

Jamestown School District Returning to School Plan During COVID-19

General Measures

Jamestown School District has conducted and developed a COVID Risk Assessment and Mitigation Strategies outlining risk considerations and how the district will mitigate those risks. (See Appendix A) In addition, the District has developed a COVID Preparedness Plan that was adopted by the Governing Board on June 24, 2020 (See Appendix B) and added to the District Comprehensive Safety Plan which is posted on our school website [Jamestown School District Website](#) and located in the District Office. The District's management team will act as the safety committee to regularly monitor our District plans and will document and correct any deficiencies or necessary revisions due to changes in our local Public Health guidance or CDPH guidelines.

The District will investigate any COVID -19 illness and determine if any work-related factors could have contributed to the risk of infection and will update our COVID safety plan as needed to prevent further cases.

Important contact information:

- California Department of Public Health
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- Office of Governor Gavin Newsom, <https://www.gov.ca.gov/>
- Tuolumne County Public Health, [20111 Cedar Rd, Sonora, CA 95370](#), 209-533-7401
- Tuolumne County Office of Education, Cathy Parker [175 Fairview Ln, Sonora, CA 95370](#), 209-536-2000
- California Department of Education, <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

COVID Protocols and Procedures for an Outbreak

The Superintendent will be designated as the workplace infection prevention coordinator, along with District office staff to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.

Employees are instructed to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19. Symptoms of COVID-19 include fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, diarrhea, or loss of appetite. The daily Health Screening Procedure for Employers will be implemented and records kept confidentially.

The District will use the designated Response Team that has been trained by Public Health and Martha Stolp, county nurse, to assist in tracking suspected and confirmed cases among employees.

The District will ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty.

- The [Families First Coronavirus Response Act](#) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

The district will contact the Public Health Department for all COVID related outbreaks. Documentation collected will be kept secure and confidential under FERPA and HIPAA rules.

Process for investigation contact tracing and quarantining of close contacts of confirmed cases in the workplace.

The District will cooperate with the Public Health Department (PHD) and will provide information to the on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.

Close contacts will be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19. A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

Notification

Jamestown School District will maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

The District will notify all employees who were potentially exposed to the individuals with COVID-19 and will provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with [high-risk medical conditions](#) (e.g., immune compromise or pregnancy). All close contacts of cases will be given instructions on home quarantine and symptom monitoring, as well as where to go for COVID-19 testing.

The District will provide information to any employee who is sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).

For a more detailed description of how the District will respond to COVID-19 in the workplace refer to [CDPH Guidelines for the Workplace](#) .

Training

All employees are required to complete mandatory annual trainings that are applicable to their positions. These are provided digitally through Get Safety Trained. COVID training has been added to this list of mandatory trainings. The District provides all employees with the availability to take these trainings at the beginning of July and they must be completed within six weeks of the beginning of school. The District has mandated that all employees have the COVID training completed before the first day of school. An additional document developed by JPA, [COVID-19 Required Training Information for Employees](#) was distributed to all employees. All employees complete and sign an *Annual Notifications Checklist and Acknowledgment Form* and are kept in the District Office within our safety binder.

Through our JPA, we are additionally providing COVID-19 training modules to students and parents.

Reopening Options

Reopening school options are based on state legislation AB77/SB98 which states that school reopening plans must include in-person and distance learning options based upon the health conditions of the community. If at any time our County appears on the Local Health Jurisdiction (LHJ) monitoring list, then our District must conduct distance learning for all students. This would remain in effect until our County has been off the LHJ monitoring list for at least 14 days, or until the Governing Board approves the reopening of in-person instruction.

If the District makes the decision to begin with all distance learning at the start of the school year, there will come a time when it is safe to begin the hybrid approach and then eventually provide an open campus for an all in-person education. The District instructional models are as follows:

o Full Distance Learning

- A structured rigorous online distance learning plan with clear expectations and schedules
- A targeted plan to address learning loss during school closure
- Teaching and learning will have accountability with tracking and monitoring daily, record-keeping weekly, and regular communication with parents and guardians on academic progress
- A social emotional learning component within instruction and tiered mental health support services from our school counselor
- Devices will be made available to all students who need one

o Hybrid plan (part in-person instruction/ part distance learning)

- In order to create cohorts (small classroom groupings) and to prevent mixing of cohorts, the District will implement an A/B schedule in order to keep classes socially distanced and for the better implementation of safety measures

- All five days will have specific scheduled daily instruction with two days a week in person instruction and two days a week at home instruction with distance learning, and one day where all students would be at home on distance learning (*In order to align with the high schools, we have chosen Wednesdays as the all distance learning day*)
- If a certain percentage of parents do choose to keep their child home for distance learning, and that reduces any class size to 14 or less, so that it can maintain social distancing guidelines, then those classes will be able to attend all four days of in person instruction and only one day of distance learning on Wednesdays
- For those students that attend Chinese Camp Science Academy, and those students in special day classes, they are already in small cohorts, can socially distance and will be able to attend in person four days a week
- We will work to schedule families with multiple children and siblings in various grade levels on the same days
- Classroom will have all extra furniture, shared/communal items removed
- Desks will be placed six (6) feet apart and marked on the floor to give a visual marker. This will limit the number of students in each classroom to approximately 14 students in each classroom. Larger rooms may allow for up to 16 students.
- There will be no shared desks or shared materials. Each student will have an individual tub of necessary school supplies and materials
- When it is necessary to have closer interaction when there is in-person instruction such as for special education services or assessments, or for counseling sessions. Along with appropriate masking guidelines, clear privacy screens will be used to add extra protection
- Any assignments will be encouraged to be completed and turned in digitally when possible. If notebooks, binders, papers do need to be turned in physically, students will use designated bins, cubbies, shelving to place papers/items. Teacher will wait for over 24 hours to handle/collect them for grading.

In a hybrid model, where class sizes are within cohorts without mixing, we understand that outside time is important and necessary. The district will utilize designated outside spaces for classroom instruction, weather permitting. Recesses and PE times will be staggered to keep gatherings small and socially distanced. A master schedule and supervision schedule will be developed to maintain safe socially distancing.

Music instruction will be conducted in the cohort classroom, or outside designated space for classroom music. Currently per CDPH band practice is not allowed. When those restrictions are lifted, and we are allowed to have in person, interactive band practice, the program will continue to not allow any sharing of instruments, music stands, or sheet music. Instruments will be checked out to individuals only and music will be provided to each student. Social distancing protocols, as directed by local and state health departments, will be followed for student performers and good instrument hygiene practiced. At this time, we do not offer choir to our students. Social distancing will be maintained between students in both indoor and outdoor spaces and in any small group setting. Students and teachers will use hand sanitizer before and after each instrument fitting and/or demonstration. Large ensembles or performances will be postponed until restrictions are lifted.

The District understands that some families may have a child who is medically fragile, has vulnerable family members, or is uncomfortable in having an in person return to school at this time. An all distance learning option will be available for any student at parent request.

Meal Distribution

For both models, cafeteria food service staff will provide breakfast and lunch daily between the hours of 11:00.AM -1:00 PM. All meals will meet meal pattern and nutrition guidelines. During distance learning, all meals will be provided in a “grab and go” drive through service. Parents will notify food service staff the names(s) of the students receiving food to be entered into our NuriKids point of sale system.

All food service staff will be appropriately COVID trained and will wear appropriate district provided PPE and will maintain social distancing when disbursing meals while parents/students remain in their vehicles.

- Food service staff will always wear gloves and a face covering that covers both the mouth and nose when working with others and/or while preparing or packaging food.
- Food service staff will exercise proper handwashing practices.
- Food service staff will create meals and will work to provide prepackaged foods or those that require minimum preparation to help limit the time food service staff handles food and work together in an enclosed space.
- Food service staff will have additional training on COVID, and considerations for conditions where food is being kept and distributed in outside location.

Other delivery options will be provided for those families that do not have the means to pick up on site, is not feasible to use the drive through meal distribution, or if a family member has tested positive for COVID-19, is presumed positive, is exhibiting symptoms, or is in self-quarantine. In those cases, designated school staff will deliver multiple meals at once to maintain social distancing and decrease in person exposure.

In the hybrid model, all students will remain in their classroom cohorts. Both breakfast and lunch will be delivered and served to students in their classrooms or in the designated classroom outside space. Lunchtimes will be staggered to accommodate meal disbursement to maintain social distancing. Those families on distance learning in the hybrid model will continue to use the “grab and go method” during the designated times of 11:00 AM-1:00 PM daily.

Students with Access and Functional Needs

The District will examine all existing student health plans to identify students who may need additional accommodations. All families that have any concerns or need accommodations for their child are encouraged to contact school administration. The district will cooperate with all families to identify additional preparations for classroom and non-classroom environments as needed. The District will pay special attention to the following groups who might be at increased risk of becoming infected or having unrecognized illness:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing;
- Individuals who may not be able to communicate symptoms of illness

Facility Use Agreements

At this time there will be no external community organizations facility use on the Jamestown School District campuses, including the Jamestown Family Resource Center, until it is safe to do so as defined by state and local Public Health officials and our District insurance carrier through JPA. This policy will be re-evaluated by the Governing Board of Trustees in January 2021.

Considerations for Reclosing and Reopening/ Partial or Total Closure

School closures to in-person instruction may be part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the [COVID -19 Reopening Framework for K-12 Schools in California](#).

Jamestown School District will check State and local orders and health department notices daily about transmission in the area or closures and will adjust our operations accordingly.

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, we will refer to the CDPH Framework for K-12 Schools, and implement the following:

- In consultation with the local public health department, the District will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Use our district communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits

and 18 presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.

- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local health department

Draft Review by Jamestown Teacher's Association on July 30, 2020

Draft Review by CSEA on July 30, 2020

Draft Review by Jamestown School District Governing Board on July 31, 2020

Draft Reviewed by School Site Council on August 10, 2020

Approved by Tuolumne County Public Health Department August 12, 2020

Jamestown School District Governing Board Approval August 12, 2020

