

Plan for Return to In-Person Instruction

February 19, 2021

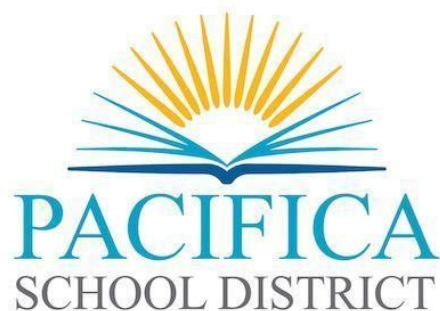


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Two changes from Plan on February 9th

1. Page 5- Special populations language was changed to “IEP teams will make individualized decisions on how to provide special education and related services to students with disabilities, taking into consideration the health and safety guidelines set forth by State and local health authorities, as well as a variety of instructional methods and settings. “
2. Page 15- added “Do not use a classroom ceiling fan or supplemental fan.”

Return to In-Person

The Pacifica School District's Reopening Plan is created with the intent of supporting a transition from Distance Learning to a hybrid model of learning. It is anticipated that full return to in-person classroom instruction will take place when San Mateo County reaches the minimal tier (yellow), and guidance suggests we are able to reduce the amount of physical distance between students.

The hybrid model will combine in-person and distance learning to provide our students with an equitable, accessible and engaging educational experience. We will use an incremental approach to bringing students on campus for in-person learning following the San Mateo County's health and safety protocols.

Priorities

The priorities outlined by our Board of Trustees on June 24, 2020 in our planning for returning to school were the following:

1. Our high priority is the safety of students, their families and our staff.
2. To the degree that we can do so safely, we want to have students on campus as much as possible.
3. We will focus on the students who experienced the largest gap in learning during distance learning. This includes students who receive Special Education services, are English Learners, foster youth or socioeconomically disadvantaged.
4. We want to prioritize the social-emotional health of our students, their families and our staff.

Elements of the Plan for In-Person Instruction

As of January, 2021 the required elements of the COVID Safety Plan include the **COVID-19 Prevention Program (CPP)**, a CalOSHA requirement, and the California Department of Public Health (CDPH) **COVID-19 Guidance Checklist** and accompanying documents and the **Return to In-Person Learning Plan**.

This plan and any applicable documentation will be posted publicly on the district website prior to reopening. This plan will be presented to the Pacifica School District Board of Trustees for approval and then submitted to the San Mateo County Office of Education and San Mateo Health Office for approval.

Limited Gatherings

Stable Groups

Students will be kept in cohorts, otherwise referred to as “stable groups” of students with no more than 16 individuals. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Please note, groups can be divided into subgroups of students that may interact with one another during the day, as long as there are no more than 16 individuals in that cohort overall.

The purpose of the stable group is to reduce the number of exposed individuals if there is a positive case. It decreases transmission and exposure. It also permits contact tracing and allows for a smaller group of students to be identified for quarantine.

Hybrid instruction permits half of the students to attend class at one time. In one model of hybrid instruction, half of the class (Group A) would receive in-person learning on Monday and Tuesday while the other half of the class (Group B) is not at school and learning asynchronously. The students in group B would return to in-person learning on Thursday and Friday while the students in group A are learning asynchronously. Wednesdays would be asynchronous learning for both group A and group B following a virtual gathering of the class in the morning.

Students will not be moved from one cohort to another, unless it is determined that a move is needed in order to maintain the student’s and/or staff’s overall safety and wellness. Students moving to different cohorts will be determined by the site level administrator(s), in consultation with school staff, parents, and district office staff.

1. Class sizes will be as small as possible/practical. Initially, that would be approximately half of the students in the class. The minimum number of students would be more than one student and with a maximum size of approximately 12 students for TK-3 and 16 students for 3-8th grade.
2. Stable groups for students in 6th - 8th grades in K-8 schools would be permitted by having the teacher change classrooms rather than the students changing classrooms.
3. Comprehensive middle schools pose a challenge for staying in stable groups. It is possible to keep students in one stable group that stay together with one or two teachers that provide direct instruction and then may participate in virtual instruction during other parts of the day.
4. Furniture in all classrooms will be set to support the requirements of physical distancing.
5. There will be no sharing of high-touch materials (art supplies, writing utensils, reading materials, electronic devices, etc.).
6. Student personal belongings will be kept at each student's desk.

7. Students and staff will not use drinking fountains anywhere on campus. Water fountains will be closed. Students should bring a water bottle from home for their personal use, that can be refilled at the sinks.
8. Soft surfaces such as bean bag chairs, couches, pillows, and other soft surfaces will be removed from the classroom to support cleaning and disinfecting.
9. Classroom furniture is arranged so that students are 6' apart from each other and the teacher's work area.
10. Plexiglass barriers are available to support work with an individual student.

Special Populations

IEP teams will make individualized decisions on how to provide special education and related services to students with disabilities, taking into consideration the health and safety guidelines set forth by State and local health authorities, as well as a variety of instructional methods and settings.

One-to-one Individualized Education Program (IEP) services provided by specialists (i.e., speech, OT, APE, behavior, counseling) may be provided by an adult specialist that is not part of the student's cohort. Specialists shall attempt to limit, when possible, serving multiple schools within any given day and will follow specific safety precautions when seeing students.

Specialists may instruct small groups of students within the same group, or arrange hybrid groups with usage of technology (i.e., in-person for 2 students in Group A, and 2 students from Group B Zoom with therapist and students from cohort A). Strategic scheduling and use of in-person and virtual instruction for RSP teachers and other specialists must be considered based on student need and potential exposure.

Physical Distancing

Meetings and Gatherings

1. All meetings (trainings, grade-level meetings, teacher collaborations, etc.) will be conducted virtually or in person following proper social distance guidelines.
2. All school gatherings and events will be either cancelled or converted to virtual events.

Entrance, Egress, and Movement within the School

Individual sites will determine student arrival and departure details through their ingress and egress plans. These plans will include car drop off, walking or biking students, and movement throughout the campus. School sites have developed their specific procedures which will be shared with parents and students as part of the training to return to school.

Visitors at School

1. Parent access to the school campus will be limited to dropping off students or belongings and picking students up from school.
2. Parents dropping off and picking up students must do so from the designated entrance.
3. Access to the school office will be restricted.
4. Any person needing admittance to the school, must have prior approval from the site administrator and will be required to have their temperature taken at the school office.
5. During the Hybrid phase of in-person learning, parents, volunteers and public access to the school will be very limited.

School Office

1. Office staff will remain socially distanced while working to the greatest degree possible.
2. Plexiglass barriers have been provided at each office area.
3. The front office is only open to staff with offices and workspaces located in the administration areas. All other staff, both teachers and classified employees, are being discouraged from congregating and mingling in the front office, if possible.

Staff Workroom/Lounge/Copy Rooms

1. Staff should be aware of others in the workroom and not congregate together. Face masks and social distancing rules are to be followed. If possible, staff should wash their hands or use hand sanitizer before they enter the work room, and again when they leave the room.
2. Staff should use disinfectant spray and paper towels when using shared equipment such as copiers.

3. Staff should bring with them to the workroom any equipment they may need (pens, pencils, staplers, tape, staple removers, scissors, etc.).
4. Staff are not to congregate in the staff lounge or kitchen. Face masks and social distancing rules are to be followed at all times. Staff should wash their hands once they enter the workroom and again when they leave the room.
5. Eating and drinking indoors without being physically distanced is a common situation that has resulted in transition among adults. Staff will be reminded to provide for distance and eat outdoors if possible.

Social Distancing

1. In general, entrance to all classrooms will be through an outside door.
2. Hallways will be marked to remind students and staff of social distancing as they move through campus and/or wait to go into a classroom/restroom/other area of campus.
3. Classroom furniture will be arranged so that students are 6' apart from each other and the teacher work area.
4. Plexiglass barriers are available to support work with an individual student.
5. Social distance to the greatest extent possible and open windows and doors at all times to improve air circulation. Rooms have good air circulation when HVAC, doors and windows are all open.

Non-Classroom Settings

1. Each classroom will be assigned to a specific restroom facility, and may not use any other restroom on campus. No more than two students at a time may use the restroom; others will wait outside, keeping social distance. (Each site will establish and publish this restroom schedule.)
2. Staff will be assigned to a specific restroom facility.
3. Hallways and walkways will be identified for one-way use when possible. To the extent possible, movement in the school shall be using the outdoor walkways.

Outdoor Instruction

1. Outdoor space for instruction will be identified and used as much as possible.

Recess

1. Outdoor space at all schools will be evaluated and individual areas will be identified for each cohort to use for "recess". Maps will be located at school sites and shared with staff, students, and families.

2. During snack time, students will be assigned a seat outdoors at least six feet away from any other student. Students will not share food.
3. Each class will be assigned an outdoor area and a time for them to allow students to be outside for “recess” during the day. School site schedules will be posted and maintained by the site administrator(s) to stagger time for activities outside of the classroom, such as exercise, playground usage, etc. to ensure that cohorts are not sharing the same physical space at the same time.
4. Students will wash their hands before and after recess.
5. A schedule of outdoor space use will be developed at each site to ensure that cohort integrity is maintained when students are outside and traveling to/from these areas. Custodians will use the schedule of outdoor space use to clean areas that were used for eating.

Face Covering and Other Essential Protective Gear

Face Masks

1. Students and staff will be required to wear face masks at all times while in their classrooms, on the playground, in any public areas, while moving around campus, in restrooms, in workrooms, and in any face-to-face meetings.
2. Students will be permitted to take a brief supervised “mask break” outside and more than 6 feet away from other students and staff.
3. Principals are responsible to ensure all staff and students follow face mask protocols throughout the day.
4. Modifications to face mask requirements for individual students will be approved by the site administrator, based on the student’s physical and developmental issues or certified medical reason. In some situations where a student is unable to wear a mask, staff would be provided additional protective equipment.
5. Any staff or student who has lost, damaged or has forgotten their face mask will have one provided by the District to comply with this requirement.
6. Signage will be placed throughout the school to remind students about the importance of face coverings.
7. Students who are not exempt from wearing a face covering and refuse to wear one will be excluded from in-person instruction.

Plexiglass Barriers

1. Portable plexiglass barriers are provided for secretaries and specialists to support 1:1 work with students.
2. Students and staff should wash their hands before and after working 1:1.
3. Students and staff should always wear face masks when using these devices.

Other EPE Equipment - Face Shields, Gloves, Eye Wear, Isolation Gowns

Teachers, staff members and students who need other Essential Protective Equipment (EPE) equipment should contact their principal directly.

General

District will maintain adequate supplies of all EPE equipment at all times.

Health Screenings for Staff and Students

A self-health assessment is required for every staff member or student. Temperatures will be taken using an infrared thermometer. Temperatures must be below 100.4 degrees. A student or staff member with COVID symptoms must stay home and isolate.

Staff

1. All staff members should determine if they are experiencing any of the following symptoms such as: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache or sore throat before coming to school. Any staff member experiencing these COVID-19 related symptoms should remain at home, and contact their immediate supervisor to report their absence.
2. Staff shall complete the daily Health Questionnaire before arriving at work each day. As they arrive each day, staff shall go to the designated check-in point for temperature taking.
3. Individual temperatures will not be recorded; we are only documenting that the temperature was taken and that it was below 100.4 degrees.

Students

1. Families will be asked to complete a home screening which will include reviewing a list of symptoms and confirming that the student does not have symptoms and has not had close contact with a case. This may be done digitally or using a piece of paper.
2. When students return to campus for small group instruction or for hybrid/transitional instruction, their temperatures will be taken by an adult staff member as assigned by the principal. Students with a temperature of 100.4 or higher will return home.
3. Staff will stand at arms-length while taking temperature to minimize the risk of transmission.

Isolation Room

1. An isolation room will be designated at each school site. Individual site specific plans will have isolation rooms identified. Any student who exhibits COVID-19 related symptoms will go to this location where they will be kept in isolation while waiting for pickup.
2. Students in the isolation room will be monitored by school personnel at all times.
3. School personnel will contact parents/guardians to arrange for pick up of their child as quickly as possible.
4. All students and staff in the isolation room shall wear all required EPE.

5. The isolation room will be equipped with materials (tech and other) to keep students calm and “happy” during waiting times. School personnel will make every attempt to minimize the emotional impact to a student from being identified and isolated.
6. Materials used by students in isolation will be sent home with them or set aside for quarantine/disinfecting.
7. The day custodian will be contacted when an isolated student departs so that the room and materials can be disinfected.
8. Students with the following symptoms at school will be routed to the isolation room for assessment:
 - a. fever
 - b. cough
 - c. body/muscle aches
 - d. sore throat
 - e. shortness of breath
 - f. diarrhea, nausea, or vomiting
 - g. runny nose

If a student (or a staff member) has chronic allergic or asthmatic symptoms (e.g. cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.

Healthy Hygiene Practices

Hand Washing

1. Classrooms will be supplied with adequate soap and paper towels to support regular hand washing. A shortage of these supplies should be reported immediately to the school office.
2. Signage will be placed at each sink to inform and remind students and staff about the importance of hand washing.
3. Hand washing protocols will be followed every day, with students and staff washing their hands frequently with soap and water, and every time they enter the classroom.
4. Students will be trained on proper hand washing throughout the year.

Hand Sanitizing

1. All classrooms have a hand sanitizing dispenser.
2. Students and staff will use hand sanitizer as needed (hand washing is preferred and more effective).
3. Hand sanitizers will be placed in other locations by school administration as needed.

Parents/Public

1. Any person needing admittance to the school, must have prior approval from the site administrator and will be required to have their temperature taken at the school office. During the period of learning, there will be limited access to our school campuses for parents, volunteers and the public.

General Hygiene

1. Classrooms should have age-appropriate signage about general hygiene.
2. Students should be informed and reminded, in age-appropriate ways, regarding proper sneezing/coughing procedures to be safe and not spread disease.

Signage

Signage will be placed throughout campuses to remind students and staff of the need to follow social distancing protocols, frequent hand washing, mandatory mask requirement and temperature check required before entering campus.

Health and Hygiene

Cleaning and Disinfection

Schools will be cleaned nightly following all health protocols. Cleaning includes sweeping, vacuuming, removing trash, cleaning sink areas, and spot mopping as needed. This will be done late afternoon or evenings when rooms are empty. If there is concern about something not being done, they should inform the site administrator now so that the situation is corrected.

At one time, frequent disinfection was thought to be priority. At this time, there is a concern that it can pose a risk to students due to the chemicals and that it has limited impact on COVID-19 transmission. Disinfection is recommended after a case has been identified in the school in spaces where the case spent most of their time.

Disinfecting is done with a finishing misting disinfectant of RSG #52 Oxy-Fresh Peroxide Cleaner, a CDC-approved method for the COVID virus. Application will be done using a spray bottle or misting machine, which will be used in spaces after a positive case has been identified.

In determining the protocols for cleaning and disinfection, the following written guidelines were consulted with and followed:

[SMCOE Pandemic Recovery Framework: Healthy Cleaning Companion Document](#)

[SMCOE Facilities Walkthrough Checklist](#)

[Cleaning and Disinfection Procedures Manual](#) prepared for San Mateo County Office of Education Coalition for Safe Schools & Communities

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)

Before Return to In-Person Instruction

1. Trained custodial staff will clean frequently touched surfaces at school through the day and on a regular schedule. Examples of high touch surfaces include:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Chairs
2. Custodial staff will use cleaning and disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved List “N” and will follow product instructions.
3. Cleaning of classrooms being used by teachers will be conducted daily by custodial staff. They will be disinfected if there is a positive case or potential close contact or requested by the site administrator.
4. Restrooms being used by on-site personnel will be identified and cleaned nightly.

5. School kitchens will be thoroughly cleaned and disinfected on a daily basis. Child Nutrition staff will conduct ongoing cleaning throughout their workday.
6. Other areas needing disinfecting and sanitizing will be identified by site administration in collaboration with the Director of Facilities, Maintenance and Operations.
7. Staff workrooms and lunchrooms will be cleaned and disinfected nightly.

Cleaning During the School Day (When in-person instruction resumes)

1. On-going cleaning will occur throughout the school day for frequently touched surfaces, common areas. All classrooms will be supplied with for teachers to use during the day as needed.
2. Custodians will monitor all dispensers daily to ensure that hand washing supplies (soap and towels) and hand sanitizer is available at all times in the classrooms.
3. Custodians will thoroughly clean classrooms between A/B groups.
4. Student and staff restrooms will be thoroughly cleaned each afternoon/evening, as well as cleaning wipe-down twice during the day. Restrooms will be cleaned two times throughout the day.
5. Eating areas will be wiped down using a cleaner proven effective on COVID before and after each cohort's use of the area.
6. Isolation rooms will be cleaned and disinfected after each use.
7. Staff members will be provided with a cleaning schedule for instructional spaces, breakout rooms and common spaces. There will be a method (ie, checklist or digital log) for indicating and communicating the cleaning tasks were completed during the school day and at night.

Nightly Cleaning (When In-Person Instruction Resumes)

1. All areas (classrooms, restrooms, offices, common spaces, staff areas, etc.) will be cleaned nightly using standard cleaning protocols, paying particular attention to common touch surfaces.

Air Quality

1. Teachers and students should expect to have doors and windows open as much as possible to increase fresh air in classrooms.
2. HVAC units campus-wide will all be inspected and adjusted to provide maximum outdoor air coming into classrooms.
3. MERV 13 air filters have been installed in all HVAC units, and will be changed approximately every 4 months when our students return to school.

4. The fans (ventilation) inside our schools' HVAC systems will be run all day (approximately 7 a.m. - 4 p.m.) with the dampers open pulling fresh air from outside. The FMO Department will control the dampers and fans; individual staff may not switch the controls. Do not use your classroom ceiling fan or supplemental fan.
5. During cool weather, heaters will run with the dampers open to pull in outside air. Only FMO should control the heater operation, but temperature can be adjusted at site. Because outside air is mixing with the heat, it will not be as warm as usual inside our buildings. Dress for the weather.
6. Personal/space heaters should not be used in classroom spaces. For rooms with air conditioning, the A/C may run when the weather dictates, but with dampers open to pull in outside air. It may not cool the space as usual. Dress for the weather.
7. Ventilation recommendations are different for COVID during poor air quality days. For safety, when air quality reaches above 150 AQI, according to airnow.gov by 4:00 a.m., school will move to @home learning. If school day has already started and the AQI reaches 150, school will remain open; forced air and open windows/doors will be adjusted to decrease smoke intake, but won't be completely closed. PSD filtration protocol will continue to clean the air.
8. Other air quality options will be evaluated as needed.

Staff Safety and Training

1. Custodial personnel will be provided with appropriate safety equipment for their protection while cleaning and disinfecting. Each will wear appropriate safety equipment as trained while cleaning, disinfecting or sanitizing.
2. Teachers will be asked to vacate their classrooms no later than 4:30pm each day so that cleaning can be done.
3. PSD staff and teachers will be thoroughly trained in all safety protocols and practices for maintaining safe and hygienic conditions at school and ways to respond to conditions when symptoms are suspected or present.

Custodial Absences

1. Custodians should continue to log any absence in AESOP.
2. Human Resources will arrange coverage of the site.
3. Additional custodians are being hired to provide support during the day when students are present.

Identification and Tracing of Contacts

The following Immediate Actions will be taken as shared below from the [Pandemic Recovery Framework](#), Section III C “Testing and Contact Tracing”.

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A Case refers to a person who tests positive.
- Close Contact: A Close Contact refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: Indirect Contacts are people who may have been in proximity to a Close Contact.



1. Student or staff member who has symptoms or is a Close Contact of a confirmed Case (outside school community):

Scenario	Immediate Actions
Scenario 1: A student or staff member either exhibits COVID-19 symptoms , answers “yes” to a health screening question , or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open
Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i> • School/classroom remain open

When a school community has a confirmed *Close Contact* case, the site level administrator will confirm the *Close Contact* and instruct members of that household who are also part of the school community to remain at home in self-quarantine per County Health guidelines.

2. A student or staff member having a positive Covid-19 test result:

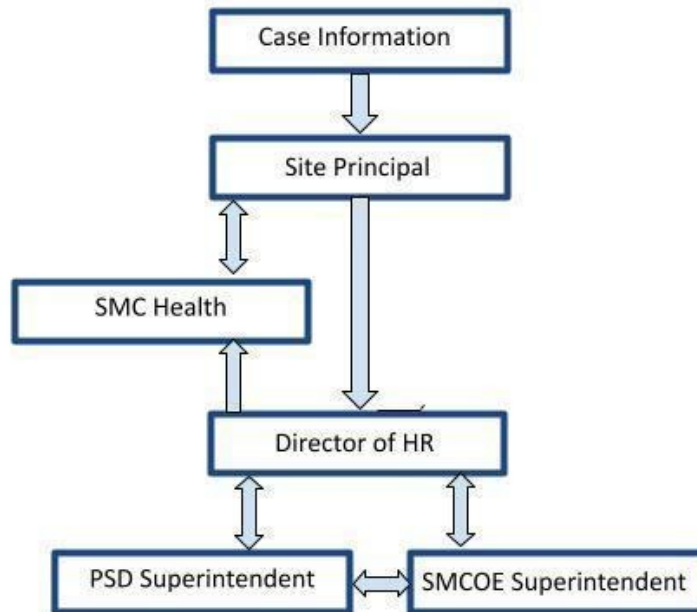
Scenario	Immediate Actions
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close. • Send notification to affected cohort/pod

When a school has a confirmed Case, the school site administrator will inform the PSD Superintendent and/or designee. Superintendent will communicate with the Office of the County Superintendent and the appropriate staff member will contact the San Mateo County Health Department. The school site administrator, in collaboration with other PSD staff will take immediate measures to sanitize and disinfect the school property impacted by the case. If a case is on campus while infectious, anyone on campus would be notified of potential exposure. Employees would be offered Covid-19 testing (response testing).

Pacifica School District has identified the Director of Human Resources as the district-level contact tracing lead for staff, who will communicate with each site-level principal to coordinate and verify contact tracing at each specific school site. The Director of Human Resources will work with the Director of Special Education and Student Services to provide contract tracing for students and families. Each school site will be maintaining a detailed list of which employees enter/exit the school campus, and which rooms/facilities were visited. This will allow for effective tracing in the instance of a confirmed COVID-19 case.

More specifically, in the case of a positive employee COVID-19 test, PSD employees will use the following process to notify appropriate district administrators and the district staff for appropriate tracing.

Contact Tracing and Communication Structure



3. Student or staff member having Negative test results:
 - a. If Symptomatic then Table 2 as follows.

Scenario	Immediate Actions
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of symptoms

b. If Asymptomatic

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none"> Can return to school/work immediately.

Scenario	Immediate Actions
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> date of last exposure to COVID-19 positive non-household close contact OR date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> Can return to school/work immediately.

When a school community becomes aware of individuals who suspect they may be an **Indirect Contact** with an individual who has tested positive for COVID-19, the school site administrator should gather enough information from the individual to confirm their status as an **Indirect Contact**, and advise the individual identified as an **Indirect Contact** to continue practicing hygiene protocols and to closely monitor their health, staying alert to onset of fever or flu-like

symptoms. If the person is not feeling well or is experiencing cold, flu, or other symptoms, they should stay home from school or work and contact their primary care provider.

For all cases listed above, the site level administrator and Superintendent will determine whether disinfecting measures can be implemented without temporarily closing the school campus or if temporary closure is necessary, will communicate with the school community that a confirmed Case has been identified and outline the actions being taken to ensure a safe return to school. If a student or employee has a positive test result for Covid-19 but has not been on the school site, we would not communicate with the greater school community.

PSD will be following the recommended guidance for school closure from [CDPH to determine if school closure is necessary](#) (beginning on page 37).

Per the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA), privacy of all individuals will be maintained. Superintendent will consult with the County Superintendent and County Health officials as needed.

Staff Training and Family Education

1. Staff will receive training at staff meetings and through virtual and/or online education regarding safety protocols prior to students returning to in-person learning.
2. Information will also be sent to parents from school sites and district level communications regarding the protocols and procedures school sites are using to ensure safety on our campuses. Safety protocols will also be posted on the District and school websites.
3. Students will be welcomed back to campus in a measured, sequential approach. Training for families and students will take place virtually prior to returning to school. Students will also be trained in safety protocols as they return to the classroom.

Testing of Students and Staff

Pacifica School District will be testing staff reporting to a district site every two weeks. Employees who work at multiple sites will be tested every week. In the case of a positive employee COVID-19 test, PSD staff will notify appropriate District administrators.

Students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be directed to their health care provider or sites in [San Mateo County for testing](#). Currently San Mateo County offers testing for children ages 5 and older, as well as adults, Tuesday through Saturdays from 10 to 4 pm at Jefferson Union High School District Administration Offices at 699 Serramonte Blvd. in Daly City. Parents are required to report a positive test to the School Principal immediately.

Should there be a confirmed case within a school or work place, the student or staff member would be sent home with the recommendations they be tested 5 to 7 days from the last exposure. The District will provide response testing to close contacts. Response testing is used

to identify other individuals once a case has been identified in a stable cohort. Symptomatic individuals should seek COVID-19 testing immediately from their health care provider.

Triggers for Transitioning to Distance Learning

Pacifica School District has been providing distance learning since the pandemic forced the closure of our schools back in March 2020. Once our school campuses have reopened and students have returned to school for in-person instruction, the district will follow the State's considerations and criteria for responding to positive cases of COVID-19 and, should it become necessary, closing school district campuses.

These considerations and criteria are provided in the following documents:

- [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year \(January 14, 2021\)](#)
- [San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework \(November 9, 2020\)](#)

Parents/Guardians, based on health concerns or preference, will continue to have the option to select distance learning as the mode of instruction for their children.

Suspected or Confirmed Cases of COVID-19

1. Students or staff should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive.
2. Positive test results will follow the district county approved flowchart to ensure prompt communication.
3. Scenarios for positive and negative test results can be found on page 5 of this document.

If a case is present at school, the case would go home and be excluded from school.

Families will receive a notification to parents and staff to inform them that a case has been reported and that the school will notify close contacts. The notification will not identify the person with a positive COVIDtest.

An outbreak is defined as 3 or more confirmed cases of staff or students within a 14 day period from different households and the transmission is likely to have occurred at school.

School Closure:

- An individual school will be closed if an outbreak has occurred in 25% or more stable groups in the school
- Within a 14-day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected.
- The Local Health Office determines there is a need to close for other reasons.

District Closure:

Pacifica School District will close if two or more schools have been closed due to COVID-19 within a 14-day period and in consultation with the local health office. Typically, a closure would be for 14 days.

Communication Plans

Pacifica School District Superintendent Dr. Heather Olsen oversees and directs the district's communication plan and processes for COVID-19 related information.

In cases of exposure at one or more PSD school sites, we will follow the communication protocol on pages 41-42 of the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#) published January 14, 2021. This document specifies what measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19. Specific communication actions are provided with correlation to specific conditions of students or staff.

PSD will provide current and relevant information via a unified communications infrastructure. Messages can be broadcasted district-wide or targeted to specific sub-groups, depending on the message/notification to be sent. Multiple modes of messaging are available, including email, phone calls, and text alerts, with the appropriate mode selected based on the nature and level of urgency of the message content.

The district is committed to respecting the privacy rights of all members of our community, and will not include any information in any of its district communications, including personally-identifiable information, that would be in violation of any individuals FERPA or HIPAA rights.

Hybrid Learning Plan

Hybrid Learning Overview

As students return to school in person, Pacifica School District will utilize a hybrid learning model that combines in-person learning two days a week with learning from home three days a week. Our hybrid learning plan seeks to maximize learning for students while prioritizing the health and safety of every member of our community. By splitting learning time between in-person and at home, schools will be able to limit the number of students in school buildings each day, which will enable staff and students to socially distance and utilize all other critical health and safety protocols. The plan below outlines key characteristics of Pacifica's hybrid learning plan and recommended support for students' at-home learning.

Hybrid Learning Schedule

In-School Learning: 2 Days Each Week

A Groups: Attend school in person on Monday and Tuesday

B Groups: Attend school in person on Thursday and Friday

Students in the In-School learning group will attend for the full length of the instructional time (180 minute for Kindergarten, 230 minutes for grades 1-3 and 240 minutes for grade 4-8).

At-Home Learning: 3 Days Each Week

A Groups: Learn from home Wednesday, Thursday, and Friday

B Groups: Learn from home Monday, Tuesday, and Wednesday

In-Person Learning At School

Health & Safety Procedures

While students are at school, all staff and students will adhere to strict health and safety procedures: social distancing, use of personal protective equipment, and regular hand washing. Additionally, staff and students will utilize safety routines and procedures throughout the school day that minimize the risk of contact and exposure.

Social Emotional Learning

Teachers will support students with their social emotional needs by developing relationships with students, providing encouragement and praise for students' efforts and progress, and by supporting students to become aware of and manage their emotions. Additionally, teachers will help students develop social emotional skills by teaching social emotional lessons that help students learn how to recognize and process their emotions in healthy ways.

Academic Priorities

During in-person learning at school, teachers will prioritize teaching the most critical content and skills in each grade level. Teachers will plan and facilitate

lessons that give students an opportunity to practice new content and skills in class before students go home to practice on their own. Teachers will provide students feedback and address misconceptions that will support students to develop deeper understanding of concepts and skills.

School & Family Partnership

During hybrid learning, we recognize how critical it is for the school and family to work together to support children with their in-person and at-home learning.

Communication

For schools and families to maintain a strong partnership during hybrid learning, we want to encourage regular communication between schools and parents. Schools will communicate regularly with families to share learning schedules, learning resources, school updates, and students' learning progress. We also invite parents and families to contact schools to ask questions, share feedback, and discuss successes and challenges related to their children's learning.

At-Home Learning

During hybrid learning, students will spend more than half of their learning time at home. When students are working at home, they will work mostly independently to both practice what they've learned at school and learn new concepts and skills. We recognize that learning at home can pose unique challenges to students and families and therefore want to partner with families to support students as they engage in at-home learning activities. Below is an overview of the support that schools will provide for at-home learning, as well as recommended support that parents and families can provide to students when they are learning at home.

School Support:

Teachers will create and share tools and resources that support students and families with at-home learning. Resources that teachers and schools may provide include: weekly learning schedule, daily and weekly learning targets, daily and weekly assignments, recommended daily learning schedule, and online resources and tools.

Recommended Family Support with At-Home Learning

We have found that when parents and families provide daily learning support to students, students are more capable of staying focused on learning, doing their best on all assignments, and feeling more successful and proud of their own learning progress. To accelerate students' learning at home, we recommend that families continue to support students in the following ways:

Learning Environment & Time Management

- Provide a space at home that is quiet and free from distractions
- Encourage your child to focus and concentrate on learning for 20 to 30 minutes before taking a break from learning

- Review your child's at-home learning schedule and daily assignments, and set daily learning goals based on their schedule

Completing & Submitting Assignments

- Check your child's daily assignments to determine if the work is complete and accurate
- Review students' learning progress by logging in to the online learning software to check your child's progress
- Support your child to submit his/her assignments daily and weekly

Social Emotional Supports

- Ask your child how he/she is feeling and let them know that it's natural to feel different emotions at different times for different reasons
- Praise and celebrate your child's efforts, concentration, and small moments of progress during at-home learning
- Reward your child when he/she focuses, concentrates, and does his/her best work with each daily and weekly assignment

Technology:

- Support your child to access learning resources and websites on the computer
- Help your child to problem-solve with technology or internet challenges
- Monitor your child's usage on computer to ensure that it is focused on learning tasks