

# Roseville City School District

## Reopen and Remain Open Guidance

### 2020-2021



Guidelines are subject to change based on public health orders. Guidelines outlined in this document are based on the California Department of Public Health guidance. Updated October 23, 2020

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# PHASED REOPENING OVERVIEW

UPDATED OCTOBER 20, 2020



1

## DISTANCE LEARNING

Aug. - Sept. 25

2

## IN-PERSON FOR PRIORITIZED GROUPS

begins Sept. 28

3

## HYBRID + CHAMPIONS ACADEMY

Combines in-person instruction and at-home learning. Both middle school and elementary students will be on campus Tuesday-Thursday with at-home instruction Monday. Details about schedules can be found [here](#).

The elementary school Champions Academy provides a year-long distance learning option similar to the format utilized by RCSD teachers in the first trimester. The middle school Champions Academy provides a flexible, personalized and standards-aligned video-based online learning platform and an RCSD teacher who serves as a facilitator for those families who want to remain in distance learning for the remainder of the year. Details about the Champions Academy can be found [here](#).

4+5

## MODIFIED TRADITIONAL SCHEDULE WITH RESTRICTIONS + NO RESTRICTIONS

begins Nov. 4

Students on campus, five days a week with assemblies, extracurricular activities, and athletics as permitted.

[rcsdk8.org](http://rcsdk8.org)   1050 Main St. Roseville, CA 95678   916.771.1600

# RCSD Reopening Philosophies

RCSD is taking a layered approach to mitigate the introduction and spread of COVID-19. We believe everyone has a responsibility to drive down the community COVID-19 infection rate to open our schools safely. And once open, we all have a responsibility to adhere to the guidelines so that our schools can remain open.

Our RCSD layered approach includes:

- Parents, students and staff will self-monitor, including temperature checks, before arriving at school
- Anyone with COVID-19 symptoms, including a fever greater than 100.4, may not enter the school building
- Staff and students will have their temperatures checked at school. Anyone with a temperature greater than 100.4 must leave the school immediately
- All staff and students, grades 3rd-8th, must wear masks while indoors. Students in preschool-2nd grade are expected to wear masks while indoors
- Students and staff will wash their hands upon entering the classroom
- Each teacher's desk will have a plexiglass barrier and all 'kidney' tables will have clear portable barriers for small group instruction
- Recess and lunches will be divided into cohorts as much as possible. Students will wash in and out of recess and lunch
- Entry and exit routes at each school are designed to prevent students' cohorts from congregating at dropoff and pickup times

A local county health official said it best, "*...the biggest wild card is what students and their families do outside school. Suppose your community members as a whole take the threat of illness seriously and exercise preventive measures to the extent reasonably possible. In that case, it should be possible to continue in-person school indefinitely with minimal illness intrusion. However, if parents send their kids to school when ill or if they or their kids gather without precautions with co-workers, friends, or extended family, it will be hard to keep COVID-19 out of the classrooms.*"

## Message from Superintendent Garcia

The layered approach to mitigate the introduction and spread of COVID-19 only works if we are all engaged and working toward a common purpose. Our children may remain with their classmates in the presence of highly qualified teachers and staff if we all adhere to the guidelines and do what is necessary to keep each other healthy and well. I have confidence in our desire and ability to work together as a community to keep our schools safe and open. We are stronger when we work together. We can do this!



Derk Garcia

# General Measures

RCSD will continue to review guidance, consult, communicate and collaborate with the following agencies regarding current disease levels, testing capabilities and control measures locally to ensure we provide the healthiest learning environment for students and staff.

- Placer County Public Health
- Placer County Office of Education
- California Department of Public Health
- California Department of Education
- Surrounding Districts

Following state guidelines, RCSD has contingency plans in place for the possibility of closure of classes, cohorts or an entire school when persons associated with the school test positive for COVID-19.

RCSD will continue to review and update health plans for high-risk individuals to ensure proper support and accommodations are provided.

RCSD has reviewed Cal/OSHA requirements and has an effective plan to protect employees.



## Promoting Healthy Hygiene Practices

### Hand Washing

RCSD is committed to teaching, reinforcing and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose and mouth and washing or sanitizing hands before and after eating, using the restroom, being outside and coughing or sneezing.

### Hand Sanitizer

Hand sanitizing stations are available in all classrooms and additional supplies are available for school sites.

### Physical Distancing

Each campus has developed measures to increase physical distancing or barriers to transmission in classrooms, bathrooms and other areas of the campus. Students will be encouraged not to assemble, especially in high traffic areas.

### Work Areas

Staff and students will avoid sharing phones, work supplies and office equipment when feasible and will never share Personal Protective Equipment (PPE). Staff will clean the work area(s) during the day.

# Personal Protective Equipment and Supplies

## Face Coverings

Face coverings will be used following CDPH guidelines unless a person is exempt, as explained in the guidelines, particularly in indoor environments, on school buses and in areas where physical distancing alone is insufficient to prevent disease transmission.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Expected**
3rd grade – 8th grade	Yes



*\*\* All students are required to wear a face covering to school. Young children between two years old and second grade are expected to wear a mask while at school if they can be worn properly. A face shield is an acceptable alternative for children in preschool - 2nd grade who cannot wear masks properly.*

If a student or staff member does not have a face covering, one will be provided.

To comply with this guidance, schools must exclude 3rd-8th grade students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students in grades 3rd-8th who refuse to wear a face covering could be involuntarily transferred to the Champions Academy.

## Staff

All staff must use face coverings following [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection. RCSD aims to ensure adequate supplies are available to support healthy hygiene behaviors. Schools will have the following available:

- Soap
- Tissues
- Face coverings
- Face shields with a neck drape (staff)
- Hand sanitizer
- Cleaning supplies
- Plexiglass dividers in front offices, at teacher desks, and for Special Education assessments and services
  - Multiple dividers in each elementary classroom to allow for small group instruction
  - Digital thermometers

# Cleaning, Disinfecting and Ventilation

RCSD will use cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA). RCSD has plans to maximize custodial staff and implement daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Use cleaning products approved for use against COVID-19 on the EPA approved list “N” and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s recommendations, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

## Frequently Touched Surfaces

High-touch areas such as door handles, light switches, sink handles, bathroom surfaces, tables and desks will be cleaned daily or more frequently as needed.

- All classrooms have wall-mounted hand sanitizer dispensers installed
- Elementary classrooms will have students wash their hands using the classroom sink
- Clean and disinfect frequently touched surfaces within schools daily
- Cleaning and sanitization supplies will be made available for teachers



## Ventilation

RCSD has replaced classroom HVAC system filters with MERV-13 filters recommended by the California Department of Public Health.

## Drinking Fountains

Students are encouraged to bring a bottle of water from home to drink during the school day. All outside drinking fountains are turned off. Classroom drinking fountains are to be used to fill only water bottles or disposable drinking cups. No student or staff member should drink directly from the fountain in order to prevent COVID-19 spread.

# Distancing Measures

## Outside the Classroom

Additional instructions may be provided by individual schools. RCSD has reviewed and is implementing District-wide measures minimizing contact between students, staff and families in the following areas where practicable:

- Entry and exit schedules for each school have been established
- Transportation seating considerations
- Reconfigured recess schedules and reducing sharing of equipment
- Reconfigured breakfast and lunch schedules where food is provided “to-go” style and outdoor spaces are maximized
- Minimizing large gatherings on campus, i.e., elimination of in-person assemblies and school-wide events
- Campus access will be limited to staff, students and parents/guardians on official business
- Volunteers are not allowed on campus at this time
- Masks and hand sanitizer available on carts around the school

## Inside the Classroom

Educate students on developmentally appropriate physical distancing procedures. Additionally, we are committed to the following:

- Maximizing fresh airflow
- MERV-13 Air Filters
- Maximizing space between seating and desks
- Minimize the mixing of classes as much as practicable and limit small group interactions
- Minimize the sharing of materials and equipment as practicable



# Staff and Family Education

RCSD is committed to train staff and provide educational materials, protocols and resource lists for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 dashboard
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

# Health and Wellness Checks

## Daily Wellness Checks

Families and staff will be required to do a daily screening for symptoms of COVID-19 using screening protocols listed on the following pages before arriving at school or the bus stop. These protocols include the taking of temperatures.

## Stay Home When Sick

Staff and students should stay home when sick, not feeling well or have come in close contact with anyone who has tested positive for COVID-19. CDC defines close contact as within 6-feet of an infected individual for at least 15-minutes, 2-days before illness onset. Anyone who has a temperature of 100.4 and above must stay home.

## COVID-19 Symptoms Include

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body pain
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



This list does not include all possible symptoms. Individuals exhibiting one or more COVID-19 symptoms must stay home.

## Visitor Policy

Campus access will be limited to staff, students and parents/guardians on official business only. Parents/Guardians will not be permitted to visit classrooms or make observations.

# Plan For When Someone Has Symptoms or Isn't Feeling Well

## Students or staff\* who present with symptoms while at school:

- Students will go to a designated care area, monitored by an adult, until a parent or guardian can pick them up
- Staff members must leave RCSD campuses or facilities and inform their supervisor before leaving
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff members will be directed to the [Placer County Office of Education School Testing Site](#). Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>

## Students or staff\* who have had close contact with a confirmed COVID-19 test:

- Students and staff\* should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, two days before illness onset with a confirmed COVID-19 test
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff members will be directed to the [Placer County Office of Education School Testing Site](#). Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>
- Quarantine for 14 days from last exposure. Schoolwork will be provided to students to complete during this time
- Schools and classrooms may remain open in consultation with public health officials

*\*Staff should contact their supervisor immediately*

# Plan for Someone with a Confirmed COVID-19 Test

## Students or staff\* who have a confirmed COVID-19 test:

- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 14 days after the last date the case was present at school while infectious. Schoolwork will be provided to students during this time
- If a person tests positive, but has had no symptoms, they may return to campus after ten days have passed since the test
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 14-day quarantine
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- At a minimum, the cohort will be closed
- Families and staff will receive a notification if there is a known positive case that occurs in their cohort

*\*Staff should contact their supervisor immediately*

Source: Schools Reopening Recommendation Guidelines [www.cdph.ca.gov](http://www.cdph.ca.gov)

## 14-Day Quarantine Calendar

Source: Schools Reopening Recommendation Guidelines [www.cdph.ca.gov](http://www.cdph.ca.gov)

14-Day Quarantine Calendar						
mon	tue	wed	thu	fri	sat	sun
Last close contact with person who has COVID-19		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	14 DAY QUARANTINE	

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

## Maintaining Healthy Operations

RCSD is committed to maintaining healthy operations with an added emphasis on:

- Monitoring student absenteeism and the types of illnesses and symptoms experienced
- Monitoring staff absenteeism and have a roster of trained back-up staff
- Maintain communication systems that allow staff and families to self-report symptoms while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and state law related to the privacy of educational records
- Support students and families with a higher risk for severe illnesses by providing a distance learning option (Champions Academy)
- Communicate and consult with the Placer County Health Department to stay current with COVID-19 activity and guidance
- Principal(s) at each site will be responsible for responding to COVID-19 concerns

## Partial or Total School Closures

State and local health orders will be monitored to see if operational adjustments are needed. RCSD will seek guidance from local Public Health Officials if the need for partial or total closure of a classroom(s) or school(s) is necessary due to a positive COVID-19 test(s). The State and Public Health Officials may also order the partial or full closure of a school/district due to the level of community spread. RCSD has contingency plans in place for the following instances, if needed:

- Closing of a classroom
- Reducing the number of students on campus
- Closing of a specific school/site
- Transitioning to Distance Learning
- Communication plan for staff and community

State Guidelines for schools, state district or individual school closure is recommended based on the number of cases, the percentage of teachers/students/staff that are positive for COVID-19 and following consultation with the Local Health Officer. Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of students and staff are infected or potentially infected in 14 days. A closure may also depend on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigations or other local epidemiological data.

# Frequently Asked Questions

## What is the State's criteria for closing a school?

Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of students and staff are infected or potentially infected in 14 days. A closure may also depend on the size and physical layout of the school.

## What is the State's criteria for closing a school district?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within 14 days and in consultation with the local public health department.

## If a school district/individual school is closed, when will it reopen?

Districts will typically reopen after 14 days, in consultation with the local public health department. If public health officials order total closure of schools, RCSD students will default to their teacher's full distance learning with virtual instruction. This model is 100% online and home-based.

## Access to Technology

Middle school students who have checked out a Chromebook for distance learning will be required to bring that Chromebook to school with them each day. Please ensure the Chromebook is fully charged and ready for use. Middle school students who wish to use their own Chromebook or Laptop, will be asked to complete and return to the school site the District's [Bring Your Own Device Policy](#) prior to the first day of in-person instruction. Elementary school students may be asked to store their devices at school.

## Internet Accessibility

All efforts will be made to ensure students have access to the Internet. Families that do not have access should contact their student's principal to confirm the availability of a District mobile hotspot. The district will make every effort to ensure connectivity to all households, but supply is limited and may be reserved for students with no access. Other accessibility requests will be provided based on need with the principal's input and guidance.

## Transportation

Transportation is limited to those students who have it included in their signed Individualized Education Program (IEP).



# Student Supports

We believe it is in students' best interest to provide as much normalcy as possible when school reopens.

We are prepared to meet students academically, socially and emotionally and offer additional support. These supports will be available in all learning models and may be modified in their delivery and format. Examples of supports available are listed below.

## Social-Emotional Supports

- School-based counseling
- Positive Behavior Interventions & Supports (PBIS)
- Social-emotional learning/curriculum

## Academic Supports

- Identification and prioritization of essential learning standards
- Formative assessments for learning gaps
- Tiered Levels of Support in small groups
- Web-based supplemental support curricula in both English-Language Arts and Mathematics

## English Learners

Designated English Language Development (ELD) will be delivered during uninterrupted blocked times each day of the week. Integrated English Language Development will continue to be delivered in all content areas to ensure rigorous curriculum access in all learning models. English language support staff will also be available throughout the day to assist students and families in content area curriculum and digital platforms.

## Special Education

Instruction and services will be provided and incorporated within a similar schedule and guidelines as general education classrooms. Students will participate in daily live (synchronous) and asynchronous learning activities within the general education classroom and specialized academic instruction and related services. ASD and FSP students will attend in-person instruction in a traditional model starting in Stage II of the Reopen and Remain Open Plan.



# Instructional Models for 2020-21

## Distance Learning

Distance Learning is the default for school closures due to COVID-19. In this model, students would remain home and participate in live (synchronous) and self-guided (asynchronous) learning throughout the regular instructional day with their teacher and classmates. For 2020-21, RCSD strengthened its Distance Learning program to provide more structure and continuity in learning for all students.

The following standards have been established for distance learning aligned with Senate Bill 98:

- **Daily Interaction Required.** Students will receive daily live interaction from their instructors
- **Instruction Aligned with Grade Level Standards.** Students will proceed with instruction in current grade-level standards, content and objectives
- **Regular Feedback, Assessment and Grading.** Teachers will provide regular feedback on student work and be assessing and grading student performance
- **Taking Student Attendance.** Daily student attendance is required
- **Minimum Instructional Requirements.** Students will receive a minimum amount of daily instruction, which may be met by a combination of teacher instruction and independent work assigned.
  - 180 minutes per day for Transitional Kindergarten and Kindergarten
  - 230 minutes per day for grades 1-3
  - 240 minutes per day for grades 4-8
- **Preventing Disengagement.** Schools have plans to re-engage students who are absent from distance learning for more than three school days a week
- **Checking Connectivity.** Students who do not have a device at home to participate in distance learning will be able to check-out a Chromebook from their school. Distribution information will be communicated directly from your school site. [RCSD Mobile Device Loaner Agreement](#), as well as a list of low-cost internet options may be found on the RCSD website



## Hybrid Learning

For grades TK-8, students would be in an “AM” or “PM” group four days a week. This schedule takes into account the need for daily interaction and socialization with teachers and classmates. All hybrid students will transition to a traditional learning model with enhanced health and safety protocols when approved by the Board of Education.

## **Traditional Learning**

The traditional learning model is what we've always done in RCSD, providing in-person, high quality educational excellence, five days a week for TK-8 students. RCSD is committed to returning to traditional learning as soon as it is safe for students and employees and allowable by local and state public health departments. We hope to be there with our students in school soon!

## **Champions Academy**

Elementary students in Champions Academy, grades TK-5, will be assigned to a class. They will participate in distance learning led by a highly qualified, credentialed RCSD teacher. Instruction will take place through synchronous and asynchronous design and will be a combination of whole-group and small-group instruction aligned with the California State Standards.

Middle school students participating in Champions Academy will be enrolled in the online, video-based instruction model, Edgenuity. Students will be assigned a highly qualified, credentialed RCSD teacher to facilitate learning and serve as an advisor throughout the program. Students will participate in California State Standards-based instruction and have optional electives available.

## **Extracurricular Activities**

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.



# Resources

[RCSD Reopen and Remain Open 2020-21](#)

[PCOE COVID-19 Response Scenarios and Health Protocols - English](#)

[PCOE COVID-19 Response Scenarios and Health Protocols - Spanish](#)

[California Department of Public Health COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#)

[California Department of Public Health COVID-19 Industry Guidance: Schools 08.03.2020](#)

[California Blueprint for a Safer Economy: Color-Coded Tier System](#)

[Placer County COVID-19 Testing Matrix: Staff and Students](#)