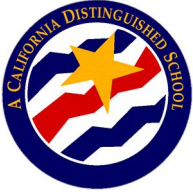


Franklin Elementary School District Reopening Plan



K- 4th grade

Superintendent/Principal: Lisa Shelton



FRANKLIN ELEMENTARY SCHOOL DISTRICT

332 North Township Road Yuba City, CA 95993

(530) 822-5151 Fax (530) 822-5177

Lisa Shelton, Superintendent/Principal

GOVERNING BOARD

Mrs. Jill Patrick

Mr. Ryan O'Neal

Mr. Chris Zunino

Mr. Joseph Oates

Mr. Glenn Houston

September 15, 2020

Dear Dr. Luu,

I have attached for your review the waiver I submit on behalf of Franklin Elementary School. Also attached is a letter from the Franklin Teachers Association and the Parents Club. Both groups unanimously support the re-opening of school with strict safety protocols in place.

Franklin School is a single school district with an enrollment of approximately 477 students. We are fortunate to have relatively small class sizes which allow us in grades K-3 to be able to have students seated six feet apart. In Kindergarten, I am proposing an AM/PM model which allows only 10 -11 students in the classroom at any one time. Franklin School is also fortunate to have a large classified staff able to support in-person learning by taking small pods of students outside for reading and math activities.

The waiver I submit is for grades K-4. Franklin School created a task force early in June to create a reopening plan. The Task Force met several times throughout June to create a vision for what in-person learning could look like through the COVID lens. The Task Force also looked at the minutia of opening school. I feel confident that every aspect of the school day has been examined for a safe reopening.

Thank you in advance for your consideration.

Sincerely,

Lisa Shelton

Superintendent/Principal



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Background Information

Name of Applicant (Local Educational Agency or Equivalent): Franklin Elementary School

Name of District/School: Franklin Elementary School District

If this is a School District Consolidated Application Yes: ☐ No: ☒

(Please list each school on a separate sheet)

School Type: ☒ Traditional Public School
☐ Charter School
☐ Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 466

Superintendent (or equivalent) Name: Lisa Shelton

Address:

332 N. Township Road

Yuba City, CA 95993

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
4	35	46	46	49	53		

Date of Proposed Reopening: September 21, 2020

Name of Person Completing Application: Lisa Shelton

Phone Number: 530-822-5151

Email: lshelton@franklin.k12.ca.us

Signature: _____ Date: 9/15/2020

I. Consultation

Please confirm consultation with the following groups:

☒ Labor Organization

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

Franklin Teacher's Association

July 24, 2020

☒ Parent and Community Organizations

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

Franklin Parent's Club

July 21, 2020

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

n/a

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

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

☒ **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.

☒ **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.

- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ☒ **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.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **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-19 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.
- ☒ **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.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **School Website URL** where reopening plan and waiver are posted.

www.franklin.k12.ca.us

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



FRANKLIN ELEMENTARY SCHOOL DISTRICT 2020-2021 Instructional Learning Models

Traditional / On Campus Hybrid

Franklin students attend school on campus daily

PLACEMENT OF STUDENTS:

- Kindergarten Students: AM / PM classes (Kindercare offered through ASP)
- Grades 1-3 – Students distanced six feet apart (no masks if SD maintained)
- Grades 4-8 – Desks spaced apart – Face shields provided to all students
- Rescheduled recess times to minimize the number of students on playground. Students will choose an activity each recess; small groups of students together

SAFETY PROTOCOLS

- Active Screening: Arrival and Mid-Day
- Train staff and students on proper handwashing techniques and PPE/EPG use
- Create high cleanliness standards prior to reopening and maintain a high level during the school year.
- Students who develop symptoms of illness while at school will be separated from others right away and isolated in an area through which others do not enter or pass.

INSTRUCTION DELIVERY:

- Teacher delivered daily instruction
- Early introduction to technology and computer programs for all grade levels
- Teachers will wear face shields when SD cannot be maintained
- In Grades 4, 6, 7 and 8 Teachers will rotate to classrooms (same cohort) to reduce cross-student exposure

ADDITIONAL CONSIDERATIONS

Wednesday Collaboration Days – Release at 1:00 p.m.

REQUIREMENTS:

Students will be required to wear face coverings when entering and exiting campus

Distance Learning

PLACEMENT OF STUDENTS:

- Parent Request
- Requires approval by Franklin Administration
- Students grouped with similar grade levels

INSTRUCTION DELIVERY

- Teacher created weekly schedule in Google Classroom
- Specific minutes for student work and engagement: Kindergarten 180 minutes, Grades 1 – 3 (3 hours, 50 minutes) Grades 4 – 8 (4 hours)
- Instructional materials provided in Google Classroom; in some cases textbooks sent home
- Access to Franklin School staff member for instructional support
- Daily ELD Instruction
- Chromebooks/Laptops will be sent home if requested

REQUIREMENTS:

- Daily enrollment
- Evidence of work meeting the required minutes
- Check In with Franklin School Staff member

July 14, 2020

APPLICATION AND REOPENING PLAN

Cleaning and Disinfection:

Franklin School employs three full-time custodians. Custodian schedules have been changed to ensure that a strict cleaning routine will be in place every school day. All custodians will be trained on the proper techniques for cleaning and disinfecting. All custodians will be provided with proper personal protective equipment.

Custodians will be responsible for cleaning daily:

- Handrails
- Door handles/surfaces on doors that are touched frequently
- Student Desks
- Student Tables
- Light Switches
- Sinks
- Chairs
- Staff Desks
- Office Counters
- Restrooms
- Playground equipment
- Keyboards, phones, copy machines

There will be a mid-morning additional cleaning of the abovementioned items, so in some cases, these high touch areas will be disinfected two . three times daily. Two foggers have been purchased to allow custodians to disinfect large items (e.g., hula hoops) quickly and efficiently.

Staff members will be provided with safe disinfectant so they can help ensure that their classroom and working areas are clean. All classrooms will have hand sanitizer available. All classrooms have a working sink with soap and water.

Buses will be sanitized after each route.

Proper ventilation will be in place during cleaning. Air filters will be checked and replaced to ensure optimal air quality.

Cohorting:

Kindergarten . Students will be placed in AM/PM classes thus reducing the number of students in each group (Maximum 11 students in a cohort). Students will be seated six feet apart from one another. Each kindergarten teacher has an instructional aide. This additional adult will help work with small groups, thus reducing the class size even more. Additional classified employees may be asked to work with kindergarten classes, thus

decreasing the students working together to no more than four students. Teachers and Aides will wear face shields or face coverings at all times.

If kindergarten students choose to have lunch on campus they will sit in the cafeteria six feet apart.

During recess, kindergarten students will choose one activity. Each activity will have limited numbers of students. After recess any play equipment touched by a student will be sanitized. Kindergarten students will wash hands before and after recess activity.

Restroom doors will remain open for ventilation. There will be no students allowed to wait in the restroom. Students will use hand sanitizer before entering the restroom and they will wash their hands upon exit.

First – Third Grades . Students in grades one through three will be seated in classrooms six feet apart. The primary classes at Franklin School are relatively small, so classrooms have been cleared of tables, furniture, etc. to allow desks to be six feet apart. Students in grade 3 will wear masks when they are unable to maintain a six foot social distancing protocol. Students will be seated in pods. As much as possible, student pods will work together to minimize the contact between students. Teachers and Aides will wear face shields or face coverings at all times.

First . Third grade classrooms all have an instructional aide. Each of these grade levels share an aide. The aides will pull small groups for instruction. The smaller groups can go to an outside area or to an additional work area, thus decreasing the number of students in a cohort.

During recess, students will choose one activity. Each activity will have limited numbers of students. After recess any play equipment touched by a student will be sanitized. Primary students will wash hands before and after recess activities.

First . Third grade students will eat lunch outside or in the classroom. Yard Duty Supervisors will monitor lunchtimes. Students will be seated apart from classmates and they will not be excused until the end of the lunchtime bell. Students will be released to walk back to classrooms (if eating outside) at staggered times. Students will be reminded to walk back to the classroom and maintain social distancing.

Restroom doors will remain open for ventilation. There will be no students allowed to wait in the restroom. Students will use hand sanitizer before entering the restroom and they will wash their hands upon exit.

Fourth – Fifth Grades

Students will be placed 2-3 feet apart from each other in the classroom, all facing forward. Students will wear face coverings in the classroom. Teachers will wear face masks.

The fourth and fifth grade classrooms have an instructional aide. The aide will pull small groups to a different location, thus decreasing the number of students in the classroom for a portion of the day. The same pods of students will be pulled each day to help minimize student contact.

During recess, students will choose one activity. Each activity will have limited numbers of students. After recess any play equipment touched by a student will be sanitized. Primary students will wash hands before and after recess activities.

Fourth - Fifth grade students will eat lunch outside or in the classroom. Yard Duty Supervisors will monitor lunchtimes. Students will be seated apart from classmates and they will not be excused until the end of the lunchtime bell. Students will be released to walk back to classrooms (if eating outside) at staggered times. Students will be reminded to walk back to the classroom and maintain social distancing.

Entrance, Egress, and Movement Within the School:

All Staff and students will wear face coverings when entering campus and exiting campus.

There are three main entrances to the campus. For the first three weeks of school ALL students will go through a screening process at one of the entrances. Temperatures will be taken at the gates by school personnel. After three weeks parents will be asked to do screenings at home. Students that show any symptoms or have a temperature of 100.4 or above will be asked to stay home. A second temperature check will be conducted by classroom teacher mid-day.

All staff will be asked to take their temperature and do a self-check to ensure that they are not exhibiting COVID symptoms.

Staff will eat lunch in their classroom, outside or six feet apart from another person. Teachers will be asked to NOT congregate in the staff room. Staff will be asked to practice social distancing at all times.

Parent Volunteers will not be allowed on campus. Any person entering campus or coming to office to excuse a student will wear a face mask. The office has been equipped with Plexiglass to help protect the office staff.

Face Coverings and Other Essential Protective Gear: All employees of Franklin School will be asked to wear a face covering when they cannot have a six foot distance between themselves and colleagues, students, etc. Students and parents will NOT be allowed on campus without a face mask. If parents or students refuse to wear a mask while entering or exiting campus, Administration will ask them to leave campus.

All staff have been provided PPE. Face shields and masks have been ordered for all students and staff.

Health Screenings for Students and Staff:

As previously stated, all students will be screened for the first three weeks of school upon entry to the campus. After the three week period, parents will be asked to conduct a screening at home BEFORE the student enters campus. A second temperature read of students will be conducted mid-day by classroom teachers.

Each morning, staff will be asked to take and record their temperature. All classrooms have been equipped with a non-contact thermometer.

The Administrative Assistant and Office Clerk attending a COVID training with Dr. Rice on August 5, 2020. Dr. Rice shared the procedures on what to do if a student or staff member becomes ill. This information was shared at a staff meeting on August 12, 2020. The protocols shared at the August 5, 2020 training will be the ones put in place by Franklin Elementary School.

If a student becomes ill they will be quarantined in one of three designated quarantine areas. A school employee will monitor the students while waiting for the parent/contact to pick student up. The student will be send home immediately. The employee will be ten feet apart from the sick individual and wear a mask. The quarantined area will be immediately cleaned after the student departure.

All School employees will be asked to leave campus if they become ill. Employees have been told if they are sick then they need to stay home.

Healthy Hygiene Practices:

Healthy Hygiene Practices will be taught to all students. The routine of washing hands for 20 seconds, not touching your face, etc. will be reinforced daily at all grade levels. Students will be asked to practice healthy hygiene practices when:

- Entering the bus
- Arriving at the school
- Before and after eating
- After coughing, sneezing, or blowing the nose

- After being outside
- Before and after using the restroom
- After having close contact with others
- After using shared surfaces or tools

Staff should model and practice using hand sanitizer or handwashing when:

- Arriving at school
- Before and after eating
- After coughing, sneezing, or blowing the nose
- After being outside
- Before and after using the restroom
- After having close contact with others
- After using shared surfaces or tools

Hand sanitizer will be located in key areas around the campus for easy use. Hand sanitizer will be in all classrooms on campus. All classrooms have sinks, water and soap. Time will be built in throughout the day for routine hand washing by both students and staff.

Signage will be posted throughout the campus on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

Identification and Tracing of Contacts:

Franklin School will follow CDPH Guidance chart ~~What~~ measures should be

Self-Reporting . Parents/Guardians of students are encouraged to report their child's symptoms and subsequent absence to the school office. The Administrative Secretary and/or Office Clerk will follow-up with parents/guardians each day that a student has not called in to report an absence. This information will be included in the Student Information System.

Staff members are required to report to the Superintendent if they are going to be absent. If the absence is COVID related the absence will be taken out of the COVID 14 day relief fund.

Physical Distancing:

Students and staff will be asked to social distance anywhere on campus, including classrooms and MP rooms. In cases where social distancing cannot occur, students and staff will wear facial coverings. All staff and students will wear masks while entering or exiting campus.

In the 1st - 3rd grade classrooms, students can be seated six feet apart. In upper grade classrooms, students will be seating 2-3 feet apart. Upper grade students will be asked to wear facial coverings.

Schedules have been created across campus to promote less traffic. In the upper grades, teachers will rotate to classrooms as opposed to students switching from classroom to classroom.

For recess periods, students will choose an activity and stay with that activity for the entire recess period. Play equipment will be sanitized after each use. Procedures for exiting the play areas and lunch have been established to provide appropriate social distancing. Students will eat lunch outside or in their classrooms. Teachers have been encouraged to eat in their classroom or outdoors and not congregate in the staff room.

Staff Training and Family Education:

The Administrative Secretary and Office Clerk attended a COVID training on August 5, 2020. This important information was shared with all staff during a meeting held on August 12.

The Monday newsletter will contain information on how to keep families and students safe and healthy. The newsletter will share healthy hygiene habits such as:

- Frequent hand washing and proper technique
- Cough/sneeze etiquette
- Keeping one's hands away from one's face

Custodians will clean campus daily using tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and CAL/OSHA regulations.

Testing of Students and Staff:

Any staff member who exhibits symptoms of COVID-19 will immediately be sent home. Staff members will be asked to monitor their symptoms for 24 hours. If symptoms do not persist, staff members will be allowed to return to campus. If symptoms do persist after 24 hours staff members will be asked to stay home and consider getting a COVID - 19 test. Staff members will be asked to regularly communicate with office staff on their progress.

If a staff members tests positive for COVID-19 they will quarantine for 14 days. Local Public Health officials will be contacted. If the affected staff member was around other staff for a period of more than 15 minutes, or if masks were not in place during that meeting, the contact will be notified of the positive COVID test. The contact of that contact will quarantine for 14 days at home.

If a student exhibits symptoms of COVID -19, they will be quarantined in one of three designated spaces on campus until the parent picks them up. Parents will be asked to immediately come and pick up their child. If the student is symptom free for 24 hours they are allowed back on campus. If the symptoms persist, the student will need to stay home. Depending on the duration of symptoms, student may get COVID-19 test. If the test comes back positive the child will quarantine at home for 14 days.

Franklin School still awaits guidance on how to test staff periodically to detect asymptomatic infections. At this time the guidance is to not overwhelm the testing sites, so further information will be needed by the Public Health Officer is 50% of the staff is required to test every two months.

Triggers for Switching to Distance Learning:

The Local Health Officer may determine that school closure is warranted due to multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/students/staff are cases within a 14 day period. The Local Health Officer may determine that school closure is warranted due to local epidemiological data. If school closure is deemed necessary, staff and students will switch back to Distance Learning. Parents will be immediately notified.

Communication Plans:

Franklin Elementary School will maintain communication systems that allow staff and families to self-report COVID-19 symptoms and receive immediate notifications of exposures and closures. Communication will maintain confidentiality as required by FERPA and state law related to privacy of educational records and other privacy laws. The March 2020 Student Privacy Policy FERPA & Coronavirus Disease 2019 (COVID-19) FAQs (Department of Education) will provide the staff with additional guidance on how to provide effective communication. Local Health Departments will notify the school administration if a case and contact investigation reveals exposure at the school site.