

Upland Unified School District 2020-2021 Reopening School Plan



Mission Statement

Upland Unified School District prepares and inspires all students to maximize their academic potential and to thrive in a complex global society.

Developed in collaboration with UUSD Administration, UTA and CSEA

Strategic Reopening School Plan Introduction

Due to the COVID-19 pandemic, UUSD schools transitioned on March 16, 2020 to Distance Learning for the remainder of the 2019-2020 school year. In response to stay-at-home orders, districts across the nation were required to provide academic instruction via Distance Learning. There were many decisions faced by districts: bandwidth, device deployment, curriculum, platforms, grading, graduation, meal distribution, essential employees, professional development, and safety guidelines. Upland Unified staff responded with flexibility, collaboration, innovative ideas, and determination to provide our families and students with support.

There are many unknowns surrounding the future of educational institutions, yet we must prepare for reopening after COVID-19. Multiple scenarios have been discussed by various governmental agencies regarding the 2020-2021 school year. Upland Unified School District has made plans to be prepared to reopen with 100% of students on campus with feasible restrictions/guidelines.

This document is intended to present the feasible guidelines that we would be able to implement for 100% of students to physically return to school. The CDC stated that the guidelines are recommendations and the local public health departments will provide further direction. UUSD has determined that the six feet physical distancing recommendation is feasible if we limit the number of students on campus at one time to half. Desks and tables will be faced forward so students do not directly face each other and masks will be worn following current mandates set by the state.

California Department of Public Health (CDPH) released updated guidelines on June 5, 2020. The document states, "All decisions about following this guidance should be made in collaboration with local health officials and other authorities."

UUSD's Reopening Plan addresses the areas listed in the CDPH Guidelines. The California Department of Education released their recommendations on Monday June 8, 2020. The document encourages school districts to work collaboratively with their local public health departments and County Office of Education. This plan is submitted to provide details regarding the safety guidelines UUSD will implement.

Unforeseen closures may also be in our future once we return; therefore, we must continue to plan for various educational models and be prepared for fluid changes.

This plan is subject to change as federal, state and CDC guidelines, in addition to executive orders and updates. UUSD is taking a proactive approach to plan for all future scenarios.

Although we received guidelines from the California Department of Education for reopening schools on June 9, 2020, State Superintendent Thurmond stated that it is a local district decision to be made in collaboration with local health officials. This changed on July 17, 2020

when Gavin Newsom issued mandates on reopening based on county data with a waiver for elementary schools reopening only. We are also working with our employee associations on the implications of CDE guidelines and Executive Orders. School sites will use this plan to provide overarching guidance; however, principals and staff will review the specific needs of their sites and outline key action steps to address their needs which may vary from site to site.

Instructional Model

100% of Students and Staff Return with Feasible Restrictions and Guidelines

- Students will be put into am and pm cohorts for in-person attendance, reducing the cohort size for each session to no more than 15 students.
- Hand sanitizer is available in all classrooms.
- There is an hour and a half break in between am and pm sessions so students will not overlap.
- Digital, no contact thermometers are available for each school site.
- Masks are available for all students and staff who do not have one. (Protective shields will be provided to staff by request.) Masks are recommended for grades TK-2 and in lieu of face masks these students can wear face shields. Masks are required for grades 3 and up by Newsom's mandates at this time.
- Daily cleaning procedures to sanitize the interior of all buses will be enforced and monitored.
- Custodians will enhance current daily procedures nightly cleaning and sanitizing of all door handles/knobs and desks on each campus.
- Chromebooks will be individually assigned to students for daily in class use.
- Professional development for classroom teachers to support the use of Google Classroom, online live lessons (synchronous), independent learning activities (asynchronous) and online tools will be provided.
- All students will review or be trained on how to use Google Classroom in preparation for future closures.
- A full distance learning option will be available for those families choosing to remain on a 100% distance learning model instead of returning to the site in-person.



Upland Unified School District

Elementary School Reopening Safety Plans

Cleaning and Disinfection

Upland Unified staff and/or students will:

- Post standards, and a schedule for regular and deep cleaning sanitizing needs
- Using state and local guidelines, high touch site sanitizing rounds will be made daily in high traffic areas.
- Deliver and maintain Environmental Protections Agency (EPA) approved cleaning and disinfecting supplies along with personal protective equipment to each school site and district office buildings as required.
- Increase inventory of cleaning and disinfecting supplies, and Personal Protective Equipment
- All areas of schools are to be cleaned utilizing soap and warm water, this will remove dirt and germs and decrease the spread of viruses. A disinfectant will be used in addition to kill additional germs and provide another layer of protection. Lastly, a sanitizing spray will be used to sanitize all areas.
- Custodial staff has been trained on how to properly use EPA approved cleaning/disinfecting products.
- Proper daily cleaning of offices, restrooms and classrooms will be conducted to control bacteria, odors, and the spread of viruses at all district locations.
- Cleaning of classrooms and offices will include the continual wiping down of all touch points utilizing the district approved germicidal disinfectant at least once daily. (Touch points include but are not limited to the following: Doors, door handles, door frames, window sills, light switches, marker boards and trays, student desks, teacher desks, chairs, tables, computers, keyboards, monitors, ELMOs, plexi-glass shields, telephones, etc.)
- The disinfectant should remain wet for 10 minutes to be most effective. Clean cloths are to be used to remove excess disinfectant after sitting for 10 minutes.
- Wash play equipment with properly diluted disinfectant cleaner.
- Custodians will properly clean equipment used daily through the use of hot water to rinse off chemicals.
- We will utilize the following check off lists to monitor cleaning schedules.

RESTROOM CLEANING CHECK OFF LIST

(In addition to daily/evening cleaning; Times are approximate and as needed)

RESTROOM	7:00 AM	8:30 AM	10:00 AM	11:30 AM	1:00 PM	2:30 PM
Wash/Disinfect Sinks & Fixtures						
Wash/Disinfect Urinals & Toilets						
Wipe Down Partitions & Walls						
Clean Mirrors						
Wipe Down Handles						
Refill Soap Dispensers						
Refill Paper Towel Dispensers						
Wipe Down Hand Dryers/Paper Towel/ Soap Dispensers						
Empty Waste Receptacle						
Empty Sanitary Napkin Receptacle						
Wet Mop Floor						

CLASSROOM CLEANING CHECK OFF LIST

(In addition to daily/evening cleaning; Times are approximate and as needed)

CLASSROOM	7:00 AM	9:30 AM	12:00 PM	2:30 PM	4:00 PM
Wipe Down Desks					

(Teacher/Student)					
Wipe Down of Door Handles					
Wipe Down of Door Frames					
Wipe Down of Light Switches					
Wipe Down of Thermostats					
Wipe Down of Markerboards					
Empty Trash Receptacles					

HEALTH OFFICE CLEANING CHECK OFF LIST
(In addition to daily/evening cleaning; Times are approximate and as needed)

HEALTH OFFICE	7:00 AM	9:30 AM	12:00 PM	2:30 PM	4:00 PM
Wipe Down Treatment Table					
Wash/Disinfect Sinks & Fixtures					
Wash/Disinfect Urinals & Toilets					
Wipe Down Walls					
Wipe Down Light Switches					
Clean Mirrors (If Applicable)					
Wipe Down Door Handles/Frames					
Refill Soap Dispensers					
Refill Paper Towel Dispensers					
Wipe Down Paper Towel/ Soap Dispensers					
Empty Waste Receptacle					

Empty Sanitary Napkin Receptacle					
Wet Mop Floor					

OFFICE CLEANING CHECK OFF LIST
(In addition to daily/evening cleaning; Times are approximate and as needed)

OFFICE	7:00 AM	11:30 AM	4:30 PM
Wipe Down Door Handles/Door Frames			
Wipe Down Light Switches			
Wipe Down Thermostats			
Wipe Down Walls			
Wipe Down Desks			
Wipe Down Tops of File Cabinets			
Wipe Down Tables			
Wipe Down Countertops			
Wipe Down Phones			
Wipe Down Copiers/Fax Machines/Printers			
Empty Waste Receptacle			

Cohorting

- Students have been scheduled into learning groups of no more than 15. They are assigned to an am or pm live session with their teacher. Students will always remain with their cohort. There is an hour and a half in between sessions which ensures that all morning students are off of the campus before the afternoon session of students arrive.

Entrance, Egress and Movement within the School

In order to minimize the number of people on campus, and to best ensure minimal contact of those that are on campus, UUSD staff, students, vendors and visitors will implement and adhere to the following

- Limit the number of students passing through one gate at a time (use more than one entrance gate)
- Pre-assign students to a specific gate - consider siblings, SPED population, carpool situations, walkers, bus arrival
- Have a system for late arrivals (after gates have closed)
- Separate staff entrance/checkpoint or arrive prior to students with hand sanitizer
- Follow established protocol for delivery personnel both private companies and UUSD staff
- Use protocol for families on campus for IEP meetings, picking up students, etc. which would include hand sanitizer
- Stagger release times.
- Identified entrances will be utilized.
- Breaks and lunch periods should be staggered to limit crowding due to limited seating areas.
- Visitors will only be allowed onsite by appointment (e.g. Personnel, Business Office), until further notification.
- Visitors must check in at the entrance desk and wear facial coverings. Disposable facial coverings will be available.
- Employees are prohibited from allowing visitors to enter the school building except as per this guidance and District policy.
- No in-person public meetings will be held, until further notice. (Excluding Board of Education meetings.)

Face Coverings and Other Essential Protective Gear

UUSD staff, students, vendors and visitors will adhere to clear mask requirements on school grounds.

- Applies to all staff (including visitors & vendors)
- Applies to all students 3rd grade and up

- Strongly recommended for students in TK-2. In lieu of face masks these students can wear a face shield.
- Certain medical conditions would exempt individuals
- Unless otherwise directed, staff and students will need to wear a facial covering/mask at all times when working, whether indoors or outdoors, and regardless of whether in the physical presence of others.

Health Screening for Students and Staff

Guidelines for daily wellness checks for staff

- All staff participate in mandated training (specific to COVID-19 safety and prevention in the work environment), assigned 7/14/20 via an online platform, for all staff prior to returning to their work site.
- Employees are required to self-assess daily to determine if you are experiencing signs and symptoms prior to coming to work each day. Employees must not report to work if the temperature is 100.4 degrees or higher.
- If a self-assessment indicates the employee is experiencing signs and symptoms related to COVID-19, including having a temperature of 100.4 degrees or higher, the employee must stay home and immediately contact their supervisor or HR. The District will thereafter work with the employee to discuss available leave rights or, if applicable, alternative work arrangements.
- Any employee who displays signs and symptoms related to COVID-19 after reporting to work, shall report this directly to their immediate supervisor or HR.
- If employees have questions regarding their ability to use leave under the Families First Coronavirus Response Act, refer to the notification sent by HR on May 19, 2020. Employees may also ask HR directly.
- Signage will be prominently displayed in work locations reminding employees of wellness protocols.

Entering Campus (students and staff)

- At the guidance of public health officials, combine both active and passive screening:
 - Passive Screening: Prior to students leaving for school families are required to check temperatures are below 100.4 degrees, observe for symptoms outlined by public health officials, and keep students home if they exhibit symptoms consistent with COVID-19 or have had close contact with someone diagnosed with COVID-19.
 - Active Screening: Engage in symptom screening prior to entering campus and buses, which may include:
 - Visual wellness checks
 - Use of a no-touch thermometer for temperature checks
 - Ask the individual about COVID-19 symptoms in the last 48 hours and whether anyone in the home has COVID-19 symptoms or a positive test.
- Wash or sanitize hands when entering campuses or buses.
- If an individual is symptomatic upon entering, or develops symptoms during the day, isolate from others right away. Students and staff with symptoms will be

required to immediately wear a face covering and wait until they can be transported home.

- Health offices will triage students in the health office, recognizing that not all symptoms are COVID-19 related.
- Sick individuals are not to return until they have met [CDC criteria](#) to discontinue home isolation.

Healthy Hygiene Practices

Handwashing protocols

- Posting state and local handwashing guidance in all restrooms and breakrooms.
- Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds.
- If a sink is not in proximity, please utilize the hand sanitizer stations.

Identify locations for hand sanitizer stations

- MOT will determine placement of hand sanitizer pump stands and replenish when necessary.
- Students and staff will have opportunities to meet handwashing frequency guidance in accordance with CDPH by:
 - Access to handwashing and sanitizer stations, including portable stations.
 - Access to fragrance-free hand sanitizer near all workstations and on buses
- Staff and students receive direction on proper handwashing techniques as follows:
 - Scrub with soap for at least 20 seconds or use hand sanitizer if soap is not available
 - Use paper towels for drying.
- Wash hands when: arriving and leaving home, arriving at and leaving school, after playing outside, after having close contact with others, after using shared surfaces or tools, before and after restroom use, before and after eating and preparing foods, and after blowing nose, coughing, and sneezing.
- All staff and students:
 - Use a tissue to wipe the nose and cough and sneeze inside the tissue.
 - Avoid touching face or face covering

Identification and Tracing of Contacts

Following the recommendations of the CDC and in coordination with the local public health officials, the superintendent or designee will notify students, staff and families about cases and exposures at the school consistent with FERPA and HIPAA guidelines. Information will be disseminated through Aeries Communication when we are instructed to do so by the San Bernardino County Department of Public Health. Our Director of Human Resources will be the point person to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department, and notification of exposed persons. The designated person for San Bernardino County Department of Public Health to contact about COVID 19 is Sergio Canal.

Physical Distancing

Physical distancing will be required for all personnel, along with other adaptations.

- Current requirements are that all staff must be at least six feet apart from each other, as practicable
- This applies to workers at school even when students are not present.
- When students are present, staff and student desks must be at least six feet apart, as practicable. Students should be at least six feet apart whenever practicable.
- Utilizing CDC and CDPH guidance ensure desks, tables and activity stations are a minimum of 6 feet apart and minimize face to face contact
- Consider the use of alternative campus spaces for instructional activities (e.g. lecture halls, gyms, auditoriums, cafeterias and outdoors)
- Use of developmentally appropriate activities that model and reinforce good hygiene and social (physical distancing practices)
- Rearrange furniture and play spaces to maintain separation when possible. Limit the use of shared materials.
- Address physical distancing objectives as students move between classrooms
- Use of virtual field trips in lieu of field trips and intergroup events
- Students and staff should wear face coverings at bus stops, when entering or exiting a bus and while riding
- Seat students from the rear of the bus forward. Students who are dropped off first in the afternoon will board last to the front of the bus
- Students and staff maintain 6 ft distance at all times
- Have lunch and/or meals in supervised, non-congregate settings and avoid sharing tables when possible
- Remind students not to share or touch anyone else's food or beverage
- Consider strategies to limit physical interaction

Guidelines for physical distancing at the worksite

- Adhere to the California Department of Public Health and applicable San Bernardino County guidelines.
- Ensure a minimum of six feet between all persons on school grounds. For students, this six foot minimum should be enforced unless not practicable under the circumstances.
- Avoid shaking hands when greeting others.
- Avoid congregating in lobbies, hallways, etc. when traveling through the office.
- Stagger breaks and lunches to ensure physical distancing in break/lunchrooms, when possible.

Guidelines for conference room usage and occupancy

- First option for meetings: Utilize virtual platforms, such as Zoom / Google Meets, to conduct meetings instead of utilizing in-person areas, until further notice.
- Until further notice, all outside groups will be excluded from using UUSD facilities, except as expressly authorized by the Superintendent or designee.

- Signage will be posted with capacity information.

Staff Training and Family Education

Staff will be trained at one of the weekly staff meetings about the application and enforcement of the plan. Community forums will be held at each school where the principal will review the plan and share with families how the plan will be enforced.

Testing of Students and Staff

All staff will be tested every two months. Staff members will be put into cohorts and provided a list of local community agencies that provide free testing. They will be given a window in which to complete the testing. When students and staff display symptoms of COVID, they will be sent home and instructed that they cannot return to campus until they have not had a fever for two days and their symptoms have lessened in severity.

Triggers for Switching to Distance Learning

We will physically close the schools and prohibit in-person instruction when we are directed to do so by the County of San Bernardino Department of Public Health, the County of San Bernardino Superintendent's Office or the State of California.