

Arroyo Vista Elementary

2020-2021

TK-5 Reopening Playbook



Dear Families,

I want to share some important information with you before our return to school in person. There is a lot to read, but please take time to read through everything as it will help make our transition back to school as successful as possible.

### **RECENT COVID-19 DIAGNOSIS:**

If you, or anyone in your family **currently has Covid-19**, or recently **has had Covid-19**, or is **quarantining**, call your school health clerk, or district nurse **IMMEDIATELY** so that we can work through timing. This is of utmost importance as we **must** keep everyone safe.

### **TRAVEL AND QUARANTINE REQUIREMENT**

Los Angeles County Department of public health issued a travel guidance on 02/03/2021 asking LA residents to restrict non-essential travel more than 120 miles outside of LA county. Anyone traveling into LA county from out of state or internationally **MUST** quarantine for 10 days upon return. Please do NOT come to school until this quarantine period is complete. You may contact your school attendance clerk or health clerk to let them know about your travel/attendance status. You can find information on the travel guidance here: [LA County Travel Advisory and Guidance](#)

### **WHAT TO DO IF....**

- **My child or someone in my household is not feeling well:** Stay home. Call your doctor. Please keep your health clerk informed on your doctor's recommendation. If you do not have a doctor, your health clerk can provide you with resources.
- **My child or someone in my household is positive for Covid-19:** Stay home. Call your doctor, and call the district nurse or health clerk to inform them of your status. You will need to stay isolated at home and will receive instructions about that.
- **I have been exposed or may have been exposed to someone with Covid-19 outside of the school setting:** Stay home. You may call your doctor for advice, or call your school health office for advice, but you will likely need to quarantine.

### **WHAT HAPPENS WITH A POSITIVE CASE AT SCHOOL?**

- Procedures on positive cases are always guided by the LA County Department of Public Health K-12 Reopening and Emergency Management Plan protocols
- If a positive case is reported with someone at the school, that person will be CALLED by the health team and instructed to isolate. All positive cases are ALSO contacted by LACDPH.
- Contact tracing will occur immediately to identify close contacts
- Close contacts will be CALLED directly by a member of the health team with instructions about home quarantine
- Written information will be sent to close contacts AND the wider community about notification of a positive case
- Cleaning/Sanitizing procedures will be implemented immediately
- All Positive cases are reported to LA County Department of Public Health

### **SOME IMPORTANT THINGS TO HAVE YOUR CHILD BRING TO SCHOOL**

- **2 face masks** in case one gets soiled/dirty – Please note, face masks must be washed or disposed of after **EACH DAY**, they must fit properly with no gaping areas.
- **Water bottle** – there will be no shared drinking fountains at school, this will be the safest way for your children to stay hydrated.

## MEDICATIONS AT SCHOOL

If your child requires medication at school like an inhaler, EpiPen, or anything else, please contact your school health clerk for medication forms that must be signed by your doctor to allow medications to be given at school. These must be updated every school year.

## DAILY HEALTH SCREEN / CHECK-IN [Health Screen/Check-In Video](#)

Please watch the video on how to conduct the online health screen. This will need to be done EACH DAY your child comes to the school. Click on the link above to watch the video.

Important tips:

- The health screening must be done on the day they are physically coming to school. It can be done anytime, it just must be done that day, the responses are time stamped.
- Scan the QR code specific to your school to launch the screening – do not take a picture.
- If the camera doesn't recognize the QR code, then use the URL listed.
- You can bookmark this URL to make it easier.
- Only scan in on the days you are physically coming to the school/facility.
- Please enter the student's name, NOT the parent's name
- **Under "Company", please write the student's GRADE**
- Students and visitors will be required to show proof of screening completion (with a Green/"OK" result) upon entering the school/facility.
- **Please show us the green "OK" at the gate, either on your phone, or a printout if you did it on a PC**, it will make things run more smoothly, and students will be able to enter more quickly
- If you/your child does not pass the check in (Red/"STOP" result), then you must stay home or leave immediately if you completed the screening at the site. Please expect to be contacted by an SPUSD health clerk with follow-up questions that same day. If you answered a question in error and received an incorrect red STOP notification, then contact the school health clerk immediately to report the error.

Please don't hesitate to reach out with any questions.

Sincerely,

Abby Silver, MSN, RN, ACNP-BC

District Nurse / South Pasadena Unified School District

Email: [asilver@spusd.net](mailto:asilver@spusd.net)



# Face Mask Requirement

In accordance with the California Department of Public Health's (CDPH) Guidance, students and employees are required to wear face coverings.

- Face coverings must cover the mouth and nose.
- Cloth face coverings or surgical masks are preferred and masks with exhaust valves are NOT permitted.



- Masks will be required at all times while on campus.
  - While waiting to enter campus
  - While on school grounds (except when eating, drinking, or during vigorous activities)
  - While entering and exiting school
- If a student is not wearing a mask an AV staff member will:
  - Ask if they have one to wear. If not, provide the student with a mask.
  - Email/call parents to notify them of the problem if the problem is consistent. Ask parents for their support in ensuring their student wears a mask at school.
  - Refer to administration if the student refuses to put on a mask. Administration will remove the student from the area and will follow the code of conduct to determine consequences. Parents will be contacted.
- If a student has a medical issue that precludes them from wearing a face covering, parents should consult with the District Nurse.

Personal Protective Equipment (PPE) will be made available to employees and students, but it is highly encouraged for employees and students to bring their own face coverings as well as an extra face covering to be kept in their classroom. Personal face coverings will be allowed in compliance with dress code policies.

- Gloves are not recommended for use by students or employees, with the exception of those conducting cleaning, first aid/medical procedures, or food service.

# Enhanced Cleaning Protocols

The following areas will be cleaned and disinfected at the end of each school day:

- Classrooms
- Offices
- Hallways
- Staff lounges
- High touch surfaces
- Door handles
- Handrails
- Desks
- Restrooms
- Light switches
- Common areas
- Elevators
- Drinking stations
- Nutrition Services areas

The following areas will be disinfected in between each AM/PM session:

- Desks
- Door knobs
- Classroom high touch areas
- Bathrooms

## **Handwashing**

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds.

## **Hand Sanitizing**

Hand sanitizing for students and employees will be reinforced daily and is available as an additional safety measure. Hand sanitizer stations will be available in multiple locations throughout the campus and in each classroom.

## **Drinking Fountains**

Drinking fountains will be disabled. Students are encouraged to bring their own reusable water bottles and to use environmentally-friendly alternatives to disposable water bottles.

## **Indoor Air Quality**

SPUSD is ensuring that proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis.

- The CDC recommends increasing air filtration as high as possible without diminishing air flow and enforcing the existing or revised indoor air quality plan.
- Heating and air conditioning systems have been outfitted with the maximum efficiency value filters that the units can accommodate.
- Classroom doors and windows will remain open, if feasible.

# **Every Day Before School**

## **Daily Pre-Screening for Symptoms**

Everyone who will be on campus at Arroyo Vista must complete the web-based health screening process. The online screening may be accessed through a QR code specific to Arroyo Vista. The QR codes may be found posted at each entrance and on the AV or District website. The health screening inquires about contact with individuals with confirmed COVID-19 or COVID-19 symptoms and requires a check for the following symptoms:

- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea
- New headache

### **Students and Families**

- Students and adults experiencing symptoms listed **MUST NOT** attend school. This includes anyone with a fever of 100.4°F or higher.
- Student absences related to personal illness, quarantine and COVID-19 illness or symptoms will be excused.
- Students seeking testing due to exposure or symptoms of illness **MUST** stay home until they receive their results.
- Families should contact the school attendance office about their child's absence.

### **Employees**

- Employees must take their temperatures prior to beginning work.
- Employees must contact their school administrators regarding their absences.
- Employees seeking testing due to exposure or symptoms of illness **MUST** stay home until they receive their results.

# Arrival

- Each grade level has been assigned a drop off gate to prevent overcrowding at the gates. In order to limit the number of students entering and exiting the building at one time, it will be critical that drop off and pick-up schedules are followed.
- Students and employees are required to wear face coverings and must complete the web-based health screening before arrival.
- Upon arrival, students are expected to provide proof of positive health screening either on a device (e.g. phone) or with a printed confirmation.
- Gate monitors will check temperatures and health screenings before students can enter the campus.
- Once the positive health and temperature screening has been verified, TK-2 students will walk directly to their classroom and stand on a 'wait spot' until their teacher opens the classroom door. 3-5 students will walk directly to their line-up room number located on the hard scape and stand on a pawprint which have been painted 6 feet apart.
- If a child/employee fails the web-based screening or shows symptoms before school or appears ill, they will not be allowed to enter and parents will be provided recommendations and further instructions.

We strongly encourage students to arrive on-time. If a student is tardy to school, they need to be dropped off at the front door. Parents will not enter the front office. The student will receive a late pass and either be escorted or sent to class. Please try to be at school on time as we would like to avoid mixing cohorts of students.



### **Arroyo Vista Drop Off and Pick-Up Map**

**TK/K AM Cohort Drop Off:** 7:50AM – 8:00AM

**TK/K AM Cohort Pick-Up:** 11:15AM

**1st & 2nd AM Cohort Drop Off:** 8:00AM – 8:10AM

**1st & 2nd AM Cohort Pick-Up:** 10:55AM

**3rd – 5th AM Cohort Drop Off:** 8:00AM – 8:10AM

**3rd – 5th AM Cohort Pick-Up:** 11:05AM

**TK/K PM Cohort Drop Off:** 11:35PM – 11:45PM

**TK/K PM Cohort Pick-Up:** 3:00PM

**1st & 2nd PM Cohort Drop Off:** 11:30AM – 11:40AM

**1st & 2nd PM Cohort Pick-Up:** 2:25PM

**3rd – 5th PM Cohort Drop Off:** 11:40PM – 11:50PM

**3rd – 5th PM Cohort Pick-Up:** 2:45PM

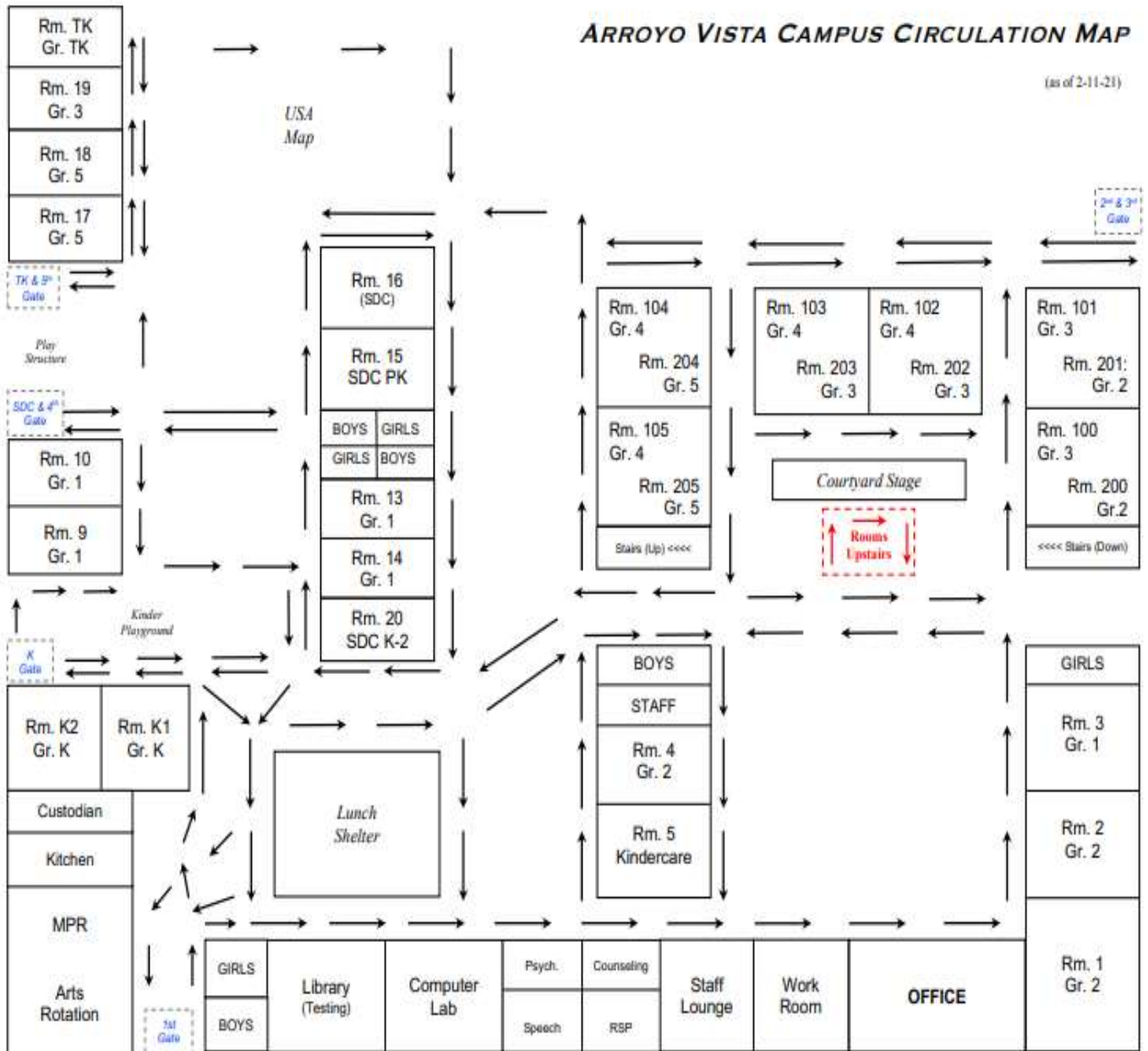


# Inside the Classroom

- Masks are required for all students, staff, and essential visitors. (We request that all parents provide their child a Ziplock bag, labeled with their child's name, that contains two back up masks in the event that their child loses their mask or their mask becomes soiled)
- Frequent hand washing and sanitizing is encouraged, especially prior to transitioning away from desks or to another area of campus.
- Assigned seats is required to ensure students are limiting their interactions with others as well as to help with contact tracing.
- All desks are facing the front of the room and are spaced so that students sit 6 feet apart.
- Keep 6 feet of distance between students at all times.
- Each student is assigned their own materials, supplies, textbooks, and technology.
- Classroom doors are propped open, if possible, to increase airflow.
- Eating and drinking in classrooms is prohibited.
- Recess/scheduled snack breaks are held outside and socially distanced. Snack breaks will also serve as a mask break. Masks must be worn while students are playing.
- Backpacks, snacks, water bottles, jackets, and other personal items need to stay outside or at student's desk.
- Students and staff will sanitize hands when entering a room.
- If manipulatives are utilized as part of a lesson or activity, they will be allocated per student.
- Small group instruction may occur if 6 feet of distance between each participant can be maintained.
  - Limit small groups within the classroom to 3-4 students
  - Limit time with small groups to less than 15 minutes
- Volunteers are not allowed in classrooms.
- Staff may wear face shields **in addition to** a cloth mask.
- FERPA privacy guidelines regarding students that are sick or at home will be followed.

# ARROYO VISTA CAMPUS CIRCULATION MAP

(as of 2-11-21)



# Restrooms

- Limit restroom use to 1, 2 or 3 students per restroom depending on size of restroom (signage is posted). Specific urinals will be covered for distancing.
- Classrooms should only send one student at a time to the restroom.
- Students should place a magnet on the restroom door before entering the restroom and remove it from the door when they are finished.
- If the door of the restroom has two magnets attached, then the student should wait on the designated 'wait spot' until a student exits.

# Transitions & Hallways

- Directional markers have been placed in the hallways. Hallways will look like roads, with students spaced as far apart as possible. Students and staff will travel in the direction of the posted arrows.
- Teachers will educate students on the importance of following directional arrows and lines in the halls, as well as keeping distance between students while in line.
- Hand sanitizer pumps have been intentionally installed throughout the campus for frequent use.
- Teachers will emphasize the need for students to keep their hands to themselves, and to not touch nearby surfaces while passing by (walls, desks, etc.)

# Recess

- Masks will be worn by students during recess unless they are eating their snack.
- Each classroom will be assigned to a specific play zone. Play zones will be rotated daily. Teachers will escort and pick-up their students to and from their designated play area.
- Recess equipment will be available for individual play and sanitized between use. Students are not allowed to bring equipment from home to use at school.
- Students will sanitize hands before and after recess.
- Playground structures will be disinfected after each recess time or as often as needed.

# Lunch

Nutrition Services will serve **FREE** meals to ALL SPUSD students, including those who receive free and reduced meals. Meals will be available for pick up at **South Pasadena High School** on **TUESDAYS AND FRIDAYS with extended pick up times.**

**Curbside Pick up: Tuesdays and Fridays (receive multiple days of breakfast and lunch)**

7:15 a.m.- 8:45 a.m. (hot lunch *not* available)

10:15 a.m.- 1:45 p.m. (hot lunch served for day of distribution)

# Dismissal

- If a student needs to be picked up early, parents need to phone the office with the time and reason for the early dismissal, the front office staff will notify the teacher. The student will be responsible for gathering their belongings before heading to the front office. Parents will need to allow extra time for this process when picking up students for doctor appointments and early dismissal. At least 15 minutes is recommended. Parents will be required to wait outside the front office for their student.
- Campus supervisors will pick-up students from their classrooms after the AM session and escort them to their designated dismissal gate. Teachers will escort their students to their dismissal gate at the end of the day.
- Meet your child at their designated dismissal gate (**same as arrival gate**) with a sign/piece of paper that has your child's first and last name written in large letters.

# Health Office Protocols

- Staff must always contact the school health clerk before sending any child to the health office. A student may not be sent to the health office without notifying the health clerk.
- Staff will be asked to call, then send students to the school health clerk if they have any of the following symptoms. Staff will use their best judgement. If they look ill, call the school health clerk.
  - Fever or looks flushed
  - New cough
  - Chills/constant shaking/sweating
  - Sore throat
  - Shortness of breath or trouble breathing
  - Fatigue
  - Headache
  - Runny nose or congestion
  - Body or muscle aches
  - Abdominal pain
  - Nausea, diarrhea, or vomiting.
  - New loss of sense of smell
  - New loss of sense of taste
- The school health clerk will assess the student and determine if the student needs to be sent home and the length of time the student is to remain at home. The school will have a low threshold for sending students home. The school health office has an isolation room to use if students are showing symptoms. Parents will be asked to pick up their child in a timely manner.

# COVID-19 TESTING AND REPORTING

## County of Los Angeles Department of Public Health

### Definitions

**Exposure:** A person is considered to have been exposed if they are one of the following:

- If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time.
- An individual who was within six feet of the infected person for more than 15 minutes cumulatively within a 24-hour period, even if a non-medical face covering was worn;
- An individual who has unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g. being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

**Contact:** A person with a campus exposure to a confirmed or suspected case of COVID-19 from 2 days before symptom onset until the case is no longer required to be isolated.

**Cohort:** 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 people or cohorts.

**Home Isolation:** A person with confirmed or suspected COVID-19 must stay home in a separate space from others until:

- At least 10 days have passed since first symptoms (or test date, if no symptoms) AND
- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Symptoms have improved

**Quarantine:** A person in close contact with someone confirmed or suspected to have COVID-19 must:

- Stay home for 10 days from last close contact with infected person
- Monitor symptoms closely for 14 days
- Wait to until recommended test results are known

If symptoms develop, follow home isolation instructions from symptom onset.

**Fully Vaccinated:** A person is considered fully vaccinated  $\geq 2$  weeks following receipt of the second dose in a two-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine.

**PLEASE REMEMBER!** It is going to take a concerted effort to keep our students, staff, and families safe. If you or your child has any symptoms associated with COVID-19, make sure to stay home so that you do not expose anyone else to the illness, contact your physician, and consider testing if necessary.

## Action Guidelines\*

Students or employees with **COVID-19 symptoms** (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):

- Students with symptoms will be sent home and will be placed in the school site isolation room while awaiting pick-up.
  - » Parent/guardian will be instructed to consult a medical provider for further evaluation and possible COVID-19 testing.
- Employees with symptoms will immediately be released to go home to isolate.
  - » Employee will be instructed to consult a medical provider for further evaluation and possible COVID-19 testing.
- All contacts of a potentially infected person are sent home to quarantine and to wait for confirmation of COVID-19 exposure.
- If students or employees have a positive PCR (polymerase chain reaction) test or are not tested, the students/employees must stay isolated at home until they are fever free for 24 hours AND have improved symptoms, AND have waited least 10 days from the onset of symptoms.
- If students or employees have a negative PCR test, students/employees must stay home until they are symptom free for 24 hours or may return if a medical provider confirms an alternate diagnosis.
- Students or employees who are identified to have an exposure/close contact to the case are notified directly by the site by letter or other communication strategies.

Students or employees with **exposure/close contact** to a COVID-19 case:

- Students will be sent home and will be placed in the school site isolation room while awaiting pick-up.
- When a sibling of a close contact is identified, the decision to return to school for the sibling will be determined on a case-by-case basis by the District Nurse and health team. For example, the sibling may return to school if they are able to stay separate from the identified close contact, wear a mask, and follow all recommended protocols within the home. If it is impossible or unlikely that the sibling will follow the protocols, they may be required to quarantine.
- Employees will immediately be released to go home to isolate.
- COVID-19 testing is recommended along with notifying school of test results.
- If test results are negative, students or employees still must quarantine for 10 days from last exposure/close contact (see quarantine link above) and continue to monitor symptoms for 14 days from from last exposure/close contact.
- If test results are positive, students or employees must self-isolate (see isolation link above).
- Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria:
  - » They are fully vaccinated; AND
  - » They are within 3 months following receipt of the last dose in the series; AND
  - » They have remained asymptomatic since last contact with the infected person.
- Students or employees who are identified to have an exposure/close contact to the case are notified directly by the site by letter or other communication strategies.

Students or employees with **confirmed COVID-19 case infection**:

- Students or employees with COVID-19 who are symptomatic may discontinue isolation when:
  - » At least 10 days have passed since symptom onset; AND
  - » At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
  - » Other symptoms have improved.
- Students or employees with COVID-19 who are asymptomatic may discontinue isolation when:
  - » At least 10 days have passed since the date of the first positive COVID-19 test.
- Identify exposure/close contacts, may quarantine exposed/close contacts; could be an entire cohort for 10 days after the last date the case was present at school while infectious.
- Recommend testing of close contacts, prioritize symptomatic contacts.
- Disinfection and cleaning of classroom and primary spaces where infected person spent significant time.
- Students and employees that are identified to have an exposure to the case are notified by the site by letter or other communication strategies.
- Communication may be sent to the wider school community informing of exposure and precautions taken to reduce the spread of COVID-19.
- SPUSD Compliance Officer will email a list of every positive case (who has been on campus at any point within 14 days prior to becoming ill) and exposure/close contacts to LADPH.
- SPUSD Compliance Officer will email and call LADPH to report 3 or more cases in a 14-day period.

### **Return To School After Illness**

When may students or employees **return to school**?

- Students/employees with **covid symptoms who test negative** may return 24 hours after symptom free OR if medical provider confirms alternate diagnosis.
- Students/employees with **covid symptoms who did not get tested** may return 10 days from symptom onset AND symptoms have improved AND fever free for 24 hours without the use of fever-reducing medications.
- Students/employees who were **close contacts/exposed and tested negative** may return 10 days from last exposure date.
- Students/employees who were **close contacts/exposed and were not tested** may return 10 days from last exposure date AND if they have remained symptom free.
- Students/employees who **tested positive for COVID-19** may return 10 days from positive test or symptom onset, AND fever free for 24 hours without the use of fever-reducing medications AND other symptoms have improved.

### **Periodic Employee Testing**

- When schools fully reopen, there will be a plan consistent with Los Angeles County Department of Public Health guidelines for employees to undergo periodic testing for COVID-19 regardless of symptoms.

### **District/School Closures**

- Positive COVID-19 cases may lead to the closure of a classroom, multiple classrooms, a school, or even the entire District. This will be determined by District administration with direction from the Los Angeles County Department of Public Health.

*\*These action guidelines may change in accordance with recommendations from the California Department of Public Health and Los Angeles County Department of Public Health.*





# COVID-19 “Now What” Flow Chart

## I just found out...

### Symptoms of COVID-19

- If you have any of these symptoms, stay home and call your doctor
- Fever 100.4 F or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

I'm COVID-19 positive

- Follow Home Isolation instruction
- Stay home, avoid infecting others

### May return to school when:

- 24 hours with no fever (no use of fever-reducing medication)
- Other symptoms have improved
- At least 10 days have passed since symptoms first appeared.
- For persons who never developed symptoms, isolation can be discontinued 10 days after date of testing positive

I've been exposed/had close contact with someone who is COVID-19 positive

- Do not come to school/work
- Follow Home Quarantine instruction
- Contact health care provider
- Get tested for COVID-19
- Self-monitor for COVID-19

If test positive for COVID-19 Begin Home Isolation (see steps for COVID-19 positive)

### May return to school when:

- Complete 10 days from symptom onset or positive test date (whichever is first)
- Home Quarantine for 10 days from last date of exposure
- If test negative for COVID-19, must still complete all 10 days of quarantine
- No quarantine required if you are fully vaccinated

I have been exposed/had close contact with someone who was exposed to COVID-19

- Practice steps to stay healthy:
- Physical distance 6 feet
  - Wear a face covering
  - Wash hands often with soap & water for 20 seconds or use hand sanitizer with 60% alcohol
  - Avoid touching eyes, nose & mouth

May return to school immediately  
No restrictions



## Definitions:

### Positive case:

- Lab test confirming COVID-19 Diagnosis

### Close Contact:

- Closer than 6 feet for 15 min or more with or without a mask
- Unprotected contact with infected persons body fluids and/or secretions
- Same classroom or group as confirmed positive case
- Same household as confirmed positive case

### Home Isolation:

- Must stay home in a separate place from others
- At least 10 days from the onset of symptoms / positive test date,
- AND be fever/symptom free for 24 hours without fever reducing medication

### Home Quarantine:

- For close contacts of someone with confirmed COVID-19
- Must stay home, separate from others and monitor health
- 10 days from the last close contact with infected person whether or not they test negative

### Fully Vaccinated:

- 2 weeks post 2<sup>nd</sup> dose of Pfizer or Moderna
- 2 weeks post 1 dose of Johnson & Johnson