



*Twain Harte School District*  
*District Office Located at: 22974 Twain Harte Drive, Room 21*  
*Mailing: 18815 Manzanita Drive, Twain Harte, CA 95383*  
*Phone: (209) 586-3772 Fax: (209) 586-9938*  
*Rick Hennes, Superintendent*

August 26, 2020

Liza M. Ortiz, MD, MPH  
Health Officer  
20111 Cedar Rd. North  
Sonora, CA 95370

Subject: School Re-Opening Plan

Tuolumne County Public Health Director:

Please consider this the official request to return students on campus for Twain Harte School District.

We request that our students return to school on Monday, September 14<sup>th</sup> for a soft opening. All grade levels would come back in a hybrid model in cohorts.

- Cohort one would meet on campus Mondays and Tuesdays for the full school day.
- Cohort two would meet Thursdays and Fridays for the full school day.
- TK (2 students) students would be grouped in one of the kindergarten cohorts and picked up at 12:30pm, which is their regular dismissal time. TK and Kindergarten parents would be allowed walk their students onto the campus but will not enter the classroom.

### **General Measures**

- All students will have their temperature taken at 3 entry points of the campus by a district employee with a thermal thermometer. These entry points are the parking lot on Manzanita Drive, the parking lot on Twain Harte Drive and the parking lot where the buses deliver students.
- There will not be any individual students allowed on campus prior to 8:00am.
- TK-3 grades will be dropped off at the Front parking entrance.
- Grades 4-8 Will be dropped off in the parking lot in front of the district office.
- Bus riders will be screen at the bus parking lot gate upon arrival.
- Any student with a temperature of 100.4 degrees or higher, cough, or other COVID 19 symptoms will be sent to the isolation room. Parent/guardian will be contacted to pick them up. (See flow chart)
- There will not be any use of facilities on campus by any external organizations.
- Any student who has known health needs or pre-existing conditions will be given extra attention by the office staff and teachers to protect those students from contacting the COVID 19 virus.
- All staff has received COVID 19 training, through JPA 's Get Safety Trained site, as directed by

law. The training includes what is COVID 19 and how it spreads; what are the signs and symptoms of COVID 19 and how to safely use cleansers and disinfectants.

- Training will be provided in proper use, removal and washing of cloth face coverings.

All trainings and discussions will take place virtually and not in person.

There is a designated COVID 19 school response team consisting of the superintendent, principal and school secretary. A designated liaison person who is familiar with a contact at the local health department has also been established.

**If there is an employee, child or visitor that tests positive:** The liaison will provide notice to health officials in Tuolumne County. The following information can be shared if a staff member, child or visitor is positive for COVID 19:

- Districts will notify those who were potentially exposed (close contact within 6 feet or more for more than 10 minutes). No personally identifiable information will be shared. The name and any medical information is confidential and illegal to disclose to others.
- The district will notify all staff and families (even if they weren't exposed). Our message will include an acknowledgement of someone testing positive. The name of the person is confidential and will not be shared.
- The school will avoid large gatherings such as assemblies and dances.
- There will be no extra extracurricular activities during this time.
- All staff meetings during the COVID 19 duration will be conducted virtually.
- There will be a 24hr wait time for disinfecting exposed areas.

## **Promote Healthy Hygiene Practices**

- Hand sanitizing stations have been installed at the entrance of all of the classrooms. Permanent hand washing stations are also available with no touch paper towel dispensers in each restroom.
- Students and staff will be reminded to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff are urged to wash their hands for 20 seconds with soap rubbing thoroughly after application of soap
- The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals.
- All cafeteria workers will be required to wear masks and gloves

## **Face Coverings**

- Face coverings will be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.
- Staff will teach and reinforce use of face coverings or in limited circumstances, face shields.
- Students and staff will be frequently reminded not to touch the face coverings and to wash hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings
- Training will also include policies on how people who are exempted from wearing a face covering will be addressed.
- Any face shields being used will be checked to make sure they adhere to the appropriate drape.
- Where a face covering cannot be used for pedagogical or developmental reasons, 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. Staff must return to wearing a face covering outside of the classroom.

- Masks will be required for all drivers and students and provided by the district if not available to students
- All cafeteria personnel will be required to wear masks and gloves.
- All students 3<sup>rd</sup> grade and above will be required to wear face covering. Students masks will be provided by the school if necessary. Face coverings will be optional for TK-2<sup>nd</sup> grade.

### **Ensure Teacher and Staff Safety**

- At dismissal time parents will drive through a designated route to pick up their children. Parents will park until they see their children and must remain in their vehicles.
- All certificated staff will prescreen daily in their classrooms. Screening forms will be kept in the classrooms and available for inspection.
- Classified staff will check in the office and be screened there as well as filling out the screening form.
- All screenings are subject to FERPA and HIPPA rules which assure confidentiality and privacy of any data provided to the public health department
- Any staff with a fever of 100.4 degrees or higher, cough, or other COVID 19 symptoms will be sent home.
- Two temporary substitute teachers will be retained by the district.
- All lunches except for TK and Kindergarten students (approximately 12 students) will be served in the classrooms or outside seating and will be plated individually in disposable containers. TK and Kindergarten students will eat in the cafeteria at a minimum of 6 feet distancing.
- The lower break room will be limited to 5 people at a time and a secondary break room has been set up outside to accommodate 8 people for meals, accounting for 6-foot distancing. The copy room in the primary wing will be limited to 2 people at a time.
- The intermediate break room will allow for 2 people at a time for meals and a secondary break room will be set outside to accommodate 8 people with 6-foot distancing. The copy room will be limited to 2 people.
- A Plexiglas barrier has been ordered and will be installed in the main office for the secretary's safety as well as similar barriers for the cafeteria staff and librarian. Individual Plexiglas barriers have been ordered for classrooms that use tables for small group instruction.

### **Cleaning and Disinfecting**

- Janitorial staff are disinfecting high traffic surfaces (door handles, light switches, counter tops, etc.) daily.
- Bathrooms, cafeteria surfaces, desk tops will be disinfecting daily
- Buses will be disinfecting before AM and PM bus runs.
- Maintenance will routinely replace and check air filters and filtration systems to ensure optimal air quality.
- In the instance a staff member who prepares meals is positive or presumed positive for COVID 19 the kitchen will close. There will be a 24 hour wait time before cleaning/disinfecting the areas used by the person who is possibly infected if feasible, but at least a minimum wait of two hours.

## **Distancing Inside and Outside of Classroom**

We will minimize the movement of students and staff as much as practicable.

- Grades 6-8<sup>th</sup> will be staying in their classrooms as a cohort and the staff will be rotating into those rooms, thus avoiding unnecessary student movement. Teachers will be wearing required PPE and maintaining proper distancing when practicable.
- Minimize congregation and movement through hallways as much as practicable.
- Recesses will be held in separated areas designated for each class and will be staggered.
- PE classes will be held either in the gym or outside with a minimum of 6-foot distancing. Activities will not involve any type of contact activities.

Classroom size will accommodate socially distanced cohorts based on square footage below:

- The kindergarten classroom has 1,284 sq. ft. thus allowing 20 students
- Our primary classrooms (1-3) have 907 sq. ft. thus allowing 15 students
- Our Intermediate grades (4-5) classrooms have 915 sq. ft., thus allowing 15 students
- Our middle school classrooms (6-8) have 1,094 sq. ft. thus allowing 18 students

Where practicable, there will be markings on classroom floors to promote distancing or arranging desks in a way that minimizes face to face contact.

- All students will remain in the same space and in groups that allows for 6- foot distancing in hallways
- Band and classroom music will take place virtually

## **Bus Procedures**

Loading and Unloading procedures will be as follows:

- Students will be instructed on how to sit on the bus to maintain 6-foot distance.
- Students will be encouraged to social distance at the bus stops while loading and unloading
- Students will load from back to front when transporting to school and load in order of stops when going home with first stop at front.
- Students from the same household will be required to sit together.
- The 3 bus loading/unloading zones will be relocated at least 100 feet apart.
- Windows will be open when weather permits.
- Buses will be disinfected between AM and PM runs. Bus Procedures:
- Bus drivers will ensure proper ventilation, if using air conditioning they will use the setting that brings in outside air.
- Bus mechanics will routinely replace and check air filters and filtration systems to ensure optimal air quality.
- Extra masks will be provided to students as they board the bus if they do not have one.

## **Classroom and Non-Classroom Space**

- All students will remain in the same space and in groups that allows for 6- foot distancing
- Student restroom use will be limited to the number of stalls or urinals in the facility. I.e. if there are 4 stalls/urinals, then only 4 students will be allowed in the restroom. A line with 6-foot distancing will be set up and monitored as much as possible by staff.

- Signage will be placed on the restroom door reminding students about the number of students allowed as well as markings on the ground to note 6-foot distancing.

### **Limit Sharing**

- Each child's belongings will be separated and in individually labeled cubbies or areas.
- Intermediate and middle school students will utilize their personal backpacks. Students will be encouraged to take home their personal belongs each day to be cleaned.
- The district will ensure adequate supplies to minimize sharing of high touch materials (pencils, paper, scissors, etc.) to the extent practicable.
- Supplies and equipment use will be limited to one group at time. They will be cleaned and disinfected between uses.
- Students will be monitored to avoid sharing of food or utensils.
- Staff will implement procedures for turning in assignments to minimize contact.

### **Check for Signs and Symptoms**

Plan for When Staff, Child or Visitor Becomes Sick have been developed and will be placed on the District website.

The District will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID 19 to stay home

Upon notification that a food employee has tested positive for COVID 19 or is presumed positive based on symptoms associated with COVID 19, the food operator(district) is required to take the following actions:

- Ensure the affected employee is excluded from the food facility and adheres to the Health Officer Order home isolation.
- Should any COVID 19 cases occur the district will follow the class/cohort procedures and act accordingly.
- An isolation room for students who are not feeling well will be established to minimize contact with others until they can be transported home or to a health care facility.
- Non-essential visitors to campus will be prohibited.

### **Maintain Healthy Operations**

- All HVAC filters were replaced with new ones over the summer of 2020.
- Doors and windows will be open in lieu of the HVAC when weather permits. When using the air conditioner settings will be used that bring in outside air.
- All drinking fountains will be turned off and students will be asked to bring personal water bottles to use at school. Bottled water will be provided to students who do not have personal water bottles.
- The District will establish routine schedules to clean and disinfect common surfaces and objects in the work place. There will be proper ventilation during cleaning and disinfecting. Custodians will introduce fresh outdoor air as much as possible. The cleaning space will be aired out before children arrive.
- The process of disinfecting includes providing disinfectant products, any PPE required for their

safe use along with review of manufacturer instructions for proper use.

- The District will use disinfecting products that are approved for use against COVID 19 that are on the EPA approved list.
- The District will ensure that all applications of disinfectant are by trained staff and no products will be used by students
- The District will ensure adequate supplies to support healthy hygiene behaviors including soap, no touch trash cans, face coverings and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

### **Consideration for Reopening**

- The district superintendent and school principal will continue to participate in the weekly COVID 19 zoom meetings with the County Public Health Officer and County Schools Superintendent
- The plan will be updated as situations change and will be communicated to the appropriate Agencies

Staff will be provided with updated information regarding labor laws information regarding disability insurance as applicable to schools.

Communication plans for exposure at school and potential school closures have been developed.



## Signs and Symptoms of COVID - 19 Infection

Fever  
Cough  
Nasal Congestion  
Sore Throat  
Shortness of Breath  
Difficulty Breathing

Diarrhea  
Nausea or Vomiting  
Fatigue  
Headache  
Muscle & Body Aches  
Chills  
Sudden Loss of Taste & Smell

Student Presents to the School Office  
give student a surgical mask if the  
student is not wearing one

**Assessment: Verbal** When did the  
symptoms start? Any exposure to  
someone ill? What are your signs &  
symptoms?

**Assessment: Visual** Flushed cheeks,  
difficulty breathing, fatigue, extreme  
fussiness/agitation, coughing

**Assessment: Physical Exam**  
Temperature: >100.4 degrees F  
Pulse Oximetry: <96%

Visual, Verbal and/or Physical  
Concerns Identified

No

Observe for  
10 minutes

Improvement?

Yes

Return to Class

Call and Notify  
Parents

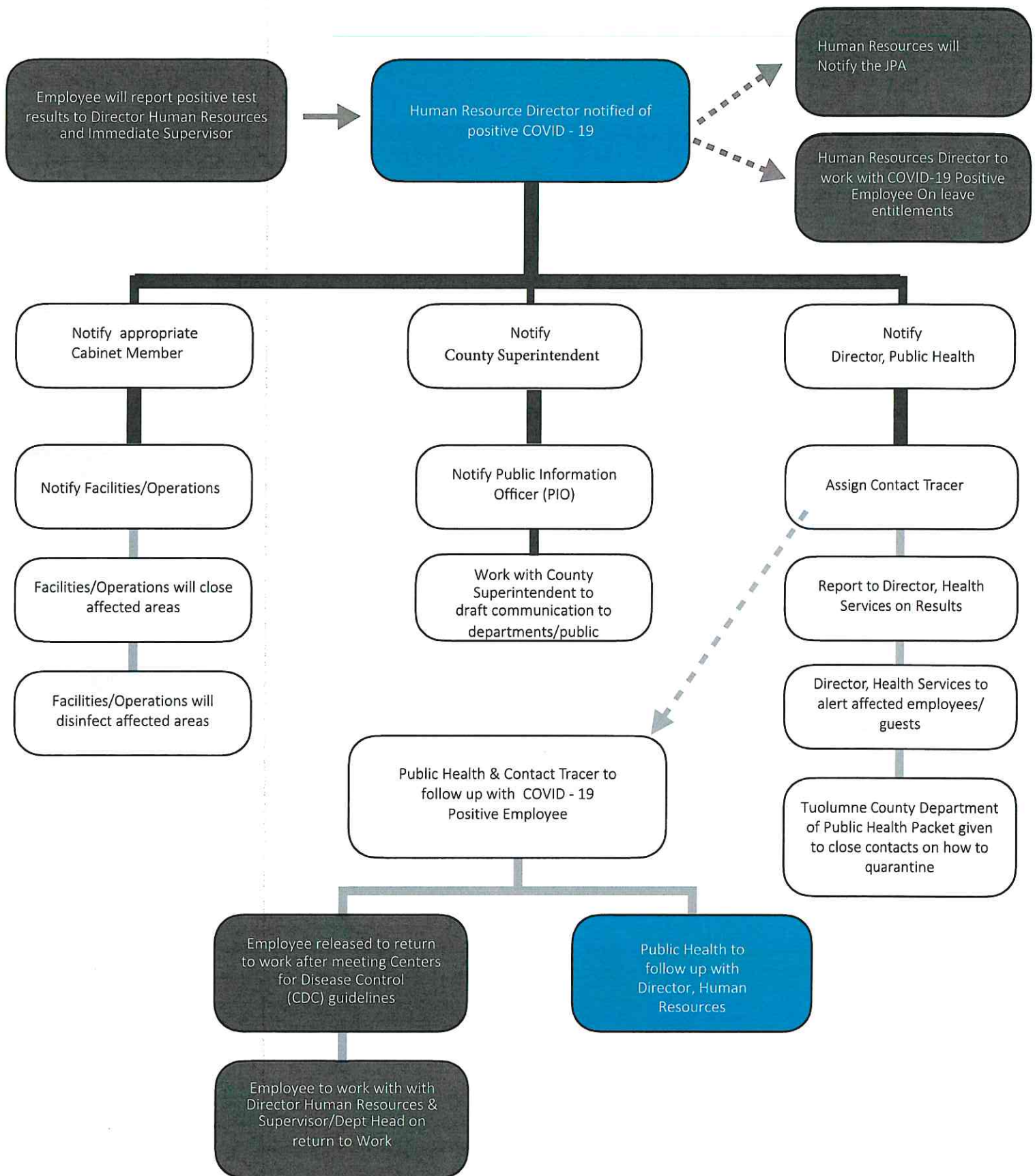
No

Isolate and Prepare to  
Send Home

Yes

Are Symptoms  
severe? If so, **call 911**:  
Trouble Breathing  
Persistent pain or  
pressure in the chest  
New Confusion  
Inability to stay awake  
Bluish lips or face

Follow-up with student/  
family, notify Tuolumne  
Co. Public Health &  
TCSOS for suspected  
COVID-19 cases



**Important Note:** Aside from the specified contacts noted above on this flow chart, the County Superintendent and TCSOS employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. TCSOS may notify affected employees in a way that does not reveal personal health-related information of an employee.