

Background information:

Name of Applicant:	Saucelito Eleme	ntary School District			
School Type:	Traditional Public School				
Number of Schools:	1	Enrollment/ADA:	<u>76</u>		
Superintendent Name:	Courtney Castle				
Address: <u>17615 Ave 104, Terra Bella, CA 93270</u>					
Grades of Students Proposed to be Reopened:					
TK K 1st 2nd 3rd 4t	h 5th 6th				
Date of Proposed Reopening: O	october 5, 2020				
Name of Person Completing Ap	plication: <u>Courtn</u>	ney Castle			
Phone Number: <u>(559)</u> 784-2164	<u>1</u>	Email: ccastle@saucelito.org			
Signature:	/	Date: <u>9/14/2020</u>			

Waiver Criteria

I. Consultation

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Saucelito Elementary School District does not have an active teachers union or classified employees union. Please see comments below regarding the staff consultation process.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Consultation with our parent and community organizations is an on-going and fluid process based on the changing climate of the COVID-19 Pandemic. We have worked closely with our stakeholders since May to plan our reopening. Dates we consulted with our Parents' Club include May 27, June 23, July 7, August 11-12, August 28 and September 1. Consultation has taken place via school surveys, conferences, phone calls and virtual meetings. Our School Board has also been influential in developing our reopening plans. Dates consulted include May 5, June 9, July 14, August 11, September 2, September 3 and September 8. (See attached meeting minutes and survey results)

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Staff met via a Zoom meeting on July 14 and July 21 to discuss reopening plans. Staff also met in person on May 26, May 27, August 10, August 12, August 31, September 2 and September 9. A collaborative Google Doc was shared amongst staff, open for input and comments in order to create our Reopening Plan.

II. Elementary School Reopening Plans

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cleaning and Disinfecting Procedures can be found on pages 5 and 6 of our Reopening Document.

Cohorting: How students will be kept in small, stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Cohort guidelines and procedures can be found on pages 3, 4 and 6-8.

Entrance, Egress, and Movement Within the School: How movement of students, staff and parents will be managed to avoid close contact and/or mixing of cohorts.

Campus Arrival, Recess, Lunch and Dismissal procedures are found on pages 7 and 8.

Face Coverings and Other Essential Protective Gear: How CPDH's face covering requirements will be satisfied and enforced.

Mask requirements are located on page 4 in our reopening document.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Health screenings and illnesses are addressed on pages 4 and 5.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their uses will be promoted and incorporated into routines.

Healthy Hygiene Practices are on page 6.

Identification and Tracing of Contacts. Actions that staff will take when there is a confirmed case. Confirm that the school has designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department to contact about COVID-19.

Details regarding a confirmed case are found on page 5 of our document. The Superintendent is our designated staff person and all student and staff contacts are stored on an accessible Google Sheet.

Physical Distancing: How space and routines will be arranged to allow for adequate physical distancing of students and staff.

Pages 3, 6 and 7 all outline physical distancing routines.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

All staff members were trained at the beginning of the school year from our assigned Tulare County Office of Education School Nurse. Parents and students were given a copy of the Parent/Student Handbook and Reopening Plan at the start of the year. Parents signed an agreement stating that they accept and are willing to comply to all safety measures taken by the school. Our Parent/Student Handbook and Reopening Plan are available to our families on our school website and through our School messaging system, ClassDojo.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-10 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately. If the school is notified by phone, that individual is not allowed to return to campus until the results of a COVID test are complete. A COVID test result will determine when a person will be allowed back on campus. A staff member will share their results with the Superintendent

via email or phone. Parents must have a letter from a physician stating that their child is safe to return to school.

Staff will be periodically tested by the primary care physician or through a community testing site. Staff will be tested based on testing site capacity and as practicable. Recommended frequency include all staff being tested over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate which staff members are tested over time.

Testing sites available for staff and parents:

Porterville Memorial Building- OptumServe 1900 W. Olive Ave Porterville, CA 93257 888-634-1123

Tipton and Pixley Medical Clinic (2 Locations)

 205 E. Davis
 565 N. Thompson Rd

 Pixley, CA 93256
 Tipton, CA 93272

 559-757-2000
 559-752-4147

Triggers for Switching to Distance Learning: The criteria the Superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Please refer to the "Student or Staff Member Testing Positive for COVID-19" section on page 5 of our reopening plan.

Communication Plans: How the Superintendent will communicate to students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The Superintendent will notify parents of cases and exposure, without releasing any names, through our school messaging system, ClassDojo, as well as a mailed letter and all-call phone system. Confidentiality will be maintained and no names or identifiers will be revealed.

COVID-19 PROCEDURES SAUCELITO ELEMENTARY SCHOOL

2020-2021



Saucelito Elementary School District COVID-19 Reopening Procedures

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These procedures apply while people are on the Saucelito Elementary School District ("District" or "school") campus during the 2020-2021 school year, unless altered by the Superintendent, Tulare County Superintendent of Schools, County or State Health Officials or mandated by Executive Orders.

Daily Schedule

8:20 AM- Class Begins 9:30-9:45 AM- TK/K Recess 9:55-10:10 AM- 1st/2nd Recess 10:20-10:35 AM- 3rd/4th Recess 10:45-11 AM- 5th/6th Recess 11:10-11:25 AM- 7th/8th Recess

12:45 PM- School Dismissed and Grab & Go Lunch Distributed

Online Distance Learning Schedule

(For families choosing to keep their children in distance learning):

Open to All Grade Levels

Daily Virtual Class Meetings

Daily Call in for Math & ELA

All work & Lessons will be online

Students must be on all daily required calls

No more than 75% weekly absences

Class Size

Saucelito Elementary School has a student population of 76 students. The class size distribution is as follows.

Grade/Class	Class Size	Number of Staff Assigned to Class
Transitional Kindergarten/Kindergarten	6	1
1 st /2 nd Grades	19	1
3 rd /4 th Grades	19	1
5 th /6 th Grades	14	1
7 th /8 th Grades	17	1

Classroom Layout

- Children remain in self-contained classroom settings.
- Students are socially distanced and seated at least 6 feet apart.
- Students will have a plexiglass partition at their individual seat.
- The teachers will have a plexiglass partition at their desk in the classroom to allow for social distancing when students need to approach the desk.
- Classroom supplies (such as crayons, markers, pencils, Chromebooks, textbooks) will not be shared. Each student will have their own supplies.
- Each student will have their own desk.
- Google Classroom will be used in all grade levels to submit classwork and homework and complete exams to cut down on the handling of papers.
- Staff members handling student papers will wear gloves and wash their hands before and after the handling of papers.

Meal Services

- The school places tape markers on seating locations 6 feet apart.
- The school requires children to practice proper handwashing/sanitizing before and after eating.
- The staff immediately cleans and disinfect tables and other touched surfaces before and after meals.
- Students and staff will eat in the classroom to minimize multiple uses of lunch tables.
- If eating in classrooms is not feasible or practicable, the school will stagger the meal schedule so that the group size is minimized.
- Meal servers will wear masks and gloves at all times during the serving and cleanup of food.
- Workers will wash their hands after removing their gloves or after directly handling used food service items.
- Student lunches are contracted through a neighboring school district. Prepackaged lunches will be requested but are not always guaranteed.

Temperature Checks

- All employees will have to complete a COVID-19 Health Questionnaire before the start of their shift.
- The Health Questionnaire is based upon the CDC screening list and includes, but is not limited to the following: temperature of 100.4 degrees Fahrenheit or higher, sore throat, new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting, abdominal pain and new onset of severe headache. The complete list used by the district follows the CDC screening list found at https://www.cdc.gov/screening/index.html
- Employees must also disclose if they have had close contact with a person with confirmed COVID-19, have traveled to or live in an area with high community transmission.
- Their temperature will be checked using a touchless thermometer prior to the start of their work day. Any staff member with a temperature of 100 degrees or higher will be sent home immediately.
- All students will have their temperature checked daily with a touchless thermometer by members of the staff before entering the campus. If a student has a temperature of 100 degrees or higher the students will be sent home immediately.
- Students will have masks on while their temperature is taken.
- Staff taking temperatures will wear masks and face shields.
- No parent can come onto campus unless their temperature is taken as well. Visitors on campus will not be allowed without prior permission.

Masks

- All students will be required to wear facial coverings that cover their nose and mouth.
- All staff members must wear facial coverings while they are on campus.
- Students or staff members with a medical condition, mental health condition, or disability that prevents wearing a face covering are exempt. Please refer to CDPH's

Guidance for the use of Face Coverings for a complete list of exemptions.

- Students or staff members exempt from wearing a face mask will be asked to wear a face shield with a drape if their medical condition allows.
- Extra masks will be available in the office if a student does not come to school with a
 mask or theirs breaks throughout the day.
- Any student refusing to wear a mask will be sent home immediately.

Illnesses

Student Illnesses

- Any student who appears to not feel well throughout the day, will be sent to the staging room, next to our office, to have their temperature checked and sent home for isolation.
- The teacher will call the office prior to sending the student.
- There is a separate closed off area near the office for those students to go.
- If a student has a temperature greater than 100 degrees or is exhibiting symptoms, the student will be sent home immediately.
- Students not being tested for COVID-19 will need to follow the CDC isolation guidance and will not be allowed to return to campus until they have:
 - o Isolated at home for 10 days after symptom onset
 - Resolution of fever for at least 24 hours, without the use of fever-reducing medicine
 - Improvement of other symptoms
- A doctor's note will also be required to clear the student to come back to school.
- A doctor's note or negative COVID-19 test and improvement of symptoms within the 10 day isolation period will allow a student to return to campus sooner.

Student or Staff Member Testing Positive for COVID-19

- Designated Primary Contact Person for Saucelito: Courtney Castle, Superintendent
- Designated Secondary Contact Person for Saucelito: Stephanie Serafin, Secretary
- Staff will be periodically tested by the primary care physician or through a community testing site.
- Staff will be tested based on testing site capacity and as practicable.
- Recommended frequency include all staff being tested over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate which staff members are tested over time.
- Testing sites available for staff and parents:

Porterville Memorial Building- OptumServe 1900 W. Olive Ave Porterville, CA 93257 888-634-1123

Tipton and Pixley Medical Clinic (2 Locations)

205 E. Davis 565 N. Thompson Rd Pixley, CA 93256 Tipton, CA 93272 559-757-2000 559-752-4147

• If a student or staff member tests positive, they cannot return to school for a minimum of 10 days after the onset of symptoms, symptom improvement and 1 day without a

fever.

- A student or staff member who tests positive for COVID-19 will also be required to provide a doctor's note to return to school.
- If a student or staff member tests positive for COVID-19, any student or staff who may have come in contact with that person will be notified by email, school messaging app, phone or text message by the Superintendent or school secretary.
- If a student is tested due to symptoms or high exposure risk, that student should stay at home while awaiting the test results. Upon receiving test results, the student or guardian of the student should notify the school by calling the front office and speaking with the secretary or Superintendent.
- If a student or staff member tests positive for COVID-19, any parents of children who may have come in contact with that person will be notified by email, school messaging app, phone or text message by the Superintendent or school secretary.
- The areas of potential contact of the positive staff or student will be sanitized and closed for 24 hours after cleaning before re-entry.
- If 5% of the school tests positive for COVID-19, the school would go to Distance Learning for 10-14 days while the school is deep cleaned.

Identification and Tracing of Contacts:

- The Superintendent attended the Tulare County Public Health Webinar on contract tracing and shared the presentation slides with staff members.
- Staff members were presented with the following information regarding the contact tracing process through a staff meeting on August 31, 2020.
- At the start of the school year-
 - Teachers will provide the Superintendent with their class roster and seating chart. If any seating changes are made, the teacher will provide the Superintendent with the updated chart within 24 hours of the changes being made.
 - Families will complete the digital student enrollment form. The student enrollment form identifies siblings and relatives within our district.
 - A digital copy of the Student enrollment form spreadsheet is made available to all staff including the Superintendent and secretary.

Contact Tracing Process-

- The Superintendent will immediately notify local health officials of a confirmed case. These officials will assist the Superintendent in determining the proper course of action for the school.
- The Superintendent will release proper communication to the school community through phone, text, email and school messaging app.
- Saucelito will work with the local health officials to determine appropriate next steps including a potential return to full distance learning.
- All high-risk contacts, those within 6 feet of the confirmed positive person for more than 15 minutes, will need to quarantine for 14 days from the last day or exposure.
- All risk contacts, and especially high-risk contacts, will be recommended to test.

- at any of the sites mentioned on page 5 of this plan, at the end of the 14 day quarantine.
- High-risk contacts will immediately move into distance/remote learning and complete all assignments digitally for the duration of quarantine. School laptops, chargers and hot spots will be provided to those in quarantine.
- Those identified as a high-risk contact will not be allowed to return to campus before the 14 day quarantine is over, even if a COVID-19 test returned a negative result.
- Should additional positive cases arise, the above contact tracing procedures will be followed.

Substitute Teacher Process:

- Should a teacher fall ill, COVID-19 related or not, a qualified substitute from the approved Tulare County Office of Education substitute list will be called.
- Substitute teachers will be sent the health questionnaire prior to arriving to campus and will have their temperature checked with a touchless thermometer by a staff member prior to entering campus.
- If a substitute teacher does not meet the requirements on the health questionnaire, another substitute will be called.
- Substitute teachers will be required to wear a mask and practice social distancing rules
- Upon entering campus, substitute teachers will report directly to the office where they will be presented a copy of the reopening plan and given daily instructions from the Superintendent and/or secretary.

Cleaning Procedures

- The classrooms will be cleaned on a regular basis using sanitizer approved by the CDC.
- Bathrooms will be sanitized before and after recesses and lunches. They will be thoroughly cleaned at the end of the day.
- Staff will clean highly touched surfaces (such as door handles, cabinets, light switches) throughout the day.
- All classrooms will be sanitized at the end of each day using a commercial fogger and sanitizer.
- Each classroom will have a spray bottle of sanitizer that staff will use to sanitize when the students are out of the classroom.
- One staff member will be assigned to check on the inventory of cleaning supplies and will place an order as soon as the cleaning supplies are running low.

Ventilation

 Doors and windows will be opened as much as possible unless it poses a safety or health risk to the students.

Handwashing

- The school implements and enforces handwashing guidelines for all staff and children.
- Children are required to use hand sanitizer or hand wash whenever they enter and exit the classroom.
- Students will wash their hands on a regular basis. All classrooms are equipped with a
 hand washing station. Each of these classrooms will be equipped with soap and paper
 towels from a dispenser.
- The school posts signs in restrooms and near sinks that convey proper CDC handwashing techniques.

Drinking Fountains

- All community drinking fountains are closed and water is turned off.
- Students will bring their own water bottles from home.
- Students will not be allowed to refill their water bottles.
- We will have available disposable cups for students who forget to bring their own water bottle or who run out of water during the day.

Restrooms

- The school sanitizes the sink and toilet handles before school, during school, and after each recess.
- The school teaches each child to use a tissue when using the handle to flush the toilet.
- The school allows for two children to enter the restroom at a time. There are two sinks in each bathroom.
- If there are two students in the bathroom already, students will stand on the socially distanced markers that are placed outside the bathroom.

Other

- Students cannot answer the classroom phone or use the office phone.
- All extracurricular activities will be placed on hold (such as sports and music)
- No student will be sent to the office to deliver notes etc.
- The Library will not be available for students to check out books.
- There will be no assemblies. All awards assemblies and flag pole ceremonies will be held virtually using Google Meets.

School Day Activities

Bus

- Students will be socially distanced 6 feet apart and wear masks on the bus.
- Students will be assigned a seat according to their location on the bus route.
 Seats will be assigned to ensure students are not walking pass other students.
- Upon arrival at school, students will unloading the bus from the front to the back to ensure students are not walking pass other students.
- Prior to loading the bus, each student will have their temperature checked by a staff member using a touchless thermometer. If a student has a temperature of 100 degrees or higher the student will not be allowed on the bus.

- Students will have masks on while their temperature is taken.
- Staff taking temperatures will wear masks and face shields.
- No parent can come onto the bus.
- All seats, handles and surfaces on the bus will be disinfected after every use.

Campus Arrival

- All students must wear a facial covering when arriving to school.
- All students will line up for temperature testing.
- Students will immediately go to their classroom and sit at their desk.
- If students need to use the restroom before the start of class, they are to follow the 2 students at a time and socially distanced markers as outlined in the previous bathroom section.

Recess

- Students can only play with students in their same classroom.
- There will be a 10 minute break in between classes to come out to recess to allow for sanitizing of equipment.
- Students will have to wear masks during recess.
- Aides monitoring recess will have to wear masks.
- Each grade will be given an assigned time before recess to use the restrooms, following the guidelines stated above for restrooms.
- Students will eat their snacks in their classrooms at their desk before the start of recess.
- Students must bring their own snacks from home.
- Students will line up on the socially distanced circles that are placed on the blacktop before returning to class.
- Students will be lined up in the order that they are seated in the classroom to prevent students from getting too close to another student.
- Teachers will bring the students into the classroom, with the students lined up following the socially distanced guidelines.

Lunch

- Teachers will bring the students to the lunch window and stage students on the socially distanced markers on the ground.
- Students will receive their lunch and head to the dismissal staging area.

Dismissal

- All teachers wearing a mask will walk with their students also wearing masks to the pick up location next to the parking lot.
- Each grade will have their own line up spot in the grass area South of the parking lot to wait on. The students will stay in their lines

Staff Training and Family Education

Family

- Communication with parents will be an on-going process throughout the 2020-2021 school year.
- The school's modes of communication include our school website, school messaging App (ClassDojo), email, mail, phone calls and text messages.
- Parents and students are given a copy of the parent/student handbook and reopening plan at the start of the school year.
- Parents sign an agreement stating that they accept and are willing to comply with all safety measures taken by the school.
- The Parent/Student Handbook and Reopening Plan are available to our families on our school website and messaging system.
- Monthly newsletters are sent home through our school messaging system with current information.
- Weekly all school Google Meets occur where information is shared by the Superintendent to update and inform families.
- Regular phone calls and messages to families are occurring on a daily basis.

Staff

- Training for staff will be an on-going process throughout the 2020-2021 school year.
- All staff members were trained at the beginning of the school year from our assigned Tulare County Office of Education School Nurse.
- The Superintendent attended the Tulare County Public Health Webinar on contract tracing and shared the presentation slides with staff members.
- Staff meet on a monthly basis throughout the school year and will meet on an "as needed" basis.
- As new information is presented, the Superintendent emails to the staff.

Saucelito Elementary School 17615 Ave 104 Terra Bella, Ca 93270 July 14, 2020

Call to Order:	The meeting was called to order at 4:00 p.m. by board clerk Larry Schieler. All board members were present.			
Minutes:	The minutes of the June 9, 2020 meeting were read and approved on the motion of Larry Schieler and second of Jeff Noble.			
Public Hearing and Ado	ption Regarding 2020-2021 and 2021-2022 Changes to Inter-fund Borrowing: A public hearing was held regarding 2020-2021 and 2021-2022 changes to Interfund Borrowing. No testimony received from public. The adoption was approved on the motion of Chris Loflin and second of Larry Schieler.			
Bills:	On the motion of Jeff Noble and second of Chris Loflin the board authorized payments of warrants #200319 thru #200331 totaling \$4002.00			
COVID Update:	Mrs. Castle present the board with current info on COVID and a revised 2020-2021 school calendar. The board approved the calendar on the motion of Larry Schieler and second of Chris Loflin.			
Worker's Comp Claim:	The board approved the workers' comp claim on the motion of Jeff Noble and second of Larry Schieler.			
CSBA:	On the motion of Chris Loflin and second of Jeff Noble the board declined CSBA membership.			
Stipend:	The board approved a \$500.00 mentor stipend for Becky Borges on the motion of Larry Schieler and second of Chris Loflin.			
Adjournment:	There being no further business, the meeting was adjourned at 4:50 p.m. on the motion of Jeff Noble and second of Larry Schieler.			
Clerk	Secretary			

Saucelito Elementary School 17615 Ave 104 Terra Bella, Ca 93270 August 11, 2020

Call to Order: The meeting was called to order at 4:00 p.m. by board clerk Larry Schieler. All

board members were present.

Minutes: The minutes of the July 14, 2020 meeting were read and approved on the

motion of Jeff Noble and second of Chris Loflin.

Bills: On the motion of Larry Schieler and second of Jeff Noble, the board authorized

payments of warrants #21001 thru #210032 totaling \$39,768.73.

Inter Fund Transfer: The board approved authorizing inter-fund transfers for 2020-2021 on the

motion of Chris Loflin and second of Larry Schieler.

Inter Fund Loan: The board approved the 2020-2021 inter-fund loan for cash purposes on the

motion of Jeff Noble and second of Chris Loflin.

PUSN Agreement: The board approved the agreement with Porterville Unified Student Nutrition

on the motion of Larry Schieler and second of Jeff noble.

Safety Plan: The board reviewed school Safety Plan.

Loss Mitigation

Funding: On the motion of Chris Loflin and second of Larry Schieler the board approve

the Loss Mitigation Funding.

LCAP: Mrs. Castle shared the LCAP update with the board.

Inter-District

Agreements: The following inter-district agreement for Nayyhem Navarrete and out going

agreements for Jaxson Noble, Addison Noble, Luke Merritt and Natalie Werhlof

were approved on the motion of Jeff Noble and second of Larry Schieler.

ADA: Mrs. Castle discussed the current enrollment numbers.

Adjourned to

Closed Session: Personnel issues were discussed.

Adjournment: There being no further business, the meeting was adjourned at 5:13p.m. on the

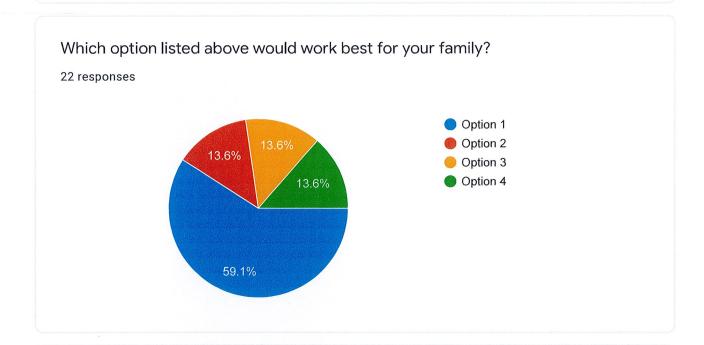
motion of Chris Loflin and second of Jeff Noble.

Clerk Secretary

Parent Questions for Fall Reopening

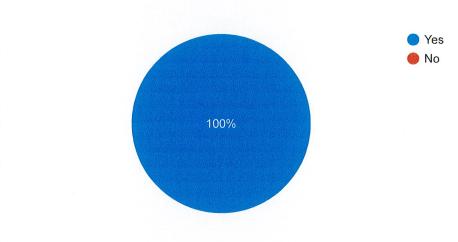
22 responses

Publish analytics

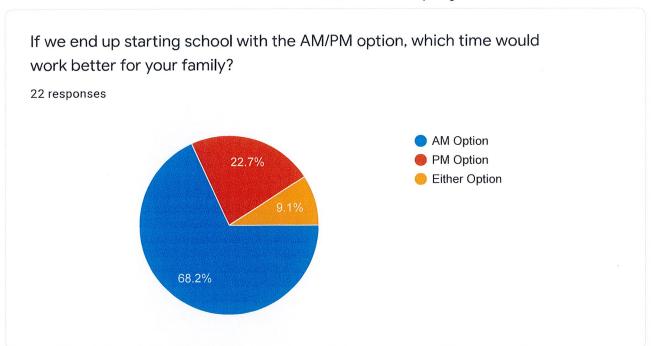


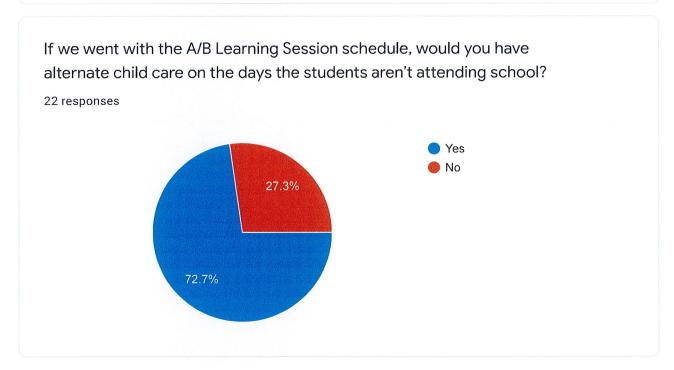
We understand that many parents may still be hesitant to send their child to school when school reopens in the fall. Are you planning on sending your child back to school when it is safe to reopen schools?



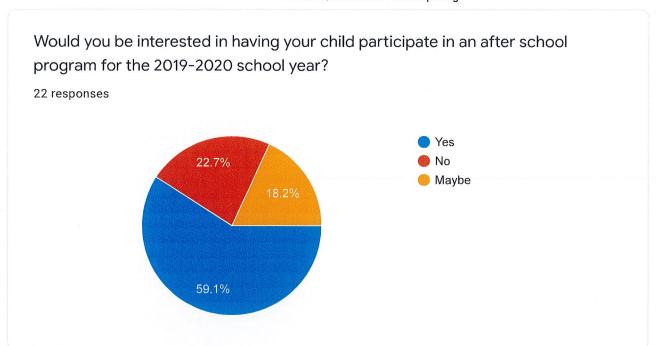


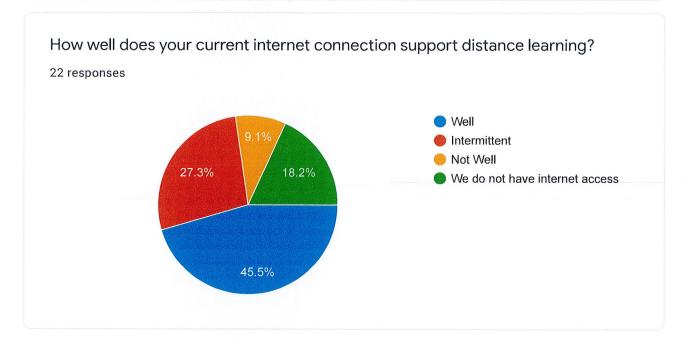














Saucelito Day Camp Survey

33 responses

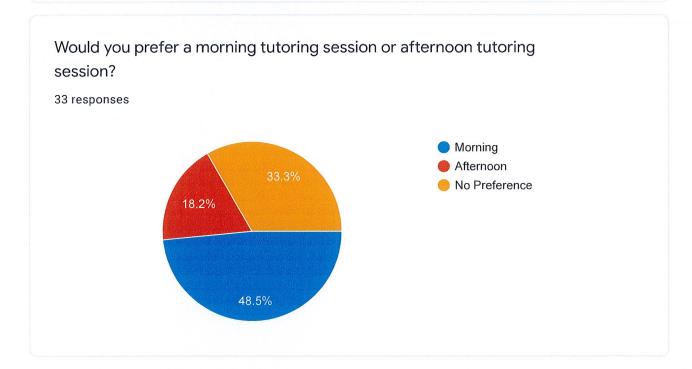
Publish analytics

If Saucelito offers on-campus tutoring and academic support would you send your student(s) to school for the in-person session?

33 responses

Yes
No

No



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