

Pond Union Elementary School District

29585 POND ROAD
POND, CA 93280

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Background Information

Name of Applicant (Local Educational Agency or Equivalent):
Pond Union Elementary School District

School Type:

- Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of Schools: 1

Enrollment: 120

Superintendent (or equivalent) Name: Alex Lopez
Address: 29585 Pond Road
Wasco, CA 93280

Grades proposed to be Reopen: **reopening for TK_6th**

Date of Proposed Reopening: October 5, 2020

Name of Person Completing Application: Alex Lopez

Phone Number: 661-792-2545

Email: alopez@pond.k12.ca.us

Signature:  Date: 09/16/2020

Board of Trustees

President: Don Ludy, Clerk: Carmen Lara, Members: Eugene Ince, Jim Regan and Jeff Rogers
Superintendent: Alex Lopez

I. Consultation

Please confirm the consultation with the following groups: Labor Organization Name of Organization (s) and Date(s) Consulted:

Pond Union Elementary School District does not have Labor Organizations or labor unions. Staff and Trustees have been in communication about reopening throughout this school and year and agreed to reopen school on October 5, 2020. Our staff has been continuously working in their classrooms and on campus to prepare for the upcoming school year. All staff members have been in agreement to resume in person classes.

Parent and Community Organizations Name of Organization (s) and Date(s) Consulted:

We consulted with our stakeholders during two separate meetings to share our school plan for the 2020-21 school year. We held one meeting at 4 pm and another at 6:00 pm to accommodate working parents on July 22. We also consulted with our English Language Advisory Committee (ELAC) and our School Site Council (SSC) on July 14. Parents and staff have been given written instructions as to all guidelines we will be operating under. They will also be given a copy of the waiver application upon approval.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The staff and I had continuous communication on returning to face-to-face teaching. We had weekly zoom meetings and we discussed returning to work via to face-to-face teaching on campus. We continued with these discussions when we returned to campus and we hold debriefings every Wednesday at 2:00pm.

II. Elementary School Reopening Plans

Pond Elementary School is located in a rural community at 29585 Pond Road.

Pond, Ca 93280

Superintendent: Alex Lopez

Upon approval of reopening of Pond Elementary School the website will have our site plan poste according to California Department of Public Health guidelines.

Cleaning and Disinfection:

All surfaces will be cleaned when the students return to campus and will be cleaned every day after the students and staff return home. We will have janitorial staff sanitize desks, students' sneeze guards, tables, all hand rails,

lunch tables, physical education equipment and door handles; they will go through all the classrooms and use defoggers to spray them down. Students will not share any materials or equipment, they will stay in their classrooms and when they go out for a break they will have a designated area marked by a hula hoop or a sports cone. Bathrooms will be cleaned and sanitized throughout the day as well as deep cleaning at the end of each school day. Should a positive case be identified the classroom affected will be closed for 24 hours. Proper PPE will be used by a staff member who is cleaning this space.

When a student or staff member becomes ill: when a student or staff member develops any symptoms of illness consistent with COVID-19 at the school:

- Isolation of that individual will occur in a separate room while they wait to be picked up. Ensure that they have hygiene supplies available, including a disposable face mask, facial tissues, and alcohol-based hand sanitizer.
- Remind staff who are monitoring the student or staff member with symptoms to wear a disposable face mask and practice social distancing. Close off the space used for isolation after the ill person leaves. Wait 24 hours before you clean or disinfect. If 24 hour is not feasible, wait as long as possible. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Open the space for use after proper cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces and items they have touched (e.g. individual desk, cot, recently used toys, shared equipment).

Cohorting:

- Class sizes are kept small enough so that social distancing of 6 feet can be maintained in the classroom. Each child will work at a desk.
K-14
1st-10
2nd- Classroom 1-11 Classroom 2- 10
3rd- Classroom 1- 11 Classroom 2- 12

4th- 6th A/B rotation M/T and Wed/Th and every other Friday.
- Students will be kept in same, stable groups which will consist of their classmates only, they will stay together during instruction, lunch and recess,
- Each grade will eat lunch in their classrooms. Each grade will be contained in a separate classroom. Children will be allowed restroom use two students at a time.

- Activities such as, award assemblies, back-to-school night, sports, field trips, and activities with other small districts have been postponed or cancelled to avoid large gatherings during this time.

Entrance, Egress, and Movement within the School:

We will have three to four entrances to where students will be able to enter our campus. We will have an entrance for students who are being dropped off and for those students who ride the bus to school will have different entrances available to them. When the students come on to campus, they will immediately go to their classrooms. We will also be asking parents to stay in their cars when they are dropping off their student; parents will be allowed to enter in the office area with a mask to make any updates or obtain any information for their student. Additionally, we will have monitors (aides) that will be placed on strategic locations to observe that students keep their distance and go straight to their classrooms. We will have the same plan when the students are dismissed to go home. Signage will be posted at all entries of signs and symptoms.

In the event of a failed screening (on campus or at bus stop), the parent, who will be waiting in the car while the health check is conducted, will be notified, and asked to take the child home.

Face Coverings and Other Essential Protective Gear:

- Teachers will be required to wear masks while indoors (excluding breaks and lunch). They will wear face shields, when at a distance of at least 6 feet, when they are delivering certain English lessons or are reading to the class.
- Teachers will provide instruction to children on the proper way to wear and remove their masks.
- Teachers will encourage 1st and 2nd grade who are highly encouraged to wear a face covering but may use a face shield in lieu of the face covering if there cannot be a perfect seal to the child's face.
- Teachers will enforce the wearing of face masks or shields for 3rd through 6th grade students. If students are unable to wear a mask due to health reasons, it must be documented by a doctor and on their health card. If students in this grade range refuse to wear a mask or shield, their caregiver will be notified and asked to pick them up.
- All students will be provided a face mask if they arrive at school without one or they show up to the bus stop without one.
- Sneeze guards will be in place at all the student's desks and at tables where two children may be seated for short periods of time.
- There will be at least a 2-month supply of masks and shields available for both students and staff.

Health Screenings for Students and Staff:

- Procedures for daily self-screening for all staff before beginning work will be followed. This will include a temperature check with a no-touch

thermometer and as staff or self-check for COVID-19 symptoms, before entering building.

- Teachers/staff will conduct a visual wellness check of all children upon arrival and ask health questions when concerned. Health questions that will be asked are, have you experienced:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills, or repeated shaking with chills
 - Fatigue or tiredness
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Loss of taste or smell
 - Has anyone in your household tested positive or experienced symptoms for COVID-19 in the past 2 weeks
- Teachers/staff will take temperature of every person entering their classroom with a no-touch thermometer (a person with a temperature of 100.4 degrees or higher will not be allowed into the building) and ask health questions (as stated above) regarding COVID-19 symptoms.
- Teachers/staff will self-monitor, monitor each other and the children throughout the day for signs of possible illness. If child exhibits signs of illness, the child will be isolated from the general classroom, and the caregiver will be immediately notified to pick up the child. (Isolation will be a remote room.) If a teacher exhibits signs of illness, they will go home.
- In the event that two or more children become sick, they will be at two separate rooms designated for isolation.

Healthy Hygiene Practice:

- Classrooms K-5th grade have sinks for hand washing, we have purchased four additional hand washing stations to place at strategic locations outside. We have two restrooms for student use. Hand sanitizer stations are located at the main entrance to the building and in all the classrooms. Frequent handwashing and the sanitizing of classroom items will be prioritized daily. Normal cleaning routines will be further enhanced with children sanitizing their hands when they enter the building, and either washing or sanitizing, their hands before and after meals, after returning from the playground, after using the restroom and when otherwise deemed necessary. Teachers will create and develop scripted stories around hand washing, proper etiquette for sneezes, coughs, etc., as well as social distancing, and other health practices.

Identification and Tracing of Contacts:

- In the event of a confirmed case of COVID-19, Mrs. Kim Howard, will immediately notify the Kern County Public Health Department. Contacts of that person will be identified, quarantined, and excluded from class. (A contact is defined by the CDPH as person who is less than six feet from a case for more than 15 minutes.) The school families will be notified by the director, or the head teacher, in her absence, as to the confirmed case, while maintaining anonymity of the case, and the action that will be taken. Contacts will be encouraged to get tested. Depending on the instructions, the director, or principal, will also create and submit a list of the exposed students and staff to the KCHD of exposed individuals for tracing purposes and notification.
- Students identified as a contact will be provided distance learning materials and access to on-line instruction.
- Testing will be encouraged when experiencing new symptoms during quarantine period.

Physical Distancing:

- Student's desks will all be 6 feet apart and the classroom will be limited to one teacher table.
- Students will be encouraged to work independently and maintain social distance.
- Students will be given a break/recess and they will be assigned a designated location where they can sit and relax. These times will be staggered.

Staff Training and Family Education:

- Staff has been trained and educated on COVID-19 symptoms, disinfecting procedures, precautions, wearing of masks, etc., with email communications, with articles, public health guidance issuances and informational staff meetings and discussions on the subject. Additionally, we used "getsafetytrained" to have all staff trained on COVID-19.
- If staff determines a child does not look well, they will immediately notify the family and the director. If the director is not available, the principal will be notified.
- Families have been kept in the loop with information on steps and precautions that we, as a school and staff, are taking, as well as what our expectations are of the parents who entrust their children to us.
- Teachers will be subject to unannounced visits by the director to ensure compliance with COVID-19 precautions and guidance.
- The Reopening Guide and other communications will be updated on a regular basis. CDC and CDPH guidance have emerged or been updated since the writing of the handbook. It will be updated prior to the start of

the school year to ensure compliance with both CDC and CDPH. Dissemination will include both parents and staff.

Testing of Students and Staff:

- Students/student families and staff will be encouraged to be tested if they have symptoms of COVID-19 or have been exposed to someone with the virus. We will require quarantining for 14 days, regardless of whether they agree to the test. Staff will be provided a list of testing sites that they are able to go and get tested. This test will be available to all teachers and staff monthly, and more often if the teacher or staff member believes he or she has been in contact with an infected person. Further, if any cost occurs due to testing, it will be paid for by Pond Union Elementary School District.

County-Provided Sites

- **Must have an appointment**
- Free
- No screening criteria
- Operating with existing provider

- Oildale - Good Samaritan Hospital** >
- Taft - West Side Health Care District** >
- Delano - Adventist Health Delano Regional Medical Center** >
- Kern River Valley - Kern Valley Hospital** >
- Tehachapi - Adventist Health Tehachapi Valley** >
- Lamont - Kern County Library** >

Triggers for Switching to Distance Learning:

- The trigger for switching to distance learning could be a county or state mandate, or it could be determined based on confirmed cases of COVID-19 at the school. If 5% is the determining number of cases, my school would need only 6 confirmed cases at the school to close it down and require the students and staff to quarantine. If this is the case, my teachers are prepared to go into a distance learning mode, whether from the school or from home.

Communication Plans:

- The director will communicate with KCPH, school families and staff when someone in the cohort tests positive via emails, texts, and/or phone calls. Postings on the front entrance to the school would also be used.

Pond's reopening COVID-19 Policy

- **School Reopening Guidelines:**
 - Ensure proper ventilation of the building, i.e. airing of classrooms before children arrive
 - Implement procedures to frequency for daily self-screening for all staff before beginning work including having temperature taken with a no-touch thermometer
 - Ensure children sanitize their hands on entering the building
 - Monitor staff and children throughout the day for signs of possible illness. If child exhibits signs of illness, the child will be isolated from the general classroom, and the caregiver will be immediately notified to pick up the child
- **Teachers will:**
 - Wear masks/face shields during the day while indoors (excluding breaks and lunch)
 - Encourage children to wear face masks. Parents of children refusing to wear a mask or face shield will be notified to pick children up and take them home.
 - Teachers will provide additional instruction (from instruction the parent have provided) on the proper wearing and removing of masks
 - Keep each child's belongings separated and in an individually labeled storage container, cubby, or other area
 - Sanitize all classroom work surfaces, chairs, manipulatives, and other frequently touched items twice a day, and as needed
 - Ensure children wash/sanitize hands before snacks and lunch, after returning from the playground, after using the restroom, and when deemed necessary

- Ensure social distancing in the classroom by placing desks 6 feet apart
- Encourage children to work independently and maintain social distance
- Ensure social distancing as much as possible on the play areas during their breaks
- **Parents will:**
 - Provide a washable cloth mask for their child to wear, with a spare included in their backpack (children 2nd grade and under are not required to wear masks, however, they are strongly encouraged to do so); instruct children on the correct way to put on, wear, and remove their masks.
 - Provide a clean mask daily for children who are wearing them
 - Provide a filled water bottle for their child daily
 - Wash their own hands and assist in washing their child's hands before drop-off. Parents are also encouraged to wash their hands prior to pick-up, and when they get home.
 - Provide a bag or backpack for all personal items, e.g. lunch box, water bottle, etc. to be transported to and from school daily.
 - Wash/clean personal items daily
 - Make visits as brief as possible
- **Additional safety measures we are implementing within the classroom**
 - All students will have their own materials and supplies; they will not need anything from home.
 - Students will have their desk 6 feet apart and sneeze guards on all desks
 - Spaces will be marked on the floor to help the children distance appropriately for standing in line
 - Each student will have a basket in the room to place their materials
 - Lessons will be given in small groups or individually with appropriate distancing measures put in place.
- **Distance Learning in the Event of Closure Due to COVID-19 or another Emergency**

If for any reason Pond Elementary has to close the campus, we will continue distance learning that we already have in place. Parents will continue to make sure that their children sign on every morning to their Google Meet and they will also pick up packets like we have been doing so far.

COVID Response Plan

The chart on this page outlines measures that will be taken when a student, or a staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19. Information on this chart is copied from a chart published by the CDPH.

Recommendations from the California Department of Public Health

(www.cdph.ca.gov)

What measures should be taken when a student, teacher or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19?

Student or staff with:	Action	Communication
1. COVID-19 Symptoms (e.g. fever, cough, loss of taste and smell, difficulty breathing) Symptom Screenings: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No action needed
2. Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but <u>will not</u> shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3. Confirmed COVID-19 case infection	<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 • Identify contacts (+), quarantine and 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 for non-infected cohort 	<ul style="list-style-type: none"> • School community notification of a known case
4. Test negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>
