Gorman Joint School District

2020-2021 Reopening School Plan



# Gorman School District Guiding Principles

# We believe students, parents, staff and community have shared responsibility for:

# Establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, collaboration, teamwork, and mutual trust and respect.

# Recognizing the diverse learning styles and individual needs of students and ensuring all students meet high learning standards.

# Creating a learning environment reflecting our community’s diversity that is safe, clean, supportive and responsive.

# Protecting and preserving the short and long-term financial well-being of the District

# Mission Statement

**Gorman Elementary School will provide a safe and caring climate in which all students will accept responsibility for their own actions, show respect and caring for themselves and others, and become intentional learners in order to cooperate in the learning process. Staff, parents and students will have high expectations and standards. Gorman Elementary students will be motivated to participate as responsible citizens and to be able to resolve issues through communication and conflict resolution skills with respect for others.**

**Developed in Collaboration with Gorman’s Administration, Teachers, Parents, and Community**

**Table of Contents**

1. Introduction

A. Rationale 3

1. Instructional Models 5
	1. 100% Distance Learning for All Students (As COVID 19 has become a significant community risk and closure is required by LACDPH)
	2. Hybrid 20% of Students Return with small groups (1-12) students for learning loss.
	3. Hybrid 50% of Students Return with Hybrid Schedule (If COVID 19 incidence increases in community and LACDPH requires increased restrictions)
	4. Full Face to Face Return: 100% Students Return to School with Safety Guidelines (If COVID 19 risk is determined to be low in community based on Los Angeles County Department of Public Health-LACDPH)
2. Wellness 8
	1. Safety-Personal Protective Equipment (PPE)
	2. Hygiene
	3. Prevention via Temperature Management
	4. Identifying and Addressing Illness
	5. Returning from Illness
	6. Creating and Providing an Isolation Space
	7. Staff Training and Family Education
3. Facilities 12
	1. Sanitizing and Ventilating
	2. Classroom Layouts, Passing Periods, Office Areas
4. Operations 13
	1. Transportation
	2. Child Nutrition Services
5. Technology 14
	1. Summer Check Out
	2. 2021-2020 Chromebook check out
	3. Device Usage and Care
	4. Teacher and Student Support

#  Strategic Reopening School Plan Introduction

Due to the COVID-19 pandemic, Gorman Elementary School 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. Gorman Joint School District 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 without any executive orders regarding the 2020-2021 school year. Gorman Joint School District plans to be prepared for any of these scenarios:

1. Reopening with 0% of students returning to campus and 100% instruction provided online,
2. Hybrid 20% of Students Return with small groups (1-12) students for learning loss,
3. Reopening with 50% of students on campus at a time with feasible restrictions/guidelines,
4. Reopening with 100% of the students on campus with feasible restrictions/guidelines.

This document is intended to present feasible guidelines that the District would be able to implement for the 100% student physical return to school scenario. CDC stated that the guidelines are recommendations and the local public health departments would be able to provide further direction. Gorman has determined that the six foot physical distance recommended is feasible for the 100% return; whereas, desks and tables would be faced forward so students do not directly face each other and masks would 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.” Gorman’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 Gorman will implement.

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

This plan will be subject to change as federal, state, and CDC guidelines, in addition to executive orders are updated. Gorman is taking a proactive approach to plan for all future scenarios with the expectation and assumption that districts in the state may not receive additional revenue to operate this way. Districts have been told by state authorities to expect funding to drop to the levels of 2008 by Fall 2020 and the recently released Governor’s May Revision confirms the budgetary challenges districts will face in the Fall.

**Triggers for Switching to Distance Learning:** 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 possible for elementary reopening only. We are also working with Gorman’s Teachers, CSEA, parents, and community on the implications of CDE guidelines, Executive Orders, and budget short comings. Gorman Elementary School will use this plan to provide overarching guidance; however, our principal and staff will review the specific needs of Gorman Elementary School and outline key action steps to address the specific needs at this site.

**Communication Plans:** This plan has been updated throughout June, July, and August, prior to the beginning of the 2020-2021 school year, and once school begins to include the most recent guidance from CDPH, SBDPH, CDC and CDE. Community COVID 19 data will be used to determine if transition is required to a more restrictive scenario. Families will receive updates to this plan on our website, Parent Square and Facebook. All calls will also be sent out to families in order to share in English and Spanish to share the re-opening plans.

# Instructional Models

### Option 1: 100% of Students on Independent Study/Distance Learning with no students on campus; 100% of Gorman Staff is on Campus daily

The structures above will be in place in addition to the following guidelines:

* + TK – 8th grade students will be assigned a teacher from their school site**.** The teacher will meet virtually daily with their students and provide at least one hour of synchronous instruction (may be in multiple shorter lessons throughout the day). The rest of the day for students will be asynchronous instruction. Teachers will hold daily office hours during their normal workday hours to assist students, answer questions and respond to emails. All teachers at the sites will publish a daily schedule for synchronous learning and develop a routine for students.
	+ Attendance will be taken daily, assignments will be graded, and teachers will work from their classrooms. Google Classroom will be the district adopted platform for Distance Learning and professional development will be provided for all teachers.
	+ Meal distribution will take place on a bi-weekly basis.
	+ Chromebooks will be provided to students; families may opt out of taking technology home if they already have access to adequate devices.

### Option 2: 25% of Learning Loss Students and 100% of Staff Return Daily to Campus with Feasible Restrictions and Guidelines

The structures above will be in place in addition to the following guidelines:

* + 25% of school (15 students) will attend school four times per week for 4 hours to receive distance learning support in cohorts of 12 or less.
	+ Instruction will be presented in the Independent Study/Distance Learning model the other 1 day of the work.

### Option 3: 50% of Students and 100% of Staff Return Daily to Campus with Feasible Restrictions and Guidelines

The structures above will be in place in addition to the following guidelines:

* + Students placed in Cohort 1 will attend school on Mondays and Tuesdays. Students placed in Cohort 2 will attend school on Thursdays and Fridays. All students will receive instruction via Distance Learning on Wednesday and on the alternate days they are not physically on site. (Parents may request to switch days by contacting the principal. Changes will only be made based on space availability.) The reason for this delineation is to keep families together. Cohorts are 8-12 students per class.
	+ Distance Learning will take place on days students are not physically on campus. Students will meet with their teacher via Zoom in the afternoon Attendance will be taken daily, and assignments will be graded. Google Classroom will be utilized for all students in all grades. Attendance will be recorded in AERIES.
	+ Child Nutritional Services will provide grab-and go meals (breakfast & lunch) Monday-Friday, regardless of being on campus.
	+ An option will be available for those families choosing to remain on a 100 % Distance Learning platform if they choose not to return to school.

### Option 4: 100% of Students and Staff Return with Feasible Restrictions and Guidelines

* + Hand sanitizing methods are in all classrooms, additional hand sanitizing will be placed in all multi-purpose room/cafeteria for student use.
	+ Gorman does not have hallways for classrooms use. Students pass between classes outside. Student training will take place on the first day of school about social distancing between classes as they are outside.
	+ Digital, no contact thermometers have been purchased for the school site office and each classroom.
	+ Two washable masks will be issued to all students and five washable masks for staff. (Protective shields will be provided for staff by request.) Masks are recommended for grades TK-2 and required for grades 3 and up by Newsom’s mandates at this time.
	+ Daily cleaning procedures will be established to sanitize the interior of all district vehicles
	+ Gorman’s custodian will add to current daily procedures daily cleaning and sanitizing of all door handles/knobs and desks at
	Gorman Elementary School.
	+ Chromebooks will be assigned to students for daily in class use.
	+ Continuous professional development for classroom teachers and instructional aides to support the use of Google Classroom, Zoom meetings, online live lessons (synchronous), recorded lessons (asynchronous), and online tools will be provided.
	+ All students will review or be trained on how to use Zoom and Google Classroom for Distance Learning.
	+ A Distance Learning option will be available for those families choosing to remain on a 100 % Distance Learning model if they choose not to return to the school site.

# Wellness

### Safety-Personal Protective Equipment (PPE)

Gorman staff and/or students will:

* + Receive masks and/or shields at the sites prior to returning to campus.
	+ Maintain social distancing as feasible (Hybrid will allow for social distancing between teacher and class and much greater social distancing for students)
	+ Receive training on proper use of PPE’s
	+ Grades K-2 will be recommended to wear a mask. Grades 3 and up will be required to wear a mask per July 17, 2020 mandates. Students in grades 3 and up who refuse to wear a mask per current mandates will be on distance learning unless they are exempt per CDPH guidelines
	+ Receive a mask if determined to be symptomatic and placed in isolation
	+ Wear mask for bus/van rides and while waiting for bus/van for all students.

Gorman staff will:

* + Continue to work closely with Los Angeles County Department of Public Health on PPE requirements
	+ Limit the amount of visitors/volunteers on campuses
	+ Maintain Personal Protective Equipment (PPE) in offices
	+ Conduct staff meetings, professional development training and education, and other activities involving staff with physical distancing, or virtually if physical distancing is a challenge.
	+ Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
	+ Contact Tracing - Point of contact will be Dena Kiouses and Denise Saenz, my executive assistant. They have done the contact tracing training.
	+ Complete mandatory Keenan Training regarding COVID19 with our JPA for Risk.
	+ Routine testing of staff - Coordinate to get staff to testing clinics locally and through our health insurance. Time will be available during their work day (after students leave) to get tested.

Families will be educated about keeping child/children home from school to decrease risks of spreading illness. School sites will ask families to update their emergency contact list through the school office and have a plan for picking up ill students.

### Hygiene

Gorman staff and students will:

* + Wash or sanitize hands at the beginning of the day, prior to and after eating snacks/meals, after using the restroom, after recess and upon entering and leaving the classroom/office etc.

Gorman staff will:

* + Increase the frequency of disinfecting protocols (i.e. cleaning desks, door handles etc.) A disinfecting schedule will be created with areas being disinfected hourly as practicable.
	+ Gorman staff will use contact safe disinfectant spray (a type used in hospitals for cleaning) throughout the day to clean high contact areas
	+ Train and encourage protocols that reduce infectious disease spread (hand washing, etc.)
	+ Maintain appropriate supplies for handwashing and hand sanitizing stations
	+ Post handwashing posters near all sinks on campuses
	+ Provide outdoor handwashing stations
	+ Disinfect bathrooms frequently (hourly as practicable)
	+ Students will be taught about why sharing is not an option until shared use is allowed again. When shared use is allowed, clean and disinfect between uses.

### Prevention via Temperature Management

Gorman staff and/or students will:

* + - Have no-contact thermometers available to monitor students that show signs of illness until no longer recommended by County of Los Angeles Public Health
		- Check temperature daily upon entering campus in a no touch method. Device being used will be a walk through temperature monitor through the front office and computer lab entrances.
		- Be directed with a mask to a designated isolation room if temperature is

>100.4 until they are able to leave campus.

Gorman staff will:

* + - Ventilate and clean isolation room 3 days after use
		- Encourage families and staff to do a health check/temperature prior to

coming to school/work

### Identifying and Addressing Illness

Gorman staff and/or students will:

* + Stay home if showing signs of symptoms consistent with COVID-19
	+ Be observed by health staff, if symptoms confirmed a mask will be placed on student and they will be put in isolation until picked up to return home
		- If positive COVID-19 test, stay home until at least 14 days have passed after symptoms first appear. Currently two negative tests are recommended by Public Health.

### Identifying and Addressing Illness continued

* + Stay home at least three (3) days after recovery with a negative COVID test or doctor’s note. “Recovery” means fever is gone for 72 hours without the use of fever-reducing medications and respiratory symptoms (e.g., cough, shortness of breath) have improved

Gorman staff will:

* + Receive training on COVID 19 symptoms according to Center for Disease Control (CDC) guidelines
	+ Have lesson plans for substitute teachers in the event they become ill themselves
	+ Contact Department of Public Health for *consultation and guidance* if school confirms a case of COVID-19 with potential exposure to staff or students
		- Communicate school or classroom closure with staff and families following the recommendations of County of Los Angeles Public Health
	+ Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
	+ Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

Gorman students will:

* + Be placed on short term Distance Learning if the need arises to quarantine at home

### Returning from Illness

Gorman staff will:

* + Follow guidelines and work closely with local doctors and health departments regarding readmission
	+ CDC criteria states 72 hours without use of medication and at least 14 days have passed since symptoms first appeared.

Gorman students will:

* + Turn in their short-term independent schoolwork for attendance credit

### Creating and Providing an Isolation Space

Gorman staff will:

* + Identify an isolation space in Room 122
	+ Follow the guidelines of the CDC to provide a space with ventilation and separate healthy individuals from those showing signs of illness (see above)
	+ Follow disinfecting protocols after use of the isolation space
	+ Continue to implement practices to protect confidential health information of students and staff.

# Facilities

### Sanitizing and Ventilating

Gorman staff will sanitize:

* + Shared classroom materials, electronic devices, desks, and chairs
	+ Metal objects frequently touched by students and staff, door handles and restrooms frequently. A disinfecting schedule will be created with areas being disinfected hourly as practicable.

Gorman staff will ventilate:

* + Shared spaces and ensure proper air flow
	+ HVAC units will have filters changed frequently and be upgraded to higher filter ratings
	+ HEPA Filters in common areas

### Classroom Layouts, Passing Periods, Office Areas

Gorman staff will ensure Classroom Layouts:

* + Where students are facing forward or have physical dividers
	+ Adjust student capacity of classrooms, common areas, and multipurpose rooms to align with public health guidelines as feasible
	+ Place desks with at least 2-3 feet distance if feasible according to physical distancing guidelines
	+ Maintain 6 feet between teacher and students as feasible in the classroom

Gorman staff will ensure safe passing periods:

* + By creating staggering passing periods and directional pathways in hallways
	+ 6ft. Markers to indicate the distance between students/guardians/parents
	+ Keep students in cohorts to the extent possible
	+ Masks will be provided if needed to students/guardians/parents

# Operations

### Transportation

Gorman staff will:

* + Wear face mask/covering while transporting students
	+ Load students from back to front of bus
	+ Ensure that drivers have access to surplus masks to provide to students who are symptomatic on bus.
	+ Take temperatures as students enter bus. If symptomatic, then student would go home if parent can be reached. Otherwise student sits in front seat in PPE.
	+ Have windows, as practical to allow ventilation
	+ Sanitize bus seats between routes

Gorman students will:

* + Line up for the bus, practicing physical distancing at bus stops and school

loading zones

* + Wear mask at all times while on the school bus
	+ Recommend to sanitize hands upon entry to bus

### Child Nutrition:

Gorman staff will:

* + Wear appropriate PPE when serving students
	+ Create markers to indicate the distance between students
	+ Use disposable, or sanitized reusable tableware
	+ Provide grab and go lunches
	+ Follow all CDE guidelines for serving food (already do)
	+ Provide food service for distance learning as needed

Gorman students will:

* + Be recommended to wear appropriate PPE if waiting in line for meal service but not during meal
	+ Have markers on floor for social distancing in line
	+ Sanitize hands upon entry
	+ Sit tables to provide physical distance as feasible
	+ Throw all food and utensils in appropriate receptacle once finished eating

### Technology 2020-2021 Chromebook checkout

Chromebooks will be assigned to each individual student for daily in class use; however, if there is a future school closure, the chrome books will be issued to all students to take home for Distance Learning.

Gorman students will:

* + Abide by all Gorman technology usage guidelines as outlined in the Responsible Use Protocol document signed at the start of each school year
	+ Have one device checked out to each student at the beginning of the year.

Each student will keep that device with them for the remainder of the year to minimize cross contamination.

Gorman staff will:

* + Use effective educational technology tools and techniques for all instructional models: 100% return to school, 50% hybrid, 100% Distance Learning

### Device Usage and Care

* + Keep Chromebook plugged in when not in use.
	+ If the battery will not recharge, Chromebook will need to be plugged in while working.

DO NOT USE BLEACH solutions as they will damage the Chromebook.

### Device Usage and Care continued

* + Clean using a damp, soft rag prior to disinfection.
	+ Isopropyl alcohol is recommended for disinfection.
	+ Use alcohol solutions with at least 70% alcohol.
		- Absorb some isopropyl alcohol on a lint-free soft cloth.
		- Squeeze out excess liquid.
		- Gently wipe the keyboard surface, ensuring no liquid drips on or between the keys.
		- Allow to dry.
	+ It is safe to use wipes designed for home/office use. Please check that they do not contain BLEACH. Some medical grade wipes could cause damage or discoloration.
	+ ONLY CLEAN THE SCREEN WITH A LINT FREE CLOTH (DO NOT USE ANY PAPER TOWELS, KLEENEX OR LIQUID ON THE SCREEN.)

### Teacher and Student Support

* + Teachers in need of device support will continue to follow protocol by submitting a tech ticket to the IT department.
	+ Students/Families in need of device support will let their teacher know as soon as possible so the device can be serviced or replaced if needed.
	+ Damaged or lost devices will need to be replaced by the IT department and the cost may be the responsibility of the parents.