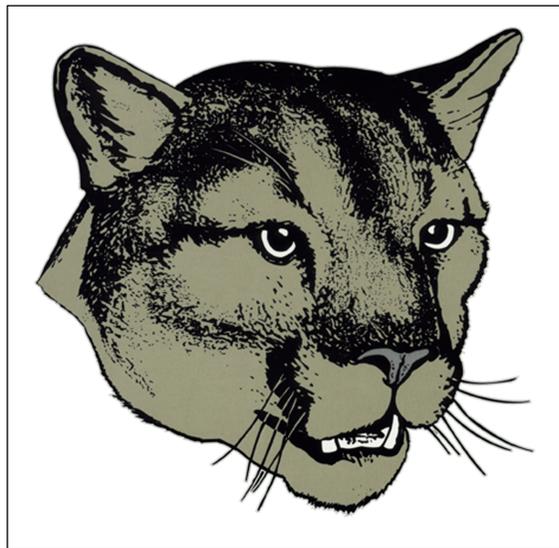


# **Kenwood School District**

## **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*



Dear Kenwood School Families,

As you are aware, our return to school in August for the opening of the 2020-21 school year will be unlike the start of any other year and planning for different scenarios continues to be an incredible undertaking. We know that there is a tremendous concern of the part of parents, students and staff, related to health and safety on campus, as well as the need to provide the high quality teaching and learning experience that is the established hallmark of Kenwood School.

Our entire school staff realizes what a challenging and difficult time this continues to be for our families. It is our goal as a school community to return to a schedule that has students “in class” five days per week as soon as we can do so in a safe manner. It is important that we follow the safe mitigation protocols mandated by public health to maintain student and staff health and safety, prior to a “possible” return to a five day “in class” school schedule.

The following are resources we are using to maintain safety as we plan our return to school:

- State of California guidance ([Resilience Roadmap](#))
- California Department of Education guidance ([Stronger Together guide](#))
- Sonoma County Public Health Services guidance ([SoCo Emergency](#))
- Sonoma County Office of Education ([SCOE: Map to Safe Reopening](#))
- Feedback from staff and community
  - Results from our May survey to Parents
  - Feedback from teachers, partner districts, and Sonoma County Superintendents
- Plans from other School Districts outside of County and State

Our focus is on determining the best scenario to provide

- Adherence to public health guidelines
- Optimal learning opportunities for all students
- Support for our most in need students
- Safety of staff and students
- Social emotional support for student needs

In developing guidelines focused on additional safety, hygiene, logistics, and operations, we have the following goals:

- Decrease COVID -19 from entering campus (required temperature and symptom screening, remain at home if sick).

- Decrease COVID-19 transmission among staff and students per the state guidelines issued (limited capacity in classrooms, mask use while inside buildings, frequent hand washing, and cleaning, increased time spent outdoors) as well as guidance from the Centers for Disease Control (CDC)

The follow options are under consideration as of July 14, 2020:

**Option 1:** A full “distance learning” program for all students.

- Students will participate in instruction through a zoom or google delivery format for all five days per week.
- Teachers will deliver “distance learning” instruction daily, with clear expectations for student attendance, participation, and completion of assignments.
- In this format, students will be asked to complete an expected number of classroom minutes per day, as outlined by the California Department of Education guidelines (K 180 minutes per day, 1-3 230 minutes per day, 4-6 240 minutes per day). It is very important to note that teachers will not be instructing for an entire school day in this format. Teachers will be delivering instruction that will introduce assignments that students are able to complete following the “distance learning” segment.

**Option 2:**

A “blended” learning or “hybrid” model of instruction that allows students to be on campus two days per week and receive “distance learning” instruction on the other days.

- Students in each classroom will be placed in two separate cohorts (Monday/Tuesday and Thursday/Friday).
- Students will be on campus two day per week, with social distancing, masks, and hygiene protocols that will address student safety concerns (temperatures taken upon arrival, hand washing stations, etc.).
- Students who are not on campus will participate in “distance learning” through a zoom or google format daily from his/her teacher. Wednesdays will be “distance learning” through a zoom or google format daily from his/her teacher. Wednesdays will be “distance learning” for all students, while also allowing for teachers to prepare lessons and for a thorough campus cleaning prior to changing cohort groups. This cleaning process will be repeated on Friday or over the weekend to prepare for the changing of cohorts on Monday.

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**Option #3:** A return to school that allows for social distancing in classrooms. In this model, students will be on campus all day, every day.

- Modifications will be made for various aspects of the day.
- Each classroom will be considered a cohort and will not mix with other cohorts.
- Lunches will be eaten with the cohort either in the classroom or outdoors, but not with other cohorts.
- Recess times will be adjusted to accommodate only one cohort on the playground at a time.
- Specialists classes (Art, Music, etc.) will take place in the cohort classrooms.

## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state, and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

# SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

## EMPLOYEE AND STUDENT SAFETY

### VISITOR RESTRICTIONS

Kenwood School will not allow normal visitation to our campuses until further notice.

### TRAVEL RESTRICTIONS

Kenwood School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Superintendent.

### EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all employees will self monitor their health.

### HEALTH and SAFETY PROTOCOLS

- Daily health and temperature checks for all staff and students
- Staff and Students will be required to wear coverings.
- Scheduled and frequent sanitizing and cleaning of classrooms following guidelines
- Scheduled and frequent hand washing and hand sanitizing throughout the day
- All students/staff who are sick are required to stay home
- If student is identified as sick during the day or upon arrival, a special care room is available until the child is picked up
- Proper notification if/when a Covid-19 case is identified within a classroom or school community (observing privacy and confidentiality protocols) per Public Health Department
- Training- All staff and students will be trained on behaviors that reduce spread. These include: safety, social distancing requirements, personal hygiene and handwashing

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- Adequate Supplies- We have secured PPE (Personal Protective Equipment), additional hand washing supplies and cleaning supplies
- Signs and messaging- The campus will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Isolation Rooms- The campus will have social isolation rooms for students that present symptoms during the day
- Limited Sharing- Educational practices are being adjusted to limit the sharing of learning supplies (pens, pencils, manipulatives, etc)
- Desk Spacing- Desks will be spaced out and all face the same direction in alignment with the health department guidelines
- Physical Barriers- Physical barriers such as plexiglass screens will be deployed in the offices
- Increased Ventilation- Use of outdoor spaces, having windows and doors open and adjusting the ratio of fresh to recirculated air in HVAC systems are all being investigated
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Sanitizing stations provided on the yard.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Kenwood School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Kenwood School will develop specific arrival and dismissal plans to facilitate Social Distancing.
- Signs and messaging- The campus will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

### **PERSONAL WORKSPACE/CLASSROOM**

Kenwood School staff will use the signage provided to indicate the room for sanitizing and disinfecting. Students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day.

### **SHARED WORKSPACE**

Kenwood School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Kenwood School Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Kenwood School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

### **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected. We will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Throughout the day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

## **RESTROOM USAGE DURING THE WORK DAY**

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Steps will be taken to minimize the number of students allowed in the restrooms at one time. Bathrooms will be cleaned regularly.

## **VISITORS ON CAMPUS**

Visitors are currently not allowed on campus. The safety of our staff and students remains the district's primary concern. Parents are encouraged not to congregate on school grounds.

## **CAFETERIA AND MEAL PERIODS**

Students will eat lunch in the classrooms or outside with social distancing. School lunches are still offered and alternative serving locations are being considered.

## **INSTRUCTIONAL MODELS**

Blended

Distance Learning

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The school counselor will develop videos and resources for parents and teachers to access. The counselor will work with students, individual classrooms (via teleconference) to address any well-being needs.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

- Teachers and parents need to check their email daily.

# Kenwood School District RETURN TO SCHOOL PLAN