



McParland Elementary School
Plan for Implementation of CDC Guidelines
Phase 2 – Hybrid Learning
2020-2021



The purpose of this document is to provide a detailed description of what the CDC guidelines look like at George McParland School, specific to Phase 2 of teaching and learning (Phase 1: Off-Campus Learning, Phase 2: Hybrid Learning, and Phase 3: On-Campus Learning) proposed by Manteca Unified School District: <https://www.mantecausd.net/returntoschool> . It is understood that details of this description may change, or transition between the phases, as recommendations from the CDC are modified. It is also understood that some items in this description are contingent upon the final agreement between the school district and bargaining unit members.

Phase 2

Phase 2: Blended Learning Model

The Phase 2: Hybrid Learning model will be an on-site resident learning hybrid 50% on campus and 50% of campus (minimum 180 minutes a day Kindergarten, 230 minutes/day grades 1-3, and 240 minutes/day grades 4-8) with alternating days (MTh or TF with online teaching and learning Wednesdays). Class size will remain low at 12-17 students in single A/B grade cohorts.

Insuring Health and Safety at McParland Elementary School

A training was provided to certificated and classified staff on COVID- 19 information and safety on August 4, 2020. Staff will complete a self -screening check list each morning before coming to work and follow the directions given after taking the screener. If staff show any symptoms, they are to call the Workplace Infection Prevention Hotline at (209) 858-0782 immediately and follow their directions.



All individuals will follow social distancing guidelines while moving about campus. Please refer to the campus map, attached, or to the directional markings on the pavement. The interior doors to the office and staff lounge will remain propped open to decrease use of handles by multiple parties. Classroom doors will be propped open at the beginning and end of the day



Staff and students, 3rd grade and above are required to wear a face covering. Students in 2nd grade and below are strongly encouraged to wear a face covering. Teachers have been provided with 6 masks and 1 face shield (1 more face shield will be delivered when shipment comes in.). Students will be provided with 2 reusable cloth masks. Disposable face masks will be made available as needed. Parents may provide their student with a different face covering at their discretion. Other means of Personal Protective Equipment (PPE) have been supplied to the school site for increased safety measures. Staff individuals have access to \$50 for additional PPE equipment of choice. Staff is to notify administration if a safety need arises.

There will be no large gatherings or combining of classes for assemblies, field trips or rallies.

Every classroom and workspace will have a completed checklist indicating they have what is needed to receive students.

SCHOOL REOPENING CHECKLIST

<u>All PPE supplies listed are distributed to staff/students:</u>	
• 6 cloth masks and 2 disposable masks for teachers	<input type="checkbox"/>
• 2 cloth masks for students	<input type="checkbox"/>
• 2 cloth masks for custodial and classified staff	<input type="checkbox"/>
• 1 thermometer with batteries to every teacher	<input type="checkbox"/>
• 1 thermometer with batteries in the office	<input type="checkbox"/>
• 1 thermometer for Health/Isolation room	<input type="checkbox"/>

<ul style="list-style-type: none"> • Plexi-glass sneeze guard issued to every teacher and para • Plexi-glass sneeze guard placed in the office <ul style="list-style-type: none"> ○ Plexi-glass sneeze guard additional available as needed • Face Shields issued to every teacher and para • Hand sanitizer in every classroom and office where applicable • 1 spray bottle, 2 cleaning cloths, procedure for cleaning cloths • Gloves readily available 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Directional Signage throughout the campus that indicates traffic flow, cleaned facilities, social distancing footprints or expectations. Signage must be easy to understand by staff/students.</p>	<input type="checkbox"/>
<p>Site map to show entry/exit for staff/students.</p> <p>Site routing map for staff/students using directional arrows.</p> <p>Site map to show hand washing station.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Designate office staff for site visitor temperature checks.</p>	<input type="checkbox"/>
<p>Know the location of extra disposable masks.</p>	<input type="checkbox"/>
<p>Know your process for COVID-19 communication internally/externally as needed.</p>	<input type="checkbox"/>
<p>Health/Isolation rooms designated on site with plastic chair and cot.</p> <p>Designated SSA to monitor students if placed in Isolation rooms with social distancing.</p>	<input type="checkbox"/> <input type="checkbox"/>

Established and provided bathroom procedures for students and staff.	<input type="checkbox"/>
Designate an alternative bathroom for symptomatic individuals.	<input type="checkbox"/>
Classrooms are set up to meet the physical distancing requirement.	<input type="checkbox"/>
Every student has their district provided water bottle	<input type="checkbox"/>

Arrival/Dismissal:

Students will be allowed on campus at 7:45 am and only for the duration of their scheduled school day, not before or after. Teachers are to be in their classrooms at 7:45 am so that students may go directly to their classrooms. It is important that parents, teachers, and students follow all scheduled. Students will only come to school on their designated days, group A Mondays and Thursdays, group B Tuesdays and Fridays. When students are not physically at school, they will participate in distance learning. Wednesdays will be distance learning for all students. Students were placed in A and B groups keeping siblings and households in the same groups as much as possible.

Students will enter and exit through separate gates by grade levels. At the Annex TK and Kindergarten students will enter through the gate near the Kindergarten playground. 1st grade students will enter through the gate near the Library. 2nd grade will enter through the gate near the cafeteria. At the Main Site 3rd and 4th grade will enter the gate to the left of the office, 5th and 6th grade students will enter the gate to the right of the office. 7th and 8th grade students will enter through the gate in the parking lot next to the Multiuse Room. Any students coming from the backside of campus may enter through the back gate.



Students will complete a self-screener at home prior to coming to school. If the self-screener is not available, students will complete a paper screener each morning when they get to school. All teachers have a thermometer to use if they choose to take student temperatures upon entry to the classroom. Mask appropriateness (covering nose and mouth) will be checked at the gate upon entering by SSA's. Masks must follow dress code as appropriate for a Tk-8 environment. Disposable

masks will be given to those students that do not have a mask. Students who show symptoms of being sick will immediately be directed to the office check point for further instructions.

Parents are expected to drop their student off at the designated start time and to allow their student to walk, independently, to their classroom. Parents and visitors will not be allowed on campus. This includes the first day of instruction and volunteers in the classroom. Administrators and School Site Assistants will be available to support students who struggle with separation anxiety. Parents and the community must wear a mask, complete a health screening, and have their temperature checked when entering the office. Only one family at a time will be permitted in the office to maintain social distancing.

Students who arrive late will enter through the gate between the library and cafeteria where an SSA will document their tardy, provide the student with a late pass, and send them to class.

Prior to dismissal, students will pack up their belongings. All items brought to school by a student will be taken home by them at the end of their scheduled school day. Students will take turns washing their hands or using hand sanitizer before leaving the classroom.

During Dismissal teachers will stand in the doorways of their classroom to monitor class dismissal and movement in the hallways to help clear the campus safely and quickly from 12:45- 12:55.

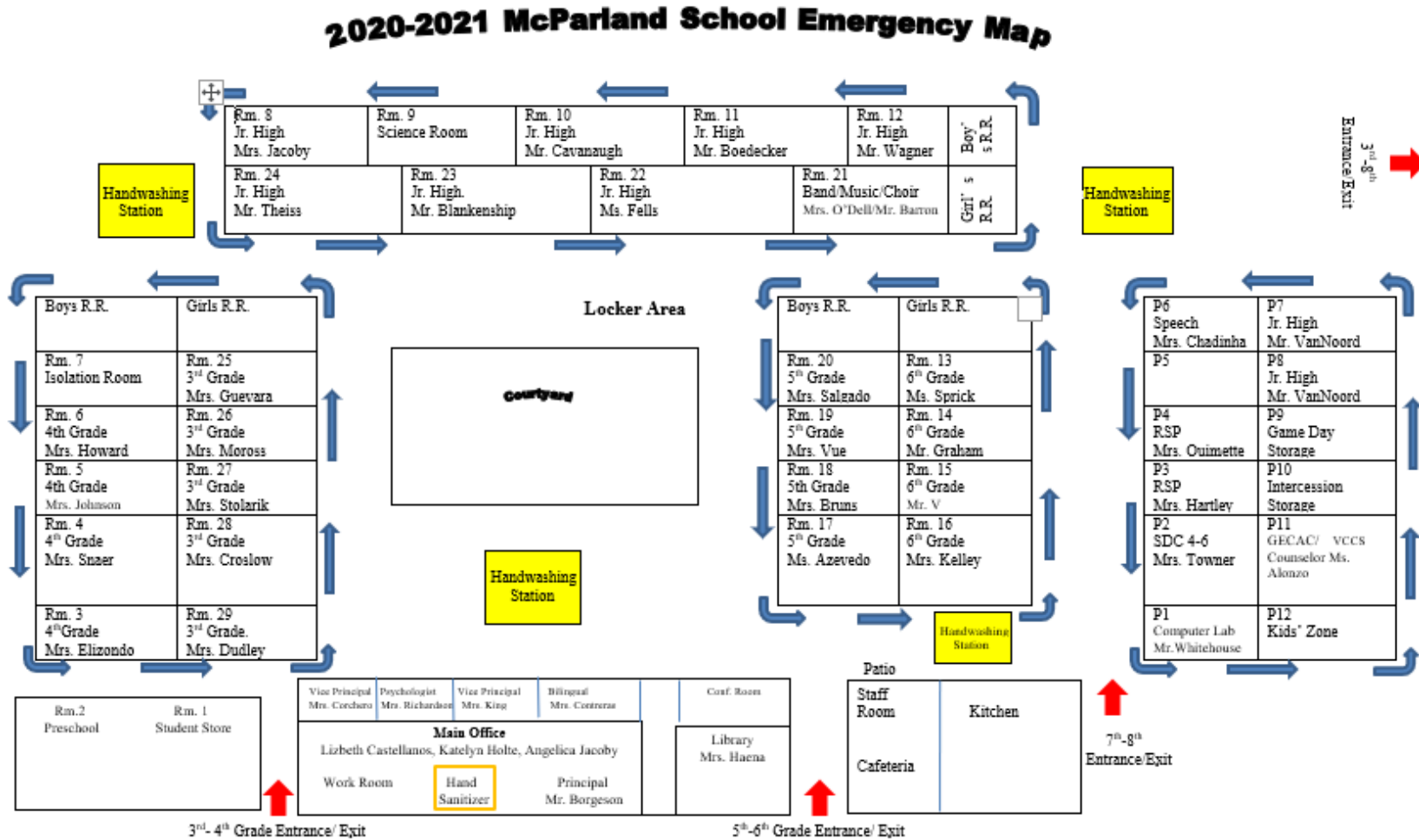
Tk and Kinder Dismissal will be at 11:30am. TK and Kinder students will be given a grab and go lunch/breakfast to take with them. Teachers will monitor class dismissal. TK and Kinder dismissal for walking students will be from the kinder “shoe” gate. Dismissal for the TK and Kinder driving students will be from the “car” gate by the library. Students will maintain social distancing when waiting for their families to pick them up at dismissal.

1st and 2nd grade dismissal: Teachers and SSA’s will monitor student dismissal. Students will maintain social distancing when waiting for their families to pick them up at dismissal. 1st and 2nd grade dismissal for walking students will be from the kinder “shoe” gate. Dismissal for the 1st and 2nd grade driving students will be from the “car” gate by the library.

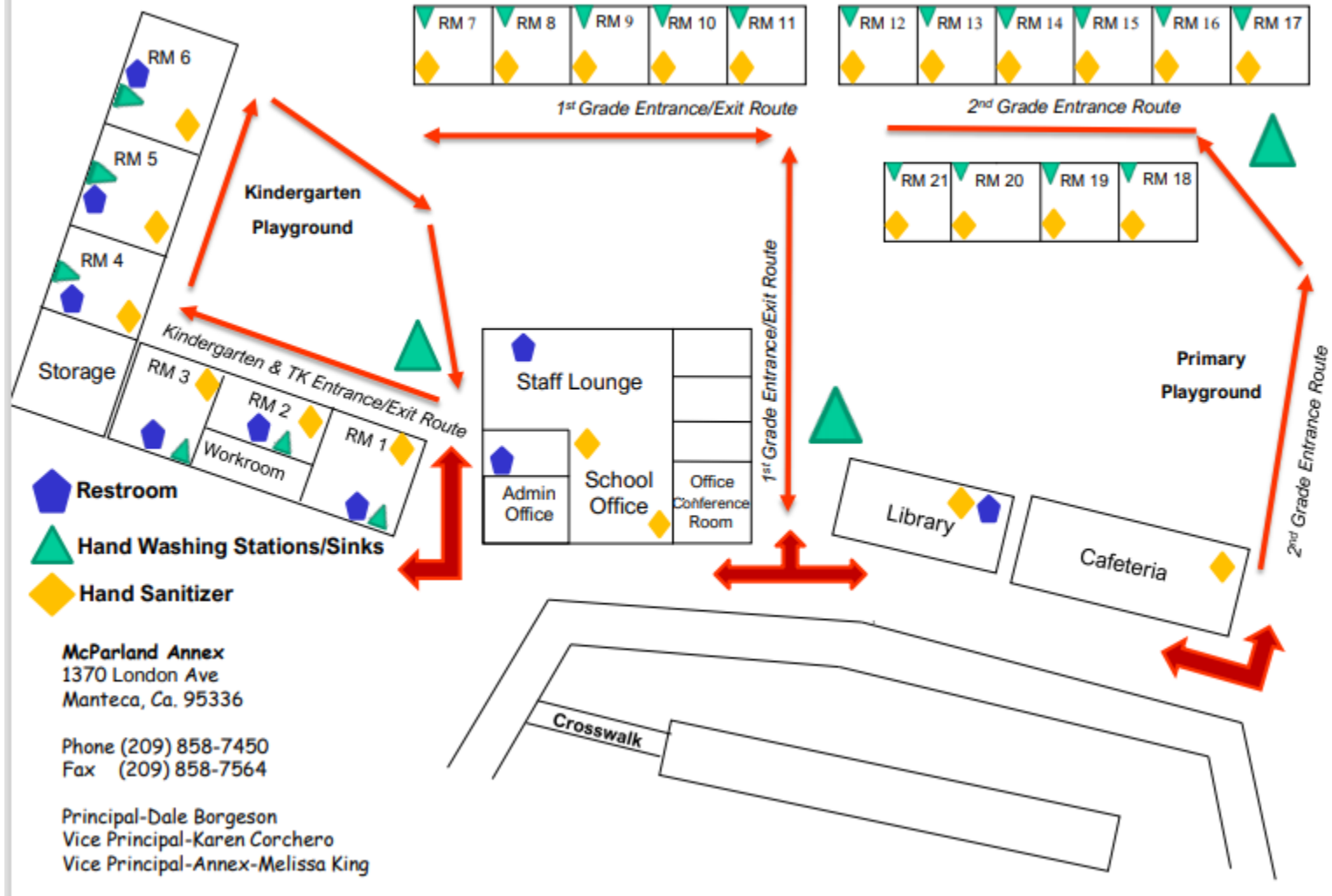
Classroom and Movement Safety:

Signs and directional arrows will be placed in the hallways so there will be one-way traffic. See the attached map.

[Main Site Phase 2 Map](#)



McParland Annex Map 2020/2021



Upon entering the classroom, students will wash their hands, where sinks are available, or use hand sanitizer. If more than one student enters at the same time, they will take turns leaving their desks to wash their hands. There will be no congregating at the sink.

When students enter the classroom for the first time under Phase 2, teachers will instruct students of classroom and school safety procedures and rules and follow up with daily reinforcement and practice. Teachers will submit classroom protocol plans to administration to adhere to this mitigation plan.

All classroom seating will be reasonably spaced. Students should be facing in one direction or away from each other. There will be no student storage in cubbies or desks. Desks should be turned around so there is no access to the front of the desk.

Students may bring only necessary items in their backpacks as no coat racks, cubbies or bins will be made available. They will place jackets and outerwear on the back of their chair and place their backpack next to their desk where they can easily access it. Student supplies must fit in student pencil boxes. Students are encouraged to use the district provided water bottle (these will be distributed when the order comes in) or bring a full water bottle with them each day as water fountains will be closed. Students may also wish to bring a small, personal-sized bottle of perfume-free hand lotion to be used after handwashing or hand sanitizing. Nothing is to be kept within the desk.



Teachers will take attendance each morning and document class engagement in Q. They will notify the Attendance Clerk if students show a pattern of not attending or there appears to be an increase in absenteeism in the class. The Attendance Clerk will communicate with the Vice Principal when concerns arise. The Attendance Clerk and Vice Principal will also discuss student attendance bi-weekly. Administration will contact parents/guardians if concerns continue to check on the well-being of the child(ren), and in special circumstances, make home visitations.

During instruction, students will remain in their seats at a reasonable distance from one another. Sanitizing wipes, sanitizer, and rags will be readily available for the teacher should he or she need to touch a student's device or materials and to wipe down surfaces as needed. There will be no sharing of books through classroom libraries or the school library. There will also be no sharing of other textbooks or supplies such as student devices, pencils or manipulatives.

Students are encouraged to use the restroom during the 10-minute break provided to their class. When students use the bathroom they should wash their hands before leaving class and wear a mask. Students need to wash their hands again after bathroom use. Students should not loiter in the bathrooms or be in the bathroom for more than 15 minutes. During class time, only one student from any class will be allowed to go to the restroom at a time except in emergency situations where it will be stressed that students are to walk

separately and keep their hands, feet and objects to themselves. Students will not utilize bathroom passes when going to the bathroom. School Site Assistants will monitor hallways and restrooms to encourage appropriate behavior and immediate return to the classroom

after use of the facilities. Breaks will be staggered so as to avoid long periods of waiting. Restrooms will be monitored by School Site Assistants throughout the day. Break times will be monitored by School Site Assistants so that teachers may also take care of their personal needs. Playgrounds and water fountains are closed. Every other stall, urinal, and sink will be roped off to allow for social distancing. Handwashing stations will be placed in locations around campus (see attached map). Upon returning to class, students will wash their hands, where sinks are available, or use hand sanitizer. Students and staff are encouraged to follow directional signage to maintain social distancing while moving about the campus.



[Main Site Handwashing Station Map](#)

[Annex Site Handwashing Station Map](#)

Breaks and lunches will be in the classroom supervised by an SSA. When possible, classes will take turns having a break or lunch outside while maintaining social distancing. Playground equipment will be roped off and is not to be used. Playground equipment such as hula hoops, basketballs, etc. will not be permitted due to the spread of germs by multiple students touching the item. Lunch and breakfast will be delivered to the classrooms each day. Lunch will still be available to pick up for those students that are distance learning for the day.

Teachers will ensure that any materials or supplies such as whiteboard markers, rulers, etc. that have been used are put away until they can be sanitized.

7th and 8th grade teachers will rotate classrooms between periods with students staying in their homeroom for the duration of the day.



Drinking fountains will be converted into hand washing stations or water bottle filling stations. Students will be provided with a reusable water bottle.

Signage will be posted throughout campus that will remind students to social distance and wear a mask.

Technology:

Student device problems will be resolved remotely whenever possible. If a device requires in-person technology support, the technician will first sanitize the device before handling it with the proper PPE. In some cases, the devices may be placed in a 24-hour hold before handling it. A loaner device will be issued to the student. Protective sleeves have been purchased for devices in grades K-3.



In Case of Emergency or Illness:

Individuals will cover their cough or sneeze with a tissue and then dispose of the tissue in the trash. They will follow this with hand washing or using hand sanitizer.

If a student shows any signs of illness or complains of any illness, teachers will immediately contact the office. The office will notify the vice principal and she will walk the student to the health room. At the Annex the Health Room is room #16 and at the Main Site the Health Room is room #7. There is a plastic chair in each room and a cot will be placed in the room as soon as they arrive. If the Vice Principal is not available an SSA will supervise the student. The vice principal or office staff will communicate with parents or guardians regarding pick-up of their child. The Health Room will be sanitized after use. If a student needs to use the bathroom while in the Health Room they will use the staff bathroom between the boys and girls bathrooms in the library at the Annex and the staff bathroom at the end of the 3/4 wing at the Main Site. The bathroom will be sanitized after use by the custodian.

Documentation will remain in place for medical conditions including prescribed medications being dispensed in the front office. Medications will be individually labeled inside individual baggies. During the dispensing of medication, gloves and a mask will be worn. Bags of ice will be packaged individually and used only once. Other medical emergencies will follow regular district protocol keeping COVID-19 safety protection measures in mind.

In case of an emergency, regular emergency procedures are to be followed as explained in the Red Emergency Flip Chart. In an evacuation on-site, space students reasonably apart for safety and quickly go to an area away from any harm and other classes in the designated areas as shown on the map attached. Further instruction will be given in the event an off-site evacuation is necessary.

In situations where a student may vomit or have an accident where bodily fluid is released while in the classroom, the classroom teacher will escort the students safely out to an open area and contact the office to get a custodian to address the situation while following district protocol. Students and the teacher may need to move to an empty location to continue instruction.

If a confirmed case of COVID-19 has been self-reported from an individual within a school, the District's internal Health Services department will work to identify any close contacts of the confirmed case and assess the risk of exposure. A notice will be sent via email or phone informing close contacts of the known exposure. Close contacts of the confirmed individual will be instructed to home quarantine for 14 days post exposure. If there is an identified cluster, three or more individuals from different households, MUSD will notify SJCHS as advised.

Anyone with a fever of 100.4 or higher, signs or symptoms of COVID-19, and/or that has been exposed to someone with COVID-19 must NOT enter a school/MUSD campus.

Consideration of Partial/Total School Closure:

School closure will be recommended based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19 and following consultation with the SJPHS Officer. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when 5% of the total number of teachers/students/staff are diagnosed as cases within a 14-day period. If a partial or total school closure is warranted, families will be contacted and a swift transition to Phase 1 will occur.

Cleaning, Sanitizing, Disinfecting:

The staff room and cafeteria will be available for collaboration and workspace while social distancing with mask wearing should staff choose to meet in person.

Custodial staff will clean, and School Site Assistants will sanitize high touch points daily, at minimum. Employees are encouraged to disinfect their personal workspace throughout the day. See the Sanitizing Schedule below. Wall-mounted hand sanitizers are in every classroom as well as in the staff lounge, gym, office, and library. Hand washing stations have been set up around both campuses. Extensive cleaning will be triggered when an active employee or student has been identified with a confirmed or assessed likely case of COVID-19. After a 24-hour vacancy, disinfecting of the area will begin as per public health guidelines. While the scope of disinfecting will be based on the circumstance surrounding the extent the individual has been in specific areas of the campus, the area will be shut down until the comprehensive disinfection is completed.

Sanitization of the classrooms will be done when students are not present in their rooms. Door handles, restrooms, and other common areas with hard surfaces will be disinfected more frequently throughout the day. Restrooms will continue to be checked daily on the hour and half-hour and cleaned accordingly. Documentation is recorded on the doors of the restroom.

Sanitization Schedule: Phase 2

Daily Room Cleaning

- Disinfect doors/handles, light switches, teachers' desk or table work area, phone, sink/counter, student desks
- Empty trash
- Vacuum as needed

Weekly Room Cleaning

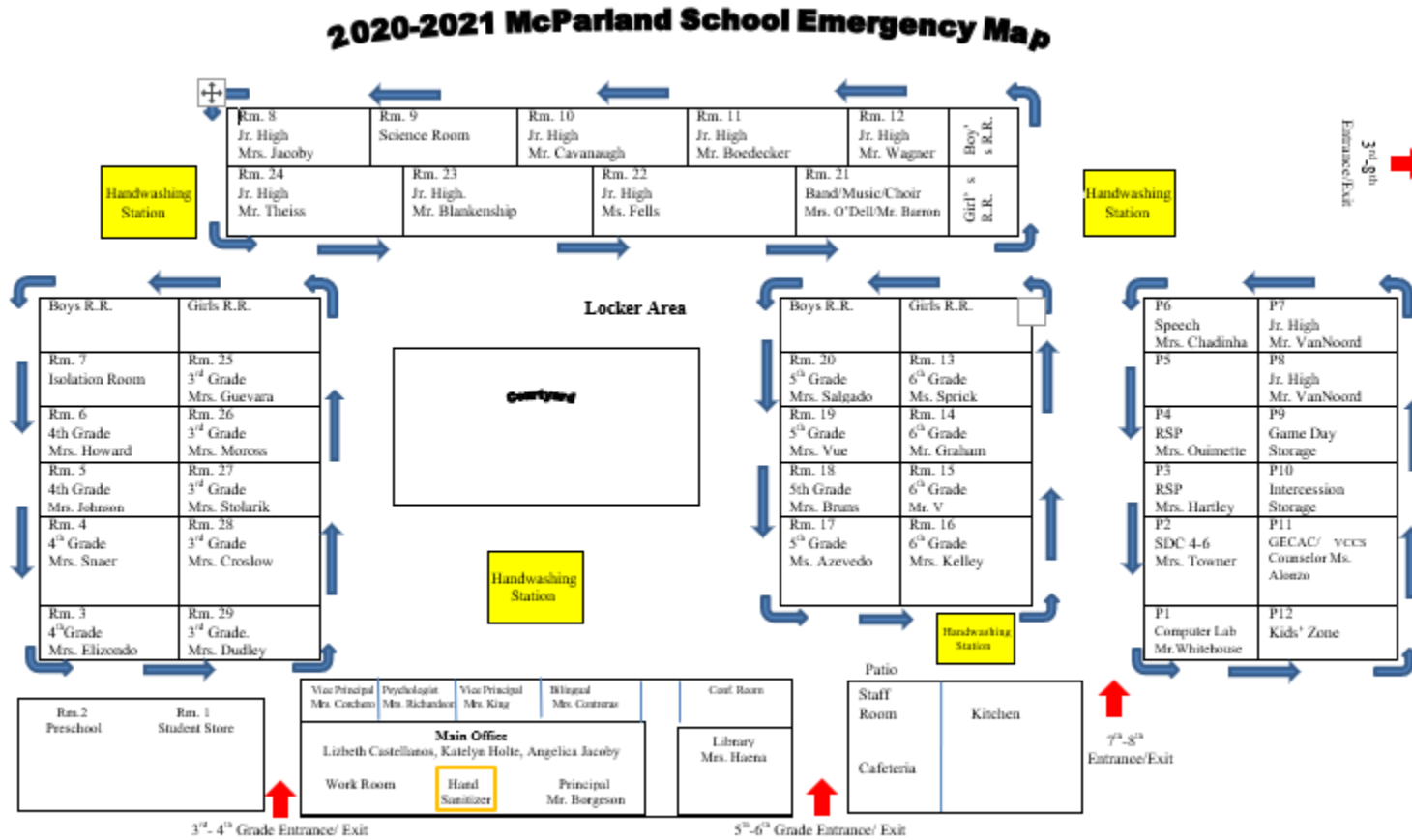
- Monday: Dust horizontal areas
- Tuesdays: Vacuum
- Wednesdays: Scrub Sinks
- Thursdays: Vacuum
- Friday: Cobwebs and HVAC vents

Bathroom Daily and as needed throughout the day

- Sweep floors
- Empty trash cans and sanitize receptacles
- Clean/Disinfect toilets and sinks
- Disinfect doors/handles, stalls, walls, mirrors
- Mop floors
- Clean cobwebs as needed



Main Site Map Including Entry/Exit Routes, Handwashing/Sanitization Stations, and Directional Routing



Annex Map Including Entry/Exit Routes, Handwashing/Sanitization Stations, and Directional Routing

McParland Annex Map 2020/2021

