

LHPUSD REOPENING GUIDE

2020-2021

JULY 29, 2020

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APPROVED BY SMCOE AND SMCPH ON 10/30/2020

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Reopening LHPUSD- A Guide

July 29, 2020

Revised October 21, 2020

The 2020-2021 school year, impacted by the spread of COVID-19 in our country, pushes our school community to rethink the way we deliver curriculum and support the wellness of our students. Adhering to our district vision- Inspire, Respond, Engage- has never been more important than now, during the time of the COVID-19 pandemic. We must **inspire** our students in a remote learning environment. We must **respond** compassionately to the real challenges our students and families face and we must **engage** our school community through an innovative learning format.

GUIDING PRINCIPLES

This guide was developed with the Guiding Principles of safety, equity and access, relationships, communication and trauma-informed schooling.

Safety

The health and wellbeing of the LHPUSD drives our decisions and is the highest priority. LHPUSD will implement safety protocols as recommended by the San Mateo Department of Health and the California Department of Public Health to support the well-being of students and staff as well as reduce the risk of community spread of the COVID-19 virus.

Equity and access

The student dismissal of Spring 2020 exacerbated existing inequities in our educational system leaving some of our most vulnerable families without the critical support they needed to support their students. Equity is providing all students with the supports they need to be successful. The Guide emphasizes the importance of in-person learning, addresses the needs of students who lack access to quality internet connection and provides extra support for our most vulnerable learners.

Student Agency

The COVID-19 Pandemic has resulted in school communities losing control of long-term planning of education models, school events, athletic contests and many other facets of normal. We recognize that our students are heavily impacted by this uncertainty and loss of control. It is more important than ever to honor our students' voices and respond to educational, emotional and wellness needs. Students are at the center of our work at

LHPUSD. We aim to increase student voice and choice in our planning and educational decisions. Our theme for the year, **“Taking a Seat at the Table”** honors that commitment as we expand leadership beyond the traditional boundaries to welcome our students **Taking a Seat at the Table**.

Relationships

The relationship between our students and teachers, our teachers and families, our school and our community are pivotal to a successful reopening of our schools. Whether in small in-person groups or distance learning, strong relationships will ensure strong engagement of students, parents and our larger community.

Trauma-informed

Students of color, students in poverty and traditionally underrepresented student groups are more likely to experience trauma in their childhood years. Trauma creates lasting impressions on a child’s ability to trust others, heal invisible wounds and feel empowered in a learning environment. Implementing a culturally responsive trauma-informed approach to understand and respond to students can address the impact of disparities, teach resiliency skills, and promote the wellbeing and achievement of all students.

Communication

“The single biggest problem in communication is the illusion that it has taken place”

George Bernard Shaw

LHPUSD must focus on clear and frequent communication through all levels of the organization to provide equal access and opportunity to students and families.

District administrators: Weekly office hours, district-wide written communication

Site administrators: Office hours, school-wide communication

Teachers: Office hours, classroom level communication and student performance feedback.

CONDITIONS FOR REOPENING

State of California Conditions for a Return to In-Person Learning

The State of California requires that counties meet the criteria for the “Red Tier” for two consecutive weeks prior to school reopening for in-person learning. Red Tier criteria is as follows:

- 1) Less than 7 new cases per 100,000 people per day using a rolling 7-day average.
- 2) Less than 8% testing positivity rate

San Mateo County Office of Education Conditions for a Return to In-Person Learning

The SMCOE requires districts to submit a Request for Review of Plan to Open for In-Person Instruction prior to reopening to in-person instruction. The plan shall be evaluated by both the SMCOE and the San Mateo Department of Public Health prior to districts reopening to in-person learning. The plan shall be evaluated based on established guidelines and adherence to the CDPH and SMCOE reopening guidance.

State Established Criteria for Return to Distance Learning Once Schools Have Returned to In-Person Learning

1. 5% of COVID positive cases in a school.
 2. Multiple COVID positive cases in a bubble or cohort. Because the schools are so small, 3 or more cases at a school will exceed the 5% threshold
 3. More than 25% of schools in the district close due to 5% COVID positivity requires the district to close. Because LHPUSD has only 3 campuses, any single school closure based on state criteria will result in all district school closure.
-

STEPS TO REOPEN

Schools shall open in STEPS. Schools must remain in STEPS for a minimum of three weeks. STEP 1 is the most restrictive with Step 3 the least restrictive.

Step One (Minimum of three weeks)

- County health conditions: Red Tier
- Allow for no on-campus visitors including volunteers; parents who support direct instruction in preschool classrooms are exempt
- Pause all extracurricular activities
- Pause all gatherings (a gathering is any meeting or social activity outside of classroom instruction that includes more than four people)
- Convene all meetings remotely
- Reinforce the wearing of face coverings by staff, students, and any others who enter the campus

Step Two (Minimum of three weeks)

- County health conditions: the number of COVID-19 positive cases in the county remains flat or decreasing

- Open the campus only to visitors and volunteers who directly support instruction with expectations that all will honor the Four Pillars
- Restrict extracurricular activities to those that directly support and intersect with instruction, with expectations that any in-person activities will honor the Four Pillars 10
- Restrict gatherings to groups smaller than ten people
- Convene most meetings remotely, specifically any that include groups larger than ten
- Consider holding sports (if allowed by health orders like golf, tennis, swimming, cross country) and school-related performances with no spectators or audience members. Conduct all such activities within the guidance of the Four Pillars

Step Three: (Minimum of three weeks)

- County health conditions: the number of COVID-19 positive cases in the county remains flat or decreasing
- Allow volunteers and visitors on campus with strict adherence to the Four Pillars
- Restrict instructional and interest-based extracurricular activities to those that can be implemented with small groups who can physically distance
- If county health orders allow, convene high priority gatherings comprised of no more than 50 people, including sport and performance-based activities that can be conducted within the guidance of the Four Pillars

Criteria for Progressive Reopening

Adding Friday to In-person learning: RED TIER

Extending school day to in-person learning: YELLOW TIER

Incremental Reopening

LHE and PES are small elementary schools. Please see the proposed bubble structure:

Bubble	La Honda Elem	Pescadero Elem	PMS/PHS
1	Grades Tk and K (12 students)	Grades Tk, K and 1 (14 students)	
2	Grade 1 and 2 (11 students)	Grades 2 and 3 (13 students)	
3	Grade 3 (7 students)	Grades 3 and 4 (13 students)	
4	Grade 3 and 4 (9 students)	Grade 3 and 4 (14 students)	
5	Grade 5 (14 students)		
6			Grade 6
7			Grade 7
8			Grade 8
9			9-12 Cohort
10			9-12 Cohort
11			9-12 Cohort
12			9-12 Cohort

Schools shall open incrementally to provide students and staff the time to practice four pillar routines. Each grade cluster shall be added no less than one week apart.

- Bubble #1
 - Bubbles #2 and #3
 - Bubbles #4 and #5
 - PMS and PHS TBD
-

REOPENING MODELS

INSTRUCTIONAL MODEL TERMS

In-person learning PreK-5: Students shall return in a “bubble” format with groups of students (up to 14) meeting with one teacher only. Students do not mix with any other bubbles at any point in the day.

In-person learning hybrid 6th-12th: Students shall return in a stable cohort model. Students shall attend two classes each morning. Additional classes shall be held in at-home distance learning in the afternoon. Teachers shall see two cohorts/day. Cohorts are between 6-16 students each.

At-home distance learning: Schools are closed to in-person learning due to COVID rates exceeding the state and local criteria. Defined as students accessing instruction through google classroom (3rd grade-12th grade) and Seesaw from PreK -2nd grade. Students are required to attend distance learning daily.

At-home ONLY distance learning K-5: Students opting for distance learning only are assigned to a distance learning in structure and receive their instruction asynchronously through Edgenuity.

At-home ONLY distance learning 6th-12: Students opting for distance learning only shall stay in the regularly scheduled google classrooms and work with a case manager to work remotely.

Bubble Cohort

K-5 students will be organized into bubbles.

- 9-14 students per bubble
- Students and staff will stay in one bubble for a minimum of three weeks
- Bubbles will have their own classroom, restroom and recess schedule

- Students will wear facial coverings while indoors
- Students will physically distance as much as practicable

Stable Cohort

6-12 students will be organized in stable cohorts.

- Teachers will meet with one or two classes daily
- 9-16 students per class
- Students will wear facial coverings
- Students will physically distance
- Mixing will be minimized
- No common areas will be utilized including hallways. All students will enter and leave classrooms through the exterior door rather than the hallway door.
- No lockers will be used.
- Additional bathrooms will be added to reduce mixing

IN-PERSON LEARNING MODEL

Length of Day- Step 1

Students shall attend in-person school for 3.5 hours/day Monday-Thursday during the hours of 8:00-12:30. Distance learning to be conducted in the afternoon. Start times may be staggered to accommodate transportation needs.

DAILY SCHEDULES for Step 1

In-Person Schedule- Elementary

8:30-10:30	English Language Arts
10:30-11:00	Staggered recess breaks
10:45/11:00-11:45/12:00	Math
12:00-12:30	Staggered Grab and Go Lunch and dismissal
1:30-3:00	Afternoon classwork, office hours, group work

Schedule- Middle School

In-person learning to take place from 8:30-12:45 Mon-Thurs

Distance Learning in the afternoon

8:30-9:00	Homeroom/ Social
9:00-9:50	Block 1

9:55-10:45	Block 2
11:00-11:50	Block 3
11:55-12:45	Block 4
12:45-1:15	Lunch
1:15- 2:05	Block 5
2:10-3:00	Block 6

DISTANCE LEARNING MODEL

Distance learning will be offered in the following scenarios:

1. Parents select distance learning for year

Students are assigned to a Distance Learning Pod and use the Edgenuity platform.

2. County COVID positivity rates exceed criteria for safety:

Distance learning will be a combination of synchronous and asynchronous learning on the Google Classroom and Seesaw platforms. Students will be required to engage in distance learning for a minimum number of instructional minutes as follows:

TK/K 180 minutes

1st to 3rd 230 minutes

4th -12th 240 minutes

Synchronous learning will take place in the morning with learning tasks, homework and project-based learning in the afternoon.

Distance Learning: Elementary School SCHEDULE

8:30-10:30 ELA (zoom)

10:30-10:45 Break

10:45- 11:45 MATH (zoom)

11:45-12:45 Lunch Break

1:00-3:00 Class work, Office hours (TBD), group work (modified for younger students)

REMOTE LEARNING CENTERS

- Remote learning centers will be established throughout the community to support groups of students living in close proximity.
- Remote learning centers will be staffed with a district employee from 8:30-1:30 (K-5) and 3:00 (6-12) Mon-Friday
- Remote learning centers will be outdoors in the Fall and be equipped with a shade structure, electricity and internet connection.
- Breakfast and lunch will be served at the remote learning centers.

Students who are not engaging in Distance Learning will be required to report to the school Remote Learning Centers for daily support.

SAFETY PROTOCOLS

Cleaning and Disinfecting

Custodians will clean and disinfect all classrooms, restrooms and shared spaces daily.

Custodians have completed the Target Solutions COVID training.

Vehicles used for transport will be disinfected between each use by a UV Light Wand.

Detailed cleaning procedures can be found in Appendix A as recommended by SMCSIG.

Shared Items

Students and teachers will maintain set of supplies needed for the day. Materials or learning tools will not be shared. All students have their own device and learning tools.

Transportation

Under these COVID-19 restrictive conditions, there are more expectations on parents to transport their students to school. All families have been surveyed to determine transportation needs. Ridership on school district vans shall be organized around the concept of Bubbles. The following protocols shall be implemented:

- Assigned seats for prescribed riders, placing siblings in close proximity.
- Required health and hygiene procedures prior to entering the bus
- Implemented physical distancing as much as is practicable
- Required face coverings for the bus driver and all students except those who are exempt
- Lowered windows an inch or so for accelerated air flow.

Bus drivers shall practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles a UV wand shall be used in addition to wiping hard surfaces between uses.

Drivers shall be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. Each bus shall be equipped with extra unused face coverings for students who may have forgotten to bring one.

Safety and Health Screening

In **La Honda**, students will arrive at school between (8 and 8:30am) and have temperature/screening before exiting the car. Students with temperatures over 100.3 must wait ten minutes and have temperature rescreened. All students K-5 are required to wear masks. Students will exit cars and go directly to the area that their class is waiting. At (time) all students will walk to their classrooms. Students who do not pass the screening shall sit on a designated outdoor bench until parent pick up.

In **Pescadero**, students will either arrive by car, van or will walk to school.

Car: Same protocol as LHE

Van: Students will be transported in bubble cohorts. Drivers will screen for symptoms and take temperature before student enters the van. Students will wear masks on the ride and report directly to class upon arrival.

Walk: Students will report to the temperature screening table upon arrival. Staff will screen for symptoms and take temperature before students enter campus. Students who arrive to campus with elevated temperature will be asked to sit at an outdoor table while parents are called to come pick up the child.

Students who have completed the screening and temperature taking will be given a sticker/bracelet to wear for the day to designate that the protocol is complete. All Staff will conduct temperature checks and health screening questionnaire prior to arrival on campus.

Screening questions are listed in Appendix D.

All cleaning and disinfectant supplies will be stored away from students. Rooms and common areas will be properly ventilated during the cleaning process.

Staff and Parent Training

Prior to the reopening of in-person learning, staff will participate in a staff training which will include all aspects of the reopening plan and the process for safety and health screenings of students and staff. These trainings will be in small groups and be presented by the superintendent and school nurse. Parents will also be required to attend a family training which will cover the reopening plan, and emphasize screening, ingress, egress, safe home habits and protocol for sharing information with the school in the event of any illness. These meetings shall be held remotely for each bubble and be offered multiple times to ensure parent access.

FOUR PILLARS for a Safe Reopening

The San Mateo Pandemic Recovery Framework organizes reopening protocols under four pillars. These pillars form the foundation for a safe opening of schools.

Four Pillars:

- Health and Hygiene
- Face Covering
- Physical Distancing
- Gatherings



 PILLAR 1: Health and Hygiene			
	STEP 1	STEP 2	STEP 3
Symptom Checking Routines- VAN	Health screening= symptom screening + temperature check Daily health screening conducted prior to entering van. Teachers shall conduct health screening/temperature check at home prior to arrival at school.	No Change	No change

<p>Symptom Checking Routines- Classroom</p>	<p>Daily health screening at checkpoint</p> <p>Parents must stay with students</p> <p>If temperature exceeds 100.4, student must wait ten minutes in car or designated outdoor area before temp retaken. In the case of inclement weather, the school multi-purpose rooms shall be used for students who develop symptoms or have a temperature of 100.4 or more.</p>	<p>No Change</p>	<p>No Change</p>
	<p>Adhere to criteria that qualifies a student for dismissal due to health reasons during day.</p> <p>Students to be sent home will wait on outside bench for parents.</p>	<p>Same</p>	<p>Same</p>
	<p>Appropriate signage shall remind families and students of the following:</p> <ul style="list-style-type: none"> - Facial coverings - 6 foot distancing - Location of symptom and temp check 		
<p>Daily Hygiene Routines</p>	<p>Develop standardized health and hygiene procedures to be taught to students (grade appropriate)</p>	<p>Same</p>	<p>Same</p>
	<p>Use a sticker to designate students and staff who have completed the health screening each day.</p>	<p>Same</p>	<p>Same</p>
	<p>Handwashing conducted every 2 hours- curriculum taught at school and at home</p> <p>Washing stations in each classroom. If stations are outdoors the wastewater can run onto ground, but if inside, they need waste receptacle.</p>	<p>Same</p>	<p>Same</p>
	<p>Hand sanitizing stations in each classroom. Hand sanitizer available in all classrooms for individual use (at tables).</p> <p>Tissues available at every desk and trash can for disposal.</p>	<p>Same</p>	<p>Same</p>

	Students maintain personal equipment and materials	Same	Same
Ventilation	Outdoor learning will be encouraged whenever possible. Additional outdoor spaces being designed and constructed. Classrooms are equipped with HEPA Filters and/or MERV 13 filters.	Same	Same
Essential Protective Equipment (EPE) (see also Face Coverings)	Outdoor classrooms will be established. (reevaluate when cold weather/rain begins) Teachers have been surveyed for interest	Same	Same
	Plexiglass shields installed at all schools in office Sneeze guard (three-fold) barriers assigned to each student.	Same	Same
	Protective equipment available for custodial staff.	Same	Same
	Custodial schedules adjusted to ensure frequent disinfection of high-touch areas	Same	Same
	Efficient sanitizing equipment ordered for custodial use	Same	Same
	Porta Potties assigned to each bubble or stable cohort	Same	Same
	Classrooms supplied with disinfectant wipes, misters, microfiber cloths, gloves etc. (check time nec for disinfection with misters and wipes)	Same	Same
	Custodians adhere to SMCSIG Cleaning and Disinfecting guidance as detailed in Appendix A	Same	Same



Pillar Two: Face Coverings

	STEP 1	STEP 2	STEP 3
Visitors and Volunteers	No outside visitors at all	Only pre-approved visitors and volunteers supporting instruction	Visitors and volunteers must report to designated location for health screening
Mask-wearing implementation: Students	Masks worn when in common areas (in and outside), during small group instruction or when outside and unable to maintain physical distancing. Schools shall maintain a supply of masks in the office as well as in the classrooms for students who forget their mask or who render their mask unusable during the day.	Same	Same
Mask-wearing implementation - Staff	100% of the time	Same	Same
Mask-wearing implementation- Visitors and Volunteers	No visitors at all	Masks required	Masks required
Mask-wearing implementation - People in family vehicles	100% of the time	Same	Same

	*exception: preschoolers do not need to wear masks		
Exempted Students	In limited situations where a face coverings cannot be used for pedagogical or developmental reasons (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. The shield should include a cloth drape attached across the bottom and tucked into the shirt. Staff must return to wearing a face covering outside of the classroom.		
Refusal to Wear Mask	Students who are not exempted and refuse to wear a mask, shall be excluded from school and enter the distance learning only bubble.		



**PILLAR 3a: Physical Distancing-
PreK-5th grade**

	STEP 1	STEP 2	STEP 3
Class Grouping	Students will be grouped in Bubble Cohorts. Bubble Cohorts will be no larger than 14 and will stay together a minimum of 3 weeks.	Same	TBD

School Schedule	3.5 hours/day Mon-Thursday	4-6 hours/day	Full day
Outdoor Time	Students remain in their bubble	Students remain in their bubble	TBD
Lunch Time	Grab and Go	Lunch in bubble	TBD
Staff Rooms	Staff rooms shall be configured with no common tables and eating areas at least 6 feet apart.		
6 foot distancing	Students and staff shall distance as much as possible and maintain a minimum of 6 foot distance as much as practicable. Classrooms, common areas shall be marked and furnished to support 6 foot distancing reminders.		



PILLAR 3b: Physical Distancing- 6th-12th grade

	STEP 1	STEP 2	STEP 3
Class Grouping	Stable Cohort of no more than 16 students.		

School Schedule	3.5 hours/day Mon-Thursday. Students see two teachers/day for Trimester 1. Two in-person classes and one Zoom class for Trimesters 2 and 3.		
Outdoor Time	No outdoor recess- 5 minute passing times		
Lunch Time	Grab and Go lunches		

 PILLAR 4: GATHERINGS			
	STEP 1	STEP 2	STEP 3
Schoolwide events	Cancel postpone all non-required schoolwide events. Hold virtual events where possible	Same	Same
Parent-Teacher conferences	Hold conferences in an alternate method to be determined	Same	TBD
Lunch Service	Grab and Go	Lunch served and eaten in bubble classrooms	Lunch served and eaten in bubble classrooms
Athletic- To follow CIF guidance	CIF has announced a delayed schedule. See page 20 for more details	TBD	TBD
Staff Meetings	Virtual	Virtual	

District-wide Meetings/PD	Virtual	Virtual	
Parent organization meetings	Virtual	Virtual	

CONTACT TRACING AND COMMUNICATION OF CASES AND EXPOSURE- See Appendix B

The Pandemic Recovery Framework, informed by San Mateo County Health and the CDC, outlines steps to be taken regarding COVID testing, exposure, and contact tracing. The district is joining the county contract with Curative Labs to provide onsite COVID testing for staff. Staff members shall be tested weekly using a mouth swab test. Testing will occur on the school site each Tuesday and school staff will follow all protocols established by Curative, LHPUSD and the SMCOE.

LHPUSD will follow all Cal-OSHA testing and communication guidance.

LHPUSD, in accordance with the Pandemic Recovery Framework, recommends COVID testing for anyone who presents with COVID symptoms or who has been in contact with someone who tested positive. If students or staff within LHPUSD test positive for COVID, they shall immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff, and the school community.

Return to Campus Criteria:

Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, defined as resolution of fever without the use of fever reducing medications if fever was present and improvement in other symptoms.

Asymptomatic individuals who test positive for COVID-19 can usually return 10 days after the collection date of their positive test result.

Symptomatic individuals who test negative for COVID-19 can usually return 72 hours after resolution of symptoms as long as they were not contacts to a known case of COVID-19.

Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a non-household close contact or a household contact to a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after 1) the date of last exposure

to COVID-19 positive non-household close contact or 2) the date that COVID-19 positive household member completes his/her isolation. See San Mateo County Health’s website for complete information in responding to cases and close contacts in the school community

When District/Private School Has a Case of COVID-19

The School COVID-19 Point Person shall report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours). The School Point Person shall immediately notify the District Point Person of COVID-19 cases in the school community. The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control. The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m. The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at (650) 802-5515.

The District COVID-19 Point Person is Amy Wooliever (650)879-0286

PES Point Person is Kristen Lindstrom (650)879-0332

LHE Point Person is Liz Morgan (650)747-0051

Parents will always be notified via letter if their child has been in potential contact with someone who tests positive, or if there is a positive case or close contact at their child’s school.

LHPUSD will follow the San Mateo County Coalition for Safe Schools and Communities guidance from September 15, 2020 to respond to confirmed or suspected COVID-19 cases and close contacts to known COVID-19 cases.

ENTRANCE, EGRESS AND MOVEMENT WITHIN SCHOOLS- See Appendix C

Site plans can be found in Appendix C which detail the ingress, egress and movement within schools. The following common areas will be closed to students to prevent gathering:

LHE: Multi- Use Room

PES: Multi- Use Room

PHS: Theater, Main Hallway, Library

Students shall enter and leave the buildings at staggered times. Drop off locations, temperature stations, screening stations are positioned in different locations for each bubble. Bubbles have their own restrooms, outdoor learning and play area. Visual cues will be color coded for paths of travel, restrooms and play areas for each bubble.

Staff and Student Testing

Staff is tested weekly on Tuesdays using the Curative PCR test. District administration has access to test results and notifies staff member, SMCOE and SMC Public Health in the event of a positive test result.

Students who attend in-person instruction are tested 2 times/week using the Rapid Antigen BiNax from Abbott Labs. Students testing positive shall take a Curative Labs PCR test.

Athletics

Modified season as announced by the California Interscholastic Federation (CIF) on July 20, 2020

Athletic seasons

https://drive.google.com/file/d/1rrhgOUDRL5WNI_MkZ1_fCxFL04SCaBHu/view

Planning Committee Members

Jennie Dahl- Teacher, Pescadero Elem

Jennifer Freeman- Teacher, Pescadero High School

Phil Hophan- Principal, Pescadero Middle and High School

Julie Howe-Teacher, Pescadero High School

Diann Kelly- Speech Therapist, LHPUSD

Andy LaGow- Director of Facilities

Liz Morgan- Principal, La Honda Elementary

Melissa Morris-Teacher, Pescadero Middle and High School

Jose Perez-Teacher, Pescadero Middle and High School

Kassi Talbot-Teacher, Pescadero Middle and High School

Amy Wooliever- Superintendent and COVID designated contact: amyw@lhpusd.com

Tanya Zavala-Teacher, Pescadero Elementary

LHPUSD COVID-19 Designated Contact: Amy Wooliever (650)879-0286 amyw@lhpusd.com

Appendix A: Custodial Cleaning and Disinfecting Procedures- SMCSIG 5-5-2020 Guidance

GENERAL CLEANING PROCEDURES

Clean minimal hand-contact hard surfaces:

- Clean hard surfaces that have minimal contact with a disinfectant
- Methods for disinfecting hard floors include wet mopping and wet vacuuming.
 - Disinfectant solutions used for mopping must be replaced regularly, after every three or four rooms, at no longer than one-hour intervals.
 - Replace soiled cloths and mop heads with clean ones every time the disinfectant solution is replaced, after every three or four rooms.
 - A source of contamination in the cleaning process is the cloth or mop head. Never leave cloth or mop heads to soak in dirty cleaning solutions.
 - Cloths and mop heads must be decontaminated by immersing in 10 percent bleach solution for a contact time of 20 minutes. Then rinse mop heads and cloths with cool water and allow to dry completely before reuse.
 - Single-use, disposable cleaning cloths and mop heads can also be used as an alternative. If using disposable cleaning cloths and mops, place into a plastic bag before disposal.
- After cleaning, remove all disposable PPE and place into a plastic bag before disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Disinfect frequent high hand-contact surfaces:

- For counters, doors, handrails, bathrooms and other hard surfaces such as plastic, glass or metal, pour an EPA-registered disinfectant gently into a cleaning cloth or use disinfectant wipes and wipe down the surfaces. Allow the surfaces to dry completely.
- Place disposable wipes in plastic bags for disposal.
- After cleaning or disinfecting, remove all disposable PPE and place in a plastic bag for disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Cleaning soft surfaces

- Surfaces that are soft or made of cloth, such as furniture may be cleaned using an EPA disinfectant applied using a hand or back-back type of sprayer.
- The cloth surfaces are sprayed and allowed to dwell per manufacturer's recommendations. Excess disinfectant may be removed after the specified dwell time has been achieved.

Trash and recycling receptors

- PPE is required to empty trash and recycling receptors.
- Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag.
- Replace plastic liners only when soiled or otherwise needed.
- Wipe clean receptors with a disinfectant
- Note: Remove lunch trash immediately following lunch.

CLEANING PROCEDURES – FUNCTIONAL AREAS

This section discusses cleaning procedures by function. It provides information on daily, weekly, and other cleaning procedures in these areas:

1. Entrances, lobbies, and corridors.
2. Classrooms and laboratories.
3. Offices, lounges, and conference rooms.
4. Restrooms, locker rooms, showers and dressing areas.
5. Cafeterias and lunch areas.
6. Shops and other services areas.

Entrances, Lobbies and Corridors

Entryways and corridors should be swept as often as necessary to avoid buildup of dirt. Entryway floor mats must be cleaned periodically with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying.

Daily:

- Empty waste receptacles, remove debris.
- If floor is resilient tile, dust mop the floors. Pick up soil from floor dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (see following procedures)
- Clean entrance door glass and handles.

Weekly:

- Dust the tops of fire closets, extinguishers and window casings. (Low dusting, below 5 feet.)
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean, using a disinfectant, finger marks and smudges on walls, door facings, and doors.
- Dust furniture.

- Restore floor finish on non-carpeted floors.

Monthly:

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5 feet.)
- Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean, as necessary.

Classrooms and Laboratories

Daily

- Tables and desks must be wiped clean with a disinfectant.
- Empty waste receptacles and replace liners.
- Vacuum traffic patterns on carpet floors; remove gum and soil spots.
- Dust-mop and wet-mop tiled floors.
- Disinfect door handles and light switches
- Clean whiteboards and trays.

Weekly

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Office, Lounge and Conference Rooms

Daily

- Empty waste receptacles and damp clean.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust-mop and wet-mop tiled floors
- Disinfect door handles and light switches

Weekly:

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Restrooms

Daily:

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals. (see following procedures)
- Thoroughly clean and disinfect shower rooms and dressing rooms.
- Restock dispensers: soap, paper towels, toilet tissues and dressing rooms.
- Clean mirrors; clean basins; polish stainless steel and chrome surfaces.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean and polish partitions thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.
- Clean doors and wall tile.

Cafeterias and Lunch Areas

Daily:

- Empty waste receptacles and replace liners.
- Dust-mop and wet-mop tiled areas.
- Vacuum carpeted areas and mats; remove gum and soil spots.
- Disinfect drinking fountains.
- Thoroughly clean furniture and benches with a disinfectant.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (Low dusting, below 5 feet)
- High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces. (High dusting, above 5 feet.)

CLEANING PROCEDURES – FIXTURES

Drinking Fountains

Daily:

- Use spray bottle or bucket with water and disinfectant solution to spray over all surfaces.
- Agitate with clean cloth, small brush, or paper towel.
- Rinse.
- Use a clean cloth or paper towel to wipe dry and polish chrome and other surfaces.

Sinks and Wash Basins

Daily:

- Use spray bottle with disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
- Let it sit a minute, and then scrub with paper towel.
- Use a small amount of fine cleanser if necessary.
- Rinse as necessary and polish with clean cloth or paper towel.
- Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
- Clean pipes underneath sink daily as part of the procedure.

Mirrors

Daily:

- Spraying lightly with a glass cleaner with a disinfectant solution and wiping dry and/or polishing with a clean paper towel.

Urinals and Toilet Bowls

Daily:

- Flush toilet and/or urinal.
- Use disinfectant and toilet brush and swab inside of bowl using solution.
- Flush toilet and rinse swab or brush in clean water before proceeding to next fixture.
- Spray germicidal/disinfectant solution on toilet seat (both sides), and all the outside surfaces of the fixtures (toilets and urinals).
- Let stand a minute or specified dwell time.
- Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Benches

Daily:

- Spray with disinfectant solution and scrub or wipe dry with clean cloth.

Appendix B: Contact tracing from the SMCOE Pandemic Recovery Framework

Appendix C: SITE PLANS- Ingress and Egress

Site plans are not published online due to campus safety protocols. All bubbles enter and exit the campus in a staggered manner and follow prescribed paths of travel. Site plans are available to staff and county personnel upon request.

Appendix D: Health Screening Questions for Students and Staff

La Honda-Pescadero Unified Health Screening Questions

1. Do you or your child live with anyone or have you or your child had close contact with anyone with signs of communicable illness including, but not limited to: fever, cough, difficulty breathing, or any flu-like symptoms? ¿Usted o su hijo viven con alguien o usted o su hijo han tenido contacto cercano con alguien con signos de enfermedades transmisibles que incluyen, entre otros: fiebre, tos, dificultad para respirar o algún síntoma similar a la gripe?

2. Do you or your child live with anyone or have you or your child had close contact with anyone who has been diagnosed with COVID-19 within the last 14 days? ¿Usted o su hijo viven con alguien o usted o su hijo han tenido contacto cercano con alguien a quien se le haya diagnosticado COVID-19 en los últimos 14 días?

3. Do you or your child have a fever, cough and/or shortness of breath? (Fever is 100.4F/ 38C or above measured using a forehead thermometer). ¿Usted o su hijo tienen fiebre, tos o falta de aire? (La fiebre es de 100.4F / 38C o superior medida con un termómetro de frente)

4. Has your child taken any fever reducing medications in the prior 24 hours? ¿Ha tomado su hijo algún medicamento para reducir la fiebre en las últimas 24 horas?

5. Do you or your child have any other signs of communicable illness such as a cold or flu? ¿Usted o su hijo tienen otros signos de enfermedades transmisibles, como un resfriado o gripe?

6. Have you or your child experienced diarrhea or vomiting within the past 24 hours? ¿Usted o su hijo han experimentado diarrea o vómitos en las últimas 24 horas?