents/academic_immersion_programs/portrait_of_a_graduate

- **Safety:** The safety of our students, staff, and community will guide our work. Students will return to school campus as we develop safe environments, strategies, and protocols that build safety of students, staff, and community members.
- **Science:** Information on the spread of the Coronavirus and the number of cases in our area has been steady but increasing. We will look to the most up-to-date information on the spread and cases from our health care officials for guidance as we offer our plans in the coming months. The below phases will be principally directed by our local health officials for the safety of all.
- **Student Learning:** The two guiding principles above, Safety and Science, will set the conditions for student learning. We will need to continue to critically think, be adaptive, and be persistent so that we continue to address the needs of our students within multiple settings.
- **Quality Instruction:** Whether distance learning or in person, quality instruction continues to be the cornerstone to the success of educational programs. Since coursework delivered through these modalities must continue to be available (on-campus and distance learning) they should meet the same standards regardless. We will adopt continuous improvement practices and use evidence to guide decision making while aiming to enhance the quality of student learning opportunities. The use of data to inform improvement of instructional and school practices will guide us working together to leverage our collective positive effect through advocacy, and share best practices and resources. To maximize impact, Shasta School District will establish an infrastructure designed to promote ongoing collaboration and sharing of best practices within the school.
- **Commitment to Equity** – All students must have opportunities to achieve academic success that are accessible, personalized, culturally relevant, and responsive. Schools have a responsibility to be responsive to student essentials and meet the continued needs of ALL students, including students from low-income backgrounds, students with disabilities, students experiencing homelessness, foster youth, English Learners, and students from diverse cultures.

Social Emotional Supports: All staff will focus on supporting a positive climate and culture that practices Capturing Kids Hearts principles. Teachers will strive to foster a sense of belonging in their classrooms. Classrooms will utilize Social Emotional tools and curriculum. Counselors and other adult support staff will be available to students and staff who need additional support. Counselors may meet with individuals or small groups virtually or in person as needed.

Descriptions of Schooling Phases

Phase 3: In-Person Traditional Instruction School and Shasta Elementary Blended In-person/Homeschool Program With Health and Safety Guidelines Below

Students will report directly to classrooms upon arrival. See breakfast plans below as morning breakfast times will be suspended and breakfast will be provided for take home.

Entrance & Exits: Masks will be required for entering and exiting the building for everyone. Students will also enter and exit the building at an entrance/exit closest to their classroom. Please see map indicating classroom locations for entrance and exits.

Cohort Groupings: Students will remain in the same cohort (a well-defined group of students) during the school day to the greatest extent possible.

Screening at Home:

- Parents/guardians are to take temperatures daily before sending students to school. Anyone with a fever of 100.4° or higher should stay home.
- Students who are sick and have symptoms prior to coming to school should not attend school. If students develop symptoms during school hours, office staff will evaluate and notify parents if necessary.
- If someone in your home or someone you have had frequent contact with has been diagnosed with COVID-19, please contact the school and keep your child home until you receive contact from Shasta County Public Health.



Offices: Remember that the same great office staff members are still here to help you.

- **Access to Campus:** Sites will be limiting nonessential visitors, volunteers, and parent access to areas outside the office. Doors may be locked at times to limit the number of people who can enter at one time. Appointments might be utilized for parents to complete needed paperwork or other items.
- **Spacing Signage:** There will be distancing markers on floors for office visitors as well as other reminders about social distancing measures posted on doors and walls.
- **Plexiglass Partitions:** These partitions are installed only in the office for the protection of visitors and staff.
- **Face coverings:** Face coverings are essential as long as the directive from the Governor stays in place. Disposable face coverings will be available upon request at the front office.



- **Health Office:** Isolation areas & masks for students with symptoms or students who are sick will be used. All students visiting the health office will wear masks.

TK-2 Classrooms:

- Classrooms organized in multi-grade level instructional models as is traditional for Shasta.
- Furniture is spaced for distancing between seating.
- Mask use within the classroom ***will be required*** for staff and students. Students will still need to wear masks when exiting and entering classrooms.
- Sinks for handwashing as well as hand sanitizer are available for all classrooms, and students and staff are asked to use them as frequently as needed.
- Multiple tissue boxes will be available in all classrooms.
- Teachers will provide instruction on proper handwashing/hygiene and ways to prevent the spread of germs: covering cough/sneeze with tissue or elbow, avoid touching face, avoid close, prolonged contact with others.

3-8 Classrooms:

- Classrooms organized in multi-grade level instructional models as is traditional for Shasta.
- Furniture is spaced to maximize distancing between seating as much as practicable.
- Mask use within the classroom ***will be required*** for both staff and students unless campus numbers drop significantly enough to allow for distancing guidelines to be put in practice.
- Sinks for handwashing as well as hand sanitizer is available for all classrooms, and students and staff are asked to use them as frequently as is needed.
- Multiple tissue boxes will be available in all classrooms.
- Teachers will provide instruction on proper handwashing/hygiene and ways to prevent the spread of germs: covering cough/sneeze with tissue or elbow, avoid touching face, avoid close, prolonged contact with others.

Recess & Play Areas:

- *Before school access to playgrounds will not be allowed. Students will report directly to their classrooms each morning no more than 15 minutes before school starts.*
- Sinks in bathrooms are available for hand washing and supervising staff will carry hand sanitizer.
- Students will use playgrounds with their cohort groups to limit contact with larger groups.
- Students will wash or sanitize hands before going to play and hands will be washed or sanitized after play.

Hallways:

- ***Public Signage:*** Distancing reminders will be placed in key locations to help with social distancing and other health and safety suggestions.



Hand Sanitizer: Sanitizer will be available in locations throughout the school. Adults will distribute sanitizer to younger students, as guidelines require.



- ***Facial Tissue:*** Boxes of tissues will be available in all locations throughout the school.

Breakfast, Lunch, & Super Snack – Cafeteria Area:

- Please fill out the eligibility form as participation in applications matter.
<https://www.myschoolapps.com/Home/PickDistrict>

- **Cafeteria Seating Plans:** Common dining areas will have organized seating arrangements to ensure separation between table setups to keep cohorts of students together. Outside areas will be utilized when practicable. This may require lunch schedule changes to accommodate.
- **Breakfast** – For all students enrolled, parents may order 5 days worth of breakfast items each week. The week’s order from each family will be given to the student to take home each Monday afternoon. The bags will contain milk, fruit, and grains for each day ordered. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**
- **Lunch** – For all students enrolled, lunch will be provided on a daily basis within the cafeteria. Students will have access to the meal service window where cafeteria staff will provide meal options. Salad bars will no longer be available in the traditional sense however may be used to have individually wrapped items available for student selection. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**
- **Super Snack** – This will be provided on a daily basis for those students enrolled in the Project SHARE Extended Learning Program at no cost to the family. Each snack will be grab-n-go bag that will contain milk, fruit/vegetable, grains, and protein.

Project SHARE After School Program:

- Students will remain in the same cohort from the morning to the greatest extent possible.
- Distance measures between students will be maintained.
- Masks will be required the same as classroom procedures above.
- Sign-out procedures will be modified to eliminate contact between families and staff to the greatest extent possible.

Bussing:

- **Due to Required Health Department directives, we ask that if you can bring your student to school then please do so.**
- The health department requirements are to have one student every other seat. If we followed this requirement, we couldn’t return many of our students to school as the bussing isn’t available at that level.
- As a compromise, the health officials have allowed bussing at typical capacity with all students and adults wearing masks.
- All riders will use hand sanitizer when they get on the bus.



Sports:

- All sports are postponed until further notice.

General Safety Precautions Throughout the Day

Maintenance Cleaning: School staff will follow Center for Disease Control & Prevention cleaning and disinfecting guidelines including requirements for cleaning high touch points (door handles, light switches, bathroom surfaces, etc.) at the school each day.



Handwashing & Sanitizing: Staff will teach, model and practice handwashing. Students and staff will be washing hands or using sanitizer when arriving, after play periods, before lunch, and other times during the day when practicable.

Tissues (Coughs & Sneezes): Boxes of tissues positioned in as many places on campus as is practicable.

Phase 2: Hybrid (In-Person & Distance Learning):

Students will return to school two days each week with three days of at home work completion. Wednesday will be for teacher planning and preparation for instruction. Students will still have some online contact from teacher on the off days in the afternoon. Health and safety guidelines and protocols will still be in place as described above for on-site instructional days.

On Campus Hours: 8:05 am to 2:30 pm – Students will report directly to classrooms upon arrival. See breakfast plans below as morning breakfast times will be suspended and will be provided for take home.

Within this model an A/B schedule will be developed for each class that reduces the student population at school by half.

Track A - TK to 8th Grades – Monday & Thursday onsite days

At home for all students – Wednesday (Teacher planning, online contact, deeper cleaning)

Track B - TK to 8th Grades – Tuesday & Friday onsite days

(Two) In-Person Instructional Days:

- ***Same health and safety procedures as Phase 3 (see pages 4,5,6) when students are on campus***

(Three) At Home Distance Learning:

Work assignments posted/handed out for students to complete at home.

- Whole class instructional guidance for at home assignments weekly or daily.
- Extra support for English Learners, Students with Disabilities, or students who are struggling.
- Virtual Teacher Office Hours and student check-in each day.
- Google Classroom and ClassDojo used for communication and posting assignments.
- Grades given using the Shasta Union Elementary School District grading practices.

Technology:

- Students provided a Chromebook unless parent requests to use at home computer in which case camera and microphones will need to be available during online class instructional times.
- Home Internet access will need to be available. Contact Technology Department if you do not have Internet access at your home so we can assist.
- Online tools provided:
 - Google Suite of tools (Drive, Document, Sheets, Slides, etc.)
 - Online Learning Tools (Lexia, Accelerated Reader, Typing Club, etc.)
 - Online Textbooks
- Offline tools provided:
 - Textbooks when necessary
 - School supplies as needed

Project SHARE After School Program:

- This program will be available for students during on-campus days only.

Breakfast, Lunch, & Super Snack:

- ***(Two) In-Person Instructional days & (Three) At Home Distance Learning days, the meals provided as described.*** Please fill out the eligibility form as participation in applications matter. <https://www.myschoolapps.com/Home/PickDistrict>
- ***Breakfast*** – For all students enrolled, parents may order 5 days’ worth of breakfast items each week. The weeks order from each family will be picked up each Monday afternoon. The bags will contain milk, fruit, and grains for each day ordered. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**
- ***Lunch*** – For all students enrolled, parents may order 5 days’ worth of lunch items each week. For the (Two) In-Person Instructional days, lunch will be provided within the cafeteria. Students will have access to the meal service window where cafeteria staff will provide meal options. Salad bars will no longer be available in the traditional sense however may be used to have individually wrapped items available for student selection. For the (Three) At Home Distance Learning days, a bag of meals will be available for pick up after the last onsite school day. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**
- ***Super Snack*** – This will be provided on a daily basis for those students enrolled in the After School Extended Learning Program (during the on-site days only) at no cost to the family. Each snack will be grab-n-go bag that will contain milk, fruit/vegetable, grains, and protein.

Phase 1: District-Wide Full-Time Distance/Virtual Learning

Students will attend school virtually Monday-Friday with a set schedule. Students are assigned a district virtual learning teacher for instruction. Depending on grade level, students will have between 2 to 4 hours each day with (synchronous) online instruction and 2 to 4 hours of daily offline (asynchronous) work completion expectations.

Students will report to virtual classrooms based on schedule. See meal plans below as meals will be provided for take home.

Technology:

- Students provided a Chromebook unless parent requests to use home computer in which case camera and microphones will need to be available during online class instructional times.
- Home Internet access will need to be available. Contact Technology Department if you do not have Internet access at your home so we can assist.
- Online tools provided:
 - Google Suite of tools (Drive, Document, Sheets, Slides, etc.)
 - Online Learning Tools (Lexia, Accelerated Reader, Typing Club, etc.)
 - Online Textbooks
- Offline tools provided:
 - Textbooks when necessary
 - School supplies as needed

Online TK to 8th Grade Classroom(s):

- Whole class instructional guidance for at home assignments weekly or daily.

- Whole class instructional time for ELA & Math each day.
- Small group instructional focused lessons each day based on need.
- Extra support for English Learners, Students with Disabilities, or students who are struggling.
- Virtual Teacher Office Hours each day – parents please contact teacher for an appointment during this time.
- Google Classroom and ClassDojo used for communication and posting assignments.
- Grades given using the Shasta Union Elementary School District grading practices.

Breakfast, Lunch, & Super Snack:

Parents will need to order food each week by Wednesday for the following week's meals.

- Please fill out the eligibility form as participation in applications matter.
<https://www.myschoolapps.com/Home/PickDistrict>
- **Breakfast** – For all students enrolled, parents may order 5 days' worth of breakfast items each week. The week's order from each family will be picked up each Monday afternoon. The bags will contain milk, fruit, and grains for each day ordered. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**
- **Lunch** – For all students enrolled, parents may order 5 days' worth of lunch items each week. The weeks order from each family will be picked up each Monday afternoon. Lunches will vary but will contain the required nutritional components. **Students will be charged based on their eligibility status of Free, Reduced, or Paid.**

Choice Option: Shasta Montessori Full-time Homeschool

Student will participate in their learning at home with parent as the primary teacher. Master teachers, from Shasta Elementary, help plan curricular schedules, guide parents with instruction, give learning resources, and may provide some onsite enrichment/tutoring at Shasta Elementary. Parent and student must meet with Master Teacher twice monthly to turn in work and consult. **Students with an IEP will need to schedule a meeting in order to select this model.**

Homeschool Hours: Days and pace of learning are set by individual parent in accordance with instructional pacing provided by Master Teacher.

Homeschool Grades: TK to 8th grades

Enrollment: Please contact the office for enrollment

Lunch: *When students are on campus during lunch hours, they are welcome to take advantage of the lunch served at Shasta School. The teachers will walk the students to pick up lunch. Students will be charged based on their eligibility status of Free, Reduced, or Paid.* Please fill out this eligibility form even if you don't think you qualify as participation in applications matter.

<https://www.myschoolapps.com/Home/PickDistrict>

HOW CAN PARENTS HELP?

Washing Hands:

- We encourage families to teach and practice hand-washing procedures with their children before school starts. Help children get in the habit of washing hands before/after meals, play times, or other times during the day when appropriate. Teachers will also reinforce these healthy hygiene practices.
 - <https://www.cdc.gov/handwashing/videos.html>
 - https://www.youtube.com/results?search_query=handwashing+for+kids



Water Bottles:

- Every family is encouraged to supply a fillable water bottle to their child and we will instruct children on how to use the fillable water stations.

Mask Wearing:

- We encourage families to teach, model, and practice the use of masks with their children before school starts. Helping children get in the habit of wearing a mask and knowing when it is appropriate to use will help. Teachers will also be reinforcing these habits and procedures for the safety of our entire community.

Remote Learning Support:

District-Wide Distance/Virtual Learning or Hybrid

- Provide a well-lit, organized area for remote learning to occur.
- Have instructional resources ready and know how to contact teacher for support and follow-up.
- Ensure students have access to a device and instructional materials provided by the teacher/school.
- Ensure that your child participates in the activities offered each day.
- Know when and help your child calendar due dates for assignments.
- Keep in contact with the teacher and monitor communication for up-to-date information regarding resources, instructional plans, and closures/postponements.

HEALTH PROTOCOLS

California & Shasta County Public Health What happens if?

Student or Staff with:	Action
1. Symptoms (e.g., fever, cough)	<ul style="list-style-type: none"> ○ Send home ○ Recommend testing (If positive, see #3, if negative, see #4) ○ School/classroom remain open
2. Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> ○ Stay home ○ Quarantine for 14 days from last exposure ○ Recommend testing (but will not shorten 14-day quarantine) ○ School/classroom remain open
3. Confirmed COVID-19 case infection #contact is a person who was less than 6 feet from case for greater than 15 minutes.	<ul style="list-style-type: none"> ○ Notify the local public health department ○ Isolate case and exclude from school for 10 days from symptom onset or test date ○ Contract Tracing with COVID Liaison #Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious ○ Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) ○ Disinfection and cleaning of classroom and primary spaces where case spent significant time ○ School remains open
4. Tests negative after symptoms	<ul style="list-style-type: none"> ○ May return to school 3 days after symptoms resolve ○ School/classroom remain open

COVID-19

How is COVID-19 Spread?

COVID-19 is spread mainly from person-to-person, via air droplets that contain the virus. For example; when a person sneezes, coughs, or talks, the virus is exhaled by the infected person and then inhaled by a nearby person. Some people do not show any signs or symptoms of being ill but can still spread the virus. The virus can also spread when a person touches objects and surfaces that have the virus on it and then touches their eyes, nose, or mouth.

How can we prevent transmission?

This virus can spread easily from person-to-person so taking necessary precautions is an important way to keep you, your family, friends, and community safe. The best way to prevent illness is to avoid being exposed to this virus. Key prevention practices also include:

- Physical distancing to the maximum extent possible.
- Washing hands with soap and water, frequently, for at least 20 seconds. If soap and water are not available then use hand sanitizer (at least 60% alcohol).
- Using a cloth face cover for your nose and mouth, unless under the age of 2 or anyone who has trouble breathing.
- Covering your coughs and sneezes. If you use a tissue, throw it away immediately and wash your hands.
- Cleaning and disinfecting frequently touched surfaces.
- Monitoring you and your family's health by taking temperatures and watching for signs and symptoms of COVID-19.

Communication:

- A COVID-19 Information section of school and district websites was created with up to date information about COVID from county health, local data and statistics about cases and status of programs, as well as links to local and state informational sites. The Superintendent also periodically sends out informational letters to the parents via websites and social media. Staff is informed through weekly messages from Superintendent.
- <https://www.reddingschools.net/parents/covid-19-information>
- After an on-site exposure is identified emails are sent to staff, families, vendors, or other persons who were on site during the exposure period.

Testing for Staff

Staff is encouraged every three weeks using the local testing sites. Every two weeks superintendent sends a reminder that this options is available. <https://www.co.shasta.ca.us/ready/covid-19/get-tested>

Testing for Students

Parents are encouraged with school based reminders and documentation about local testing sites and possible frequency of every three weeks. <https://www.co.shasta.ca.us/ready/covid-19/get-tested>

Injury and Illness Prevention Program COVID-19 Addendum

Employee Training

Provide training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread from person to person and on surfaces and high touch areas
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well or experiencing symptoms of COVID-19
- Prevention of the spread of COVID-19 if you are sick or have had exposure to any individual who tests positive
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
- Methods to avoid touching eyes, nose and mouth. Particularly after touching surfaces and before washing or using hand sanitizer.
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Procedures to Help Prevent the Spread of COVID-19

- All staff will be expected to perform a daily self-check before coming to work, this includes taking temperature. Any employee with a fever of 100.4 degrees Fahrenheit should notify their supervisor.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever, Redding, Shasta Union Elementary, and Igo-Ono School Districts will do the following:
 - o Refer employee to Shasta Ready resources at <https://www.co.shasta.ca.us/ready/covid-19/>
 - o The Redding, Shasta Union Elementary, and Igo-Ono School Districts will defer to the Shasta County Public Health Department guidelines for return to work policies following a COVID-19 related leave.
- If informed that an employee tests positive for COVID-19, the Redding, Shasta Union Elementary, and Igo-Ono School Districts will provide notice to health officials in the county/city in which they are working
Information includes but is not limited to:
 - o The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.
 - o All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19
 - o Employees who are out with fever or acute respiratory symptoms are prohibited from reporting to work until:
 1. They have reduced symptoms and are fever free for at least 24 hours, without the use of fever reducing or other symptom altering medicines (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies.) OR

2. At least 10 days have passed since the symptoms first appeared OR
3. A provider clears you to return to work stating there is no COVID-19 related illness OR
4. The employee receives a negative COVID-19 test

- Redding, Shasta Union Elementary, and Igo-Ono School Districts will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions or protocols for proper use

Injury and Illness Prevention Program COVID-19 Addendum Continued

Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be asked to practice distancing.

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure hand washing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure hand washing supplies are re-stocked regularly
- Sanitize frequently

Limit Non-Essential Visits and Travel

- Transition into on-line meetings
- Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers
- Discourage or eliminate all non-essential and non-related services, such as entertainment activities

Work Related Injuries and Illnesses

- If an employee feels he/she has contracted COVID-19 at work, the employee should report it to their supervisor
- who will triage for appropriate care including referral for treatment to the Early Intervention Nurse at phone number (877) 742-3467

Stop the Spread of Germs

Help prevent the spread of respiratory viruses like COVID-19 and flu.

What are the symptoms?



Fever



Cough



Shortness of Breath

How is it prevented?



Wash hands often



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid contact with sick people



Stay home while you are sick; avoid others



Cover mouth/nose with a tissue or sleeve when coughing or sneezing



Clean and disinfect frequently touched objects and surfaces