Solvang School District

School-in-Session Guidance

A Safe Re-Opening of the Solvang School Campus

Please note that as the district receives new information, things stated in this and other related documents could change.
Introduction

The entire Solvang School staff looks forward to seeing everyone back to campus. Without a doubt, the Coronavirus COVID-19 has significantly impacted the way we go about our daily lives, at home, in our social interactions, and at school. Wherever we find ourselves, safety and wellness are important filters through which to make decisions. With that in mind, everything Solvang School is doing to conduct school, whether in person or online, seeks to ensure a safe and productive learning environment.

Please keep in mind that Solvang School staff are neither medical professionals nor pandemic experts. Our decisions are based on guidelines provided by the California Department of Education (CDE), the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Barbara County Public Health Department (SBCPHD). We are engaged with these agencies to ensure that our decisions are the best decisions to serve all stakeholders in a safe and productive manner. The following information is intended to provide readers with an overview of the actions we have taken to address COVID-19.

*Please note that as the district receives new information, things stated in this and other related documents could change.*
COVID-19 Prevention Plan

In addition to the information that follows, please see Solvang School District’s Attestation Document on our website at www.SolvangSchool.org. The California Department of Public Health requires businesses and schools to submit attestations prior to re-opening establishments. The document sets forth 63 areas to which the district has responded to successfully transition back to campus. Many questions that readers have are addressed in the Attestation Document.

Vision and Mission and Instructional Options: Full, Half, Online

There are other filters that help to shape our decisions. We have a vision and mission that pull us toward the future we want for all students. All instructional options—whether to have all students back on campus at the same time (full), to only have one half of the students on campus at any one time (half), or to have everyone enrolled in distance learning (online)—will help us to realize our vision to have all students leave Solvang School with the knowledge and skills necessary to succeed in high school and beyond, and to be productive citizens for the rest of their lives. Our mission then is to provide the best teachers, best instructional practices, most robust arts and STEM programs, and comprehensive support systems to ensure student success, regardless of instructional option.

Planning Assumptions

Given what is understood of the impact of COVID-19 now, the following assumptions guide the district’s planning:

1. COVID-19 will be a public health threat until a vaccine is developed and widely used.
2. Santa Barbara County Public Health Department (SBCPHD) will determine conditions under which schools may reopen based on State guidance and virus transmission data points.
3. SBCPHD will set the protective measures a school district must take in reopening.
4. When schools reopen, operations will need to be modified to include social distancing in all possible settings, additional handwashing opportunities, and use of PPE items.
5. Structural changes needed to implement social distancing (e.g. staggered schedules and blended learning configurations) and the possibility of periodic school closures will increase childcare needs for many families and create new challenges for before- and after-school programs.
6. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from county public health services in response to local conditions, will impact local decision-making.
Safety Benchmarks

Several benchmarks are in place to support a smooth and safe transition back to campus. Many of these benchmarks have already been met or will soon be met.

Hygiene and Cleaning

- Installed 10 additional handwashing units that have two sinks and soap and towel dispensers for 20 additional cleaning stations.
- Acquired fogging machines for rapid disinfecting.
- Built inventory of EPA approved cleansing solutions and other disinfectants.
- Cleaned and disinfected all classrooms and offices and will maintain enhanced cleaning protocols in all classrooms, offices and outdoor surfaces.
- Acquired signage to support good hygiene on and off campus.
- Hired one additional custodian to support ongoing cleaning of commonly used surfaces during the school day.
- Require face coverings for all students and staff. Provide throw-away smocks, gloves, and other health items to staff to protect students and staff.
- Established a standalone wellness room to isolate sick students and staff.
- Educate staff, families and students concerning proper hygiene practices, per health department guidance.
- Limited use of playground and recess equipment.
- Established protocols for cleaning campus, classrooms, offices, bathrooms, and commonly used materials.
- Removed all classroom soft seating, couches, etc. that are hard to wipe down.

COVID-19 Education

- Acquired materials to educate students, families and staff on hygiene and cleaning topics, per health department guidance.
- Posted educational materials on the district website.
- Posted signage in all classrooms, bathrooms and offices concerning proper hygiene and cleaning.
- Scheduled staff training.
- In-person student training in classrooms beginning the week students return to campus.

Social-Emotional Wellness

- Created committee to determine best materials to implement.
- Facilitate ongoing staff dialogue to apply Dr. Marc Brackett’s work in Permission to Feel.
• Continue Character Counts program.
• Executed contract with People Helping People to provide ongoing counseling for students and families.
• Encourage staff and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
• Encourage Staff and students to eat healthy, exercise, get sleep, and find time to relax.
• Encourage staff and students to talk with people they trust about their concerns and how they are feeling.
• Encourage, if needed, staff and students to contact the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

Logistics

• Identified grade specific entrances/exits for students.
• Procured and posted signage for entrances/exits.
• Created a staggered recess schedule to limit student contacts.
• Created a staggered lunch schedule to limit student contacts.
• Created three instructional options to implement as guided by the health department: Full, Half and Online.
• Acquired face coverings, throw-away gowns, gloves, and other health items to protect students and staff.
• Acquired additional desks to support individual seating.
• Modified classroom layouts to enhance physical distancing.
• Created practices to limit volunteers on campus to specific programs only (i.e. Arts Outreach).
• Created staggered food-service schedules, including modification of serving process to limit student contacts.
• Created an isolation room and supplied it with all necessary equipment, e.g., no-touch thermometers, PPE.
• Distributed no-touch digital thermometers for all classrooms and offices.

Communication and Assessment

• Distributed and continue to communicate COVID-19 updates via ParentSquare. Past updates can be searched on the Parent Square website for Solvang School or through the App. Access to the Parent Square website is assessable at www.solvangschool.org
• Staff and families are expected to self-report symptoms.
• Notifications of exposures and/or closures are promptly communicated, and confidentiality is maintained.
Requirements

School Attendance
Regardless of instructional model, student roll is taken each school day and roll at the middle school is taken each period. As always, poor attendance results in poorer academic performance. The school will first seek to help the student and family resolve the matter. If absences are not excused, disciplinary action will be taken.

On days or circumstances where students are off campus, attendance is taken again in the afternoon sessions that students must attend. The afternoon sessions are facilitated by the classroom teacher/s.

All absences must be cleared by contacting the lower or upper campus attendance clerk to provide a reason for the absence.

Tardies
Anyone late for school must go directly to their classroom, at which point they will be marked tardy. Parents are not allowed to take a student to their classroom. If assistance is needed with younger children, please check in at the office and a staff member will help the student get to class.

Any tardy must be cleared through the office by contacting either the lower or upper campus attendance clerks or this will be marked as an unexcused tardy. Any student more than 30 minutes late for school, without a valid reason, is considered truant tardy.

Grading
Grades and standards-based marks will be assigned as in “normal times” for all grade levels.

Health Screening
Per updated SBCPHD guidance, parents will be instructed to screen their children and staff will self-screen before leaving for school. All stakeholders are instructed to check their temperatures to ensure this is below 100.4 degrees Fahrenheit and observe for symptoms outlined by public health officials.

Should the need arise to conduct active screening the following will occur:

- Visual wellness checks of all students and students’ temperatures taken with a no-touch thermometer.
- All individuals are asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
Should staff become aware of possible exposures, the following will occur:

- Documentation and prompt notification to local health officials, staff, and families of any potential or actual positive case of COVID-19.
- For more detailed information, see Attachment F.

If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student’s health history form in Aeries to identify if the student has medical issues.

**Mask Requirements**

The district will provide face coverings for staff and any student who does not have one. All staff members have been taught how to use a face covering in one of the summer professional development days. All students will be instructed in two phases:

- Online instruction accessible on the district website: [www.solvangschool.org](http://www.solvangschool.org)
- In person instruction at school on the first day, by their teacher

Face shields and/or coverings will be provided to staff and used accordingly, e.g. office and food service. Through educational efforts, students will be taught how to use face coverings, and all stakeholders will be required to wear masks.

At times, staff will use face shields without face coverings to support phonological instruction.

Students will use cloth face coverings, per the most recent health department guidance. Students with medical conditions and who provide a doctor’s recommendation may use other options for face covering, e.g., shield.

**Bathroom Use**

Face coverings must be used when in a bathroom. Before leaving a bathroom, the staff member or student must wash his or her hands for at least 20 seconds. Bathroom entrances and exits are supervised and no more than two students will be allowed at any one time.

- Graciano, Padfield, Zepeda, Garcia: Classroom restrooms
- Rogers/Hammill/Boys and Girls Club/SDC: Shared restrooms in the K/1 wing
- 2nd/Joldersma: Restrooms next to Library
- 3rd/5th: 3rd/4th Grade-wing Restrooms
- 4th: Gym Restrooms
- 6th/7th: Restrooms by Tables
- 8th: Quad Restrooms
COVID-19 Symptoms

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 aches
- 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. CDC will continue to update this list as they learn more about COVID-19.

School policy requires individuals exhibiting COVID-19 symptoms to wear a clean face covering and enter a designated isolation room for further assessment and be transported home or to a healthcare facility. The Isolation Room is located in Room 5 on the Lower Campus and is designated with Solvang School logo decals. This room is to help significantly reduce physical interaction with students and staff.

For students, family and/or emergency contacts are promptly contacted to address needs. Staff members with symptoms self-assess and determine the mode of transportation home or elsewhere off campus.

Students and staff are advised to not be around others at school if they have had or likely had COVID-19. The following CDC protocols are to be followed:

**I think or know I had COVID-19, and I had symptoms**

You can be with others after...

- 24 hours with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

**I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after...
• 10 days have passed since test

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

_I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?_}

People with conditions that weaken their immune system might need to stay home longer than 10 days. Parents should speak to their healthcare provider for more information. If testing is available, it may be recommended by your healthcare provider.

_For Anyone Who Has Been Around a Person with COVID-19_

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness. See CDC reference below:


**Social Distancing**

To the greatest extent possible, anyone on campus should maintain at least a 6-foot distance from others.

**Bus Protocol**

While at a stop, in line, and while boarding, students maintain social distance of at least 6 feet. Students should wear face coverings. Seating starts at the back with the first student and then alternating seats are occupied.

**Parent Access to Campus**

The campus is only open to students and staff. If a parent needs to be on campus for any reason, he or she must go to the Upper Campus or Lower Campus office for direction.

**Volunteers**

In general, volunteers are not permitted on campus. The _Arts Outreach_ program instructors will be on campus but must first go to the main office for admittance and a health screen and temperature check.

**Vendors**

At times, vendors will need to be on campus for repairs or regular business. Any vendor coming onto campus, must check in at either the Lower Campus or Upper Campus office. Office staff
will administer a health screen and temperature check. Vendors will have limited access to the campus to the best extent possible.

**Lunch Service**

Lunch will be staggered and be conducted outside. Attachment B shows lunch locations for the upper campus.

**Cohorts: Instruction, Recess, Lunch, and Enter/Exit Campus**

To the greatest extent practicable, students are kept in stable groups with fixed membership that stay together for all activities, e.g., instruction, lunch and recess, in grades TK-5 and for most situations at the middle school.

Students on lower campus are in small classroom cohorts and in our hybrid model, approximately half of the class will be attending at any given time. Recess schedules have been staggered by grade level. Areas on the playground have been designated so that only one class cohort plays in a space together for both recess and lunch. The lunch schedule is also staggered by grade and students will eat in designated areas with their class cohort. Entering and exiting campus are also done by small grade cohorts whereby entrance points are specific to a particular grade level to minimize mixing of students. There will be no pull outs for instruction so that students are not mixed during the day.

Students on upper campus have been placed into small cohort groups for their core classes and have limited electives to minimize mixing of students. Nutritious snacks will be available for students and must be consumed outside with social distancing. Lunch will be in designated areas for specific cohorts to minimize mixing of students (Attachment B).

**Practical Logistics**

**Arrival and Departure**

- Students arrive to and depart from assigned grade-level exits (see Attachment A)
- Students arrive and go directly to classrooms or assigned recess areas and line up apart from one another at 6 feet.
- Where practicable, bus windows will be open and space between students and the driver will be maximized. When school is in session in a hybrid instructional model, approximately half of the regular riders will be on the bus at any given time.
- Each evening, the bus is disinfected with EPA approved cleaner.
**Classrooms**

- Classrooms have been modified to facilitate smaller group instruction.
- Teachers have arranged equipment and materials to limit contact.
- All classrooms will be cleaned each day.
- Green / Blue cohorts of students in TK-8 reduces student contact by about 50%

**Bathrooms**

- Students may only use their assigned bathroom, e.g., 4th grade uses the gym bathrooms.

**Recess**

- Grade levels are assigned to specific play areas to limit contact. (Attachment B)
- Common equipment is limited and cleaned daily.

**Lunch**

- While eating, students do not have to wear masks.
- Lunch times are staggered to provide social distancing. (Attachment B)
- Through funding from the USDA, lunch and breakfast is currently free to ALL students regardless of income. This program is extended through the end of the school year. Solvang School reserves the right to end this programming should funding from the USDA end.

**Lunch Pickup for Distance Learning Students**

- Breakfast and lunch are provided each day for those students on distance learning days or in the Purple Group. On off-campus days, students may pick up the meals from 11:00 a.m. – 1:00 p.m. outside of the cafeteria/gym. Families should use the school parking lot only to pick up meals (no walking through campus)

**Physical Education & Athletics**

- Activities are designed to limit contact.
- Currently, the fall sports season is cancelled.

**Illness or Injury at School**

- If a student feels sick, he or she will go the nurse’s office or the **Warrior Wellness Room** (Room 5) if showing COVID 19 symptoms that is designated by a logo image. The parent or emergency contact designee will be contacted to have the child taken home or to a health clinic.
- Please see Attachment D for further detail.
Assemblies

• Only virtual and classroom-based assemblies will take place in the 2020-2021 school year.

Lost and Found

• Items left outside on campus will be taken to a non-public storage and will not be available for at least three days. If there is a question about an item, a call should be made to the main office.

Backpack Storage

• The number of backpack hooks has been reduced to support distancing among students.
• Backpack hooks are disinfected twice a day.

Handwashing

Per CDPH guidelines, students and staff will clean their hands as follows:

• Before and after eating
• After coughing or sneezing
• After being outside, e.g. recess
• Before and after restroom use

Teachers will instruct students on these routines. Additionally, students and adults are expected to use the hand sanitizer upon entering and exiting classrooms. A hand sanitizer station is in each classroom.

Staff supervise student use of hand sanitizer in TK-4th grade.

Cleaning and Disinfection Schedule

• The school hired additional custodial staff to support cleaning.
• The focus of cleaning is on common surfaces, classrooms and offices.
  (Attachment D)
Closures and Instructional Models

According to the Santa Barbara County Public Health Department (SBCPHD), in most cases, entire schools will not be required to shut down, as was done last spring. A classroom or several classrooms could be closed to prevent transmission of COVID-19. Any decision to close the campus partially or fully would be made in collaboration with SBCPHD.

Given the current level of COVID-19 transmission and guidance to ensure social distancing, exemplary hygiene practices, and regular campus cleaning, Solvang School can only bring back half of the students onto campus at a time. Consequently, Solvang School will implement the hybrid instructional model to serve our students.

Hybrid Instructional Model (Attachment E)

- Classes are identified as either Blue or Green group. Each group is about 50% of the cohort.
- Each group attends class/es on campus twice a week, Monday-Thursday. Friday morning provides time for additional intervention and/or acceleration. In most cases, such instruction will take place online. In some cases, individuals and/or small groups will be on campus, as directed by the teacher.
- Students medically unable to be on campus will be online on all days.
- Students who refuse to wear masks will be online on all days.
- Students who refuse to attend on-campus instruction will be online on all days.
- Please see the UC campus schedule and bell schedule below. Attachment E illustrates further details for both the LC and UC hybrid schedules.

Classroom Expectations

Solvang School teachers work together to develop and maintain classroom rules and procedures that are consistent with District expectations. As noted in this document, students have additional expectations related to the pandemic, e.g., social distancing, handwashing, mouth & nose covering.

Each teacher communicates all class rules and procedures with students and parents.
## Upper Campus/Middle School Schedule

### Upper Campus Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Green</td>
<td>Blue</td>
<td>Green</td>
<td>Individual and small group intervention and/or acceleration</td>
</tr>
<tr>
<td>Odd</td>
<td>Even</td>
<td>Even</td>
<td>Odd</td>
<td></td>
</tr>
<tr>
<td>1,3,5,7</td>
<td>2,4,6,7</td>
<td>2,4,6,7</td>
<td>1,3,5,7</td>
<td></td>
</tr>
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### UC Bell Schedule

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR and Period 1/2</td>
<td>8:30am - 9:45am</td>
<td>75 minutes</td>
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<tr>
<td></td>
<td></td>
<td>10 minutes</td>
</tr>
<tr>
<td>Period 3/4</td>
<td>9:55am - 11:00am</td>
<td>65 minutes</td>
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<tr>
<td></td>
<td></td>
<td>10 minutes</td>
</tr>
<tr>
<td>Period 5/6</td>
<td>11:10am - 12:15pm</td>
<td>65 minutes</td>
</tr>
<tr>
<td>LUNCH</td>
<td></td>
<td>40 minutes</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:55pm - 1:30pm</td>
<td>35 minutes</td>
</tr>
</tbody>
</table>
ATTACHMENTS
ATTACHMENT A

Lower Campus, Entrance and Exit for Students ONLY

Upper Campus, Entrance and Exit for Students ONLY
## Lower Campus Recess Schedule

<table>
<thead>
<tr>
<th>Grade/ Teacher</th>
<th>Area</th>
<th>Time</th>
<th>Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK Graciano</td>
<td>K Yard</td>
<td>9:30am-9:40am</td>
<td>2</td>
</tr>
<tr>
<td>K Rogers</td>
<td>K Yard</td>
<td>9:45am-9:55am</td>
<td>2</td>
</tr>
<tr>
<td>K Padfield</td>
<td>K Yard</td>
<td>9:45am-9:55am</td>
<td>2</td>
</tr>
<tr>
<td>K Zepeda</td>
<td>K Yard</td>
<td>9:45am-9:55am</td>
<td>2</td>
</tr>
<tr>
<td>1 Hammill</td>
<td>Big Yard</td>
<td>9:30am-9:40am</td>
<td>3</td>
</tr>
<tr>
<td>1 Garcia</td>
<td>Big Yard</td>
<td>9:30am-9:40am</td>
<td></td>
</tr>
<tr>
<td>1 Joldersma</td>
<td>Big Yard</td>
<td>9:30am-9:40am</td>
<td></td>
</tr>
<tr>
<td>2 McVicar</td>
<td>Big Yard</td>
<td>9:45am-9:55am</td>
<td>2</td>
</tr>
<tr>
<td>2 Robles</td>
<td>Big Yard</td>
<td>9:45am-9:55am</td>
<td>2</td>
</tr>
<tr>
<td>3 Cortez</td>
<td>Big Yard</td>
<td>10:00am-10:10am</td>
<td>3</td>
</tr>
<tr>
<td>3 Asmussen</td>
<td>Big Yard</td>
<td>10:00am-10:10am</td>
<td>3</td>
</tr>
<tr>
<td>3 Berry</td>
<td>Big Yard</td>
<td>10:00am-10:10am</td>
<td></td>
</tr>
<tr>
<td>4 Ranelletti</td>
<td>Big Yard</td>
<td>10:15am-10:25am</td>
<td>2</td>
</tr>
<tr>
<td>4 McDonald</td>
<td>Big Yard</td>
<td>10:15am-10:25am</td>
<td></td>
</tr>
<tr>
<td>5 McClurg</td>
<td>Big Yard</td>
<td>10:30am-10:40am</td>
<td>2</td>
</tr>
<tr>
<td>5 Bedard</td>
<td>Big Yard</td>
<td>10:30am-10:40am</td>
<td></td>
</tr>
<tr>
<td>SDC</td>
<td>K Yard</td>
<td>10:00am-10:10am</td>
<td>0</td>
</tr>
<tr>
<td>Learning Center</td>
<td>K Yard</td>
<td>10:15am-10:25am</td>
<td>1</td>
</tr>
<tr>
<td>Boys and Girls Club</td>
<td>K Yard</td>
<td>10:30am-10:40am</td>
<td>0</td>
</tr>
</tbody>
</table>
# Lower Campus Lunch Schedule

<table>
<thead>
<tr>
<th>Grade/ Teacher</th>
<th>Eat/Play</th>
<th>Times</th>
<th>Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK Graciano K Rogers</td>
<td>Eat K Yard</td>
<td>11:00am-11:15am</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>11:15am-11:30am</td>
<td></td>
</tr>
<tr>
<td>K Padfield K Zepeda</td>
<td>Eat K Yard</td>
<td>11:15am-11:30am</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>11:00am-11:15am</td>
<td></td>
</tr>
<tr>
<td>1 Hammill 1 Garcia 1 Joldersma</td>
<td>Eat Big Yard</td>
<td>11:30pm-11:45pm</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>11:45pm-12:00pm</td>
<td></td>
</tr>
<tr>
<td>2 McVicar 2 Robles</td>
<td>Eat Big Yard</td>
<td>11:45pm-12:00pm</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>11:30pm-11:45pm</td>
<td></td>
</tr>
<tr>
<td>3 Cortez 3 Asmussen 3 Berry</td>
<td>Eat Big Yard</td>
<td>12:05pm-12:20pm</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>12:20pm-12:35pm</td>
<td></td>
</tr>
<tr>
<td>4 Ranelletti 4 McDonald</td>
<td>Eat Big Yard</td>
<td>12:40pm-12:55pm</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>12:55pm-1:10pm</td>
<td></td>
</tr>
<tr>
<td>5 McClurg 5 Bedard</td>
<td>Eat Big Yard</td>
<td>12:55pm-1:10pm</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>12:40pm-12:55pm</td>
<td></td>
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<tr>
<td>SDC</td>
<td>Eat K Yard</td>
<td>11:35am-11:50am</td>
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<tr>
<td></td>
<td>Play</td>
<td>11:50am-12:05pm</td>
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</tr>
<tr>
<td>Learning Center</td>
<td>Eat K Yard</td>
<td>11:50am-12:05pm</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>11:35am-11:50am</td>
<td></td>
</tr>
<tr>
<td>Boys and Girls Club</td>
<td>Eat K Yard</td>
<td>12:10pm-12:25pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Play</td>
<td>12:25pm-1240pm</td>
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</table>
# Lunch/Play Area Schedule by Week

<table>
<thead>
<tr>
<th>Grade/Teacher</th>
<th>Yard</th>
<th>Area</th>
<th>Dates (Week of)</th>
</tr>
</thead>
<tbody>
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<td>TK Graciano</td>
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ATTACHMENT C

Student Health Office Referral Guidelines

Goals

1. To keep students in the classroom as much as possible to optimize instruction and learning.
2. To provide guidance on the appropriate utilization of the isolation room in order to reduce the transmission of COVID-19. The isolation room is intended to minimize exposure and isolate sick students from healthy students.

General Guidelines

- **Only send a student to the nurse’s office or isolation room who you think is truly sick or injured.** Resting, a drink of water, and using the bathroom can often do the trick.
- **The health aide is available should things become too overwhelming.** The health aide can provide classroom assistance. Call her extension or the office and we will do our best to let you know when she can come to your room if not readily available.
- **Always call the office.** Office staff should be contacted before sending a student to the nurse's office or isolation room. This ensures that a student has been screened by an adult and has permission to be out of the classroom. It also helps office staff prepare how to accept the student. The health aide is available to escort a student to the office if necessary.
- **Use classroom first aid kits.** Each classroom is equipped with a basic first aid kit that includes bandages and self-adhesive tape, disposable ice packs, baby wipes, plastic baggies, and gauze.
  - Let students clean and bandage their own minor scrapes whenever possible (if age appropriate).
  - Do not use ice packs unless injury occurred TODAY. Exceptions can be made for severe swelling. Cold packs after 24 hours are of minimal value; the student can ice at home.
- **The 15 MINUTE RULE.** Students with non-urgent symptoms should NOT go to the nurse’s office within the first 15 minutes after any passing time, including: changing classes (music/PE/library/lunch/recess), arrival or departure from school.
- **Inform the Front Office if parents are contacted.** If parents have been contacted by you and the student is going to be checked out early, the person picking up the student must check into the office. **Visitors cannot come to the classroom for pick up.**
- **The Upper Campus office is no longer a Nurse’s Office.** The Health Aide can assist/assess outside of the classroom or escort the student to the Lower Campus.
**Isolation Room Protocol**

The isolation room will be used as a short-term area for students who are experiencing COVID symptoms. It is located on the lower campus in Room 5. This will be used by all grades, TK - 8.

If a student is experiencing symptoms* in the classroom:

- Call the office to inform. Make sure to provide information regarding symptoms, name of student, your room number and any other important details.
- The health aide will come to help direct the student to the Isolation Room.
- The student will enter the isolation room (Room 5 on the Lower Campus). They will not enter the office.
- The health aide (in protective gear) will assess the symptoms and keep the student comfortable to the best of their ability.
- Parents or emergency contacts will be called and asked to pick up the student immediately. Parents will be advised to call their doctor or medical care provider for guidance.
- *Protocols for Symptoms, Potential Exposure, and/or Close Contact with Individual Testing Positive for COVID 19 in a School or Classroom Setting* will be followed.

*C*COVID 19 symptoms are included below with direction

**Immediately goes to Isolation Room**

- Fever (100.4 degrees or above) or chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell

**Health Aide will further assess outside before going to Isolation Room.**

- Fatigue, muscle, or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting, and diarrhea
### CLASSROOM
Circumstances to handle in class or on the playground. Use the *15-Minute Rule*. Health aide is available for additional support if necessary.

- **Mild Stomach Ache.** Send to the bathroom for 5 minutes.
- **Minor Scrapes and Bumps.** Clean with soap/water or baby wipe. Apply band aid or ice pack. Wash hands.
- **Mild headache or dizziness.** Water. Rest at desk. Cool paper towel compress. Consider contacting parents.
- **Mild cold symptoms.** Water. Rest at desk. Provide tissues. Wash hands.
- **Vague Symptoms (fatigue, malaise).** Water. Rest.
- **Lost Baby Tooth.** Put tooth in Ziplock bag. Have student bite on gauze if bleeding. Rinse mouth with water. Wash hands.
- **Itchiness of Pre-Existing Skin Irritation.** Discourage scratching. Cool damp paper towel compress. Apply a bandage. Contact parents.
- **Splinter.** Wash hands and cover with bandage. Do not attempt to remove. Notify parents.
- **Chapped Lips.** Remind not to lick lips, drink water. Suggest lip balm application before school.
- **Pink Eye.** Red sclera, drainage from eyes, itchy or blurry eyes. Call Health Aide.

### NURSE’S OFFICE
Circumstances that require a trip to the nurse’s office or isolation room. Call ahead to notify the office/health aide. Upper campus students need to come to the Lower Campus. Health aid available to help with escorting students.

- **Breathing difficulties related to asthma symptoms**
- **Possible allergic reaction; Insect bite/sting**
- **Dizziness or headache following a head injury**
- **Lodged objects in any body part**
- **Lost permanent tooth**
- **Scheduled medication**
- **Bloody nose** (Apply gauze in first aid kit to control bleeding)
- **Bathroom Accidents**
- **Any serious injury, illness, or bleeding**
- **Suspected Lice**
- **Serious limb injuries**

### ISOLATION ROOM
The isolation room will be used as a short-term area for any students who are experiencing COVID-19 symptoms. **COVID-19 Symptoms include:**

- Fever (100.4 degrees or above) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue, muscle, or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting, and diarrhea

### URGENT
These situations require a call to 911 and parents, notifying the office to come immediately for help, and not moving the student from the classroom.

- **Choking**
- **Loss of consciousness. Fainting**
- **Severe bleeding**
- **Suspected neck or back injury**
- **Seizures** (unless student has a Seizure Action Plan)
- **Serious limb injuries**
- **Respiratory Distress**
- **Anaphylactic shock**
- **Any life-threatening situation**
ATTACHMENT D

COVID-19 Cleaning\Disinfection Schedule (Teachers and Staff on Campus)

• Daily disinfection of restrooms used by staff - Total of 8 Restrooms used by Staff and Staff’s children between upper and lower campuses. (Facilities crew and new custodian)

  10:30-11:30am Each Day, Lower Campus disinfection of restrooms\clean as needed and resupply. Disinfect with fogger, and also disinfect all exterior door handles and railing along the way to each restroom to be completed in a campus circle.

  11:30-12:30am Each Day, Upper Campus disinfection of restrooms\clean as needed and resupply. Disinfect with fogger, and also disinfect all exterior door handles and railing along the way to each restroom to be completed in a campus circle.

• Daily disinfection of restrooms and classrooms used by staff - Classrooms and a total of 8 Restrooms used by Staff and Staff’s children between upper and lower campuses.

  Late afternoon Each Day, Lower Campus and Upper Campus disinfection of restrooms\clean as needed and resupply. Disinfect with “No Touch” restroom cleaning machine, and disinfect all exterior door handles and railing along the way to each restroom to be completed in a campus circle with either fogging machine or E23 disinfectant.

  Classrooms to be disinfected with E23 COVID killer. All flat surfaces clear of papers, to be sprayed in a continuous circle totaling a soak time of 10 minutes. A secondary pass of the classroom to follow up on each flat surface and wipe off excess cleaner. Allow to air dry per instructions.

  Outdoor drinking fountains and railing to be sprayed with E23 and allowed to dry. No wipe. Door jambs and commonly touched surfaces included.

• Outdoor picnic tables and play equipment - Tuesday and Thursday schedule. All outdoor play equipment and outdoor eating tables to be disinfected by E23 spray foam treatment. Any other commonly touched areas will also be treated. These areas will be left to soak until dry as per manufacturer instructions.

All disinfection will be performed to the best extent possible. Class\School Schedules may change and so will this disinfection schedule. This document will be updated as needed and changed as any new information is available from the Health Department or CDC.
COVID-19 Cleaning\Disinfection Schedule **Hybrid** (Limited Student return)

- **Three daily disinfection sessions of restrooms used by staff/students and two cleanings for shared restrooms behind early primary.** All restrooms will be disinfected with hydrostatic (fogger) sprayer 2 times a day coinciding with LC and UC schedules (roving custodian). One final disinfection will occur after the end of school using our touchless disinfection restroom cleaning machine or comparable spray. Normal restroom cleaning and resupply will also occur after school.

- **Two daily disinfection sessions of exterior frequently touched items.** All outdoor door handles and railings will be disinfected with hydrostatic (fogger) sprayer two times a day coinciding with LC and UC schedules (roving custodian/facilities). This function also includes both workrooms at UC and LC and exterior swinging gates/push bars.

- **Daily disinfection of exterior play equipment (i.e. swings, slides, etc).** All outdoor shared play equipment will be disinfected with either foaming disinfectant or direct spray disinfectant, coinciding with LC and UC schedules (roving facilities).

- **Two Daily disinfection of outdoor picnic and eating tables -** All outdoor picnic and eating tables will be disinfected with either foaming disinfectant or direct spray disinfectant coinciding with LC and UC schedules (facilities).

- **Multiple Daily disinfection of Classrooms -** Coinciding with LC and UC schedules, Facilities, Roving Custodian, Classroom Aides, and after-hours Custodians will all contribute to classroom cleaning and disinfection.
  1. **Lower campus:** Daytime Classroom flat surface items will be disinfected with a combination of a misting spray of E23 or equivalent and Sani wipes. Classroom aides working in conjunction with student schedules will perform much of this function.
  2. **Upper campus:** Daytime Classroom flat surface items will be disinfected with a combination of a misting spray of E23 or equivalent and Sani wipes. Classroom aides and or assistance from Teachers, working in conjunction with student schedules will perform much of this function.
  3. **Lower and Upper campus:** After School Classroom flat surface items will be disinfected with a combination of a misting spray of E23 or equivalent and Sani wipes. School Custodians will perform this function.

All disinfection will be performed to the best extent possible. Class/School schedules may change and so will this disinfection schedule. This document will be updated as needed and changed as any new information is available from the Health Department or CDC.
ATTACHMENT E

School Campus Opening
Hybrid Instructional Model Schedule

BLUE / GREEN COHORTS

Grades TK-5
TK-5 START: Monday-Friday @ 8:30 a.m.
TK-5 DISMISSAL: Monday-Thursday @ 1:30 p.m.
Friday instruction determined by teacher for in-person and/or online instruction

<table>
<thead>
<tr>
<th>COHORTS (student groups)</th>
<th>Monday 8:30-1:30</th>
<th>Tuesday 8:30-1:30</th>
<th>Wednesday 8:30-1:30</th>
<th>Thursday 8:30-1:30</th>
<th>Friday On/Off/GS 8:30-1:30</th>
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<tr>
<td>Blue Cohort</td>
<td>OC</td>
<td>OFF.C/GC</td>
<td>OC</td>
<td>OFF.C/GC</td>
<td>Individual and small group intervention and/or acceleration and/or off campus per teacher</td>
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<td>Green Cohort</td>
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**KEY:** OC, On Campus / OFF.C, Off Campus / GC, Google Classroom

**NOTE:** TK-1 will use Seesaw instead of Google Classroom in most cases.

Grades 6-8
Periods 1-7, Each Day, Monday-Friday
Friday instruction determined by teachers for in-person and/or online instruction

<table>
<thead>
<tr>
<th>COHORTS (student groups)</th>
<th>Monday 8:30-1:30</th>
<th>Tuesday 8:30-1:30</th>
<th>Wednesday 8:30-1:30</th>
<th>Thursday 8:30-1:30</th>
<th>Friday 8:30-1:30</th>
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<td>OFF.C/GC</td>
<td>OC/GC</td>
<td>OFF.C/GC</td>
<td>Individual and small group intervention and/or acceleration and/or off campus per teacher</td>
</tr>
<tr>
<td>Green Cohort</td>
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**KEY:** OC, On Campus / OFF.C, Off Campus / GC, Google Classroom
### Santa Barbara County Protocols for Symptoms, Potential Exposure and/or Close Contact with an Individual Testing Positive for COVID-19 in a School or Classroom Setting

<table>
<thead>
<tr>
<th>Student or Staff with Symptoms, Potential Exposure and/or Close Contact* with an Individual Testing Positive for COVID-19</th>
<th>ACTION</th>
<th>DISTRICT COMMUNICATION</th>
</tr>
</thead>
</table>
| 1. Student or Staff with COVID-19 symptoms, answers yes to a health screening question or has a temperature of 100.4 or above. | Individual sent home for home quarantine.  
Individual or family contacts their healthcare provider immediately for medical evaluation which may include testing. (if positive, see #3, if negative see #4 and #5)  
Cohort** OPEN | No communication to class |
| 2. Student or Staff with close contact* (see definition below) with a confirmed COVID-19 case. | Individual sent home for home quarantine  
Quarantine for 14 days from last exposure  
Recommend testing. Testing does not shorten 14-day quarantine.  
If any symptoms develop contact medical provider for evaluation.  
Cohort** OPEN | Consider school community notification of a known contact |
| 3. Student or Staff who is a confirmed COVID-19 case | Contact SBCPHD Community Health Nurse/Disease Control at 805-681-5280  
Isolate case and exclude from school until criteria for return have been met. | School community notification of a known case |
- Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present in school while infectious.
- Recommend testing of contacts and prioritize symptomatic contacts. **Testing does not shorten 14-day quarantine.**
- Disinfection and cleaning of classroom and primary spaces where case spent significant time.
- **School remains open**

<table>
<thead>
<tr>
<th>4. Student or Staff who tests negative after symptoms</th>
<th>5. Student or Staff for whom a medical provider diagnoses another cause of symptoms</th>
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<tbody>
<tr>
<td>• May return to school 3 days after symptoms resolve</td>
<td>• Medical provider provides note with return to school instructions following guidelines for the specific illness.</td>
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<tr>
<td>• <strong>Cohort</strong> OPEN</td>
<td><strong>Consider school community notification if prior awareness of testing</strong></td>
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</table>

(*) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(**) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.