

**Standard Operating Procedure**  
**Luther Burbank School District**  
**COVID-19 Response & Reopening Plan**

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## Purpose:

- A. Remind of prevention procedures at Luther Burbank for limiting the spread of viral illnesses.
- B. Establish criteria and processes for response to pandemic spread of viral illnesses.
- C. Emphasize thorough, vetted, measured, intentional actions for crisis management.

## Duties and Responsibilities

- A. Superintendent is responsible for determining the need for any increase in measures for prevention and readiness, up to and including preemptive closure of school facilities to prevent spread of viral illnesses. Decisions will be made in consultation with the LBEA team, Leadership Team, Staff, and Board of Trustees.
- B. Superintendent will assign member(s) of the administration team to coordinate messaging to staff, families, and the public for any increase in measures.
- C. Superintendent is responsible for determining return to less restrictive measures, and will do so in consultation with the LBEA Team, Leadership Team, Staff, and Board of Trustees.

## Heightened Prevention Measures

- A. Superintendent and admin team will daily monitor COVID-19 status and county actions via references:
  - a. <https://www.sccgov.org/sites/covid19/Pages/dashboard.aspx>
- B. All Staff, parents and guardians to inform Luther Burbank by telephone if people in their household have traveled to areas that the CDC has deemed to be high-risk for widespread sustained transmission of the virus, which includes the recommendation of 14 days self-isolation and social distancing upon the individual's return to the United States and immediate contact with medical professionals and health officials.
- C. Superintendent and admin team will determine the appropriate action regarding re-entry of those individuals who have traveled to high-risk areas or who are exhibiting flu-like symptoms into the school, to include medical testing requirements.
- D. Administrative staff will follow medical isolation procedures for an individual who becomes sick while on campus, to include notification of local health officials.
- E. Superintendent and admin team will coordinate frequent communication to families, vendors, visitors, and other stakeholders as needed or as changes warrant. Communication may be through email and/or phone and via Aeries Communication portal and school district website.
- F. Faculty and Staff will keep the principal promptly informed of: Any change(s) in the status of their personal health.

# School Closure Plan

- A. As with any emergency situation, under CDPH guidance, if recommended for closure of the site, Luther Burbank will adhere to CDPH protocol. Other criteria that may cause the Superintendent to close school—but are not limited to:
  - a. Confirmed positive test of a Luther Burbank student or staff member who has been present at the School;
  - b. Recommendation by county and/or state Health Department to close Schools;
  - c. Any other circumstance(s) that the Superintendent deems significant enough to close the School, after consultation with the LBEA team, Leadership Team and Board of Trustees.
- B. If Luther Burbank School is closed, families and students will be informed through the School’s emergency messaging system (email, text message, voicemail message), using most current contact information in the School’s database, Aeries.
- C. If the in-person model is closed, instruction will continue via online on Seesaw and/or Google Classroom.
  - a. Teachers will upload and release lesson plans, resources, and associated assignments and/or assessments one day at a time.
  - b. Students will take school-assigned Chromebooks home to complete their work.
    - i. Proper, responsible, and appropriate use policy remains in effect, and the student is responsible for any electronic misuse of the Chromebook, in addition to any physical damage caused to the Chromebook and/or its case by physical misuse of the equipment.
    - ii. Students must sign on to their Seesaw to obtain a daily zoom link to get connected with their class (medical excusal policy will remain in effect).

# Instructional Minutes Requirement

- A. Whether schooling is online or in person, Senate Bill 98 (43501)-- state’s minimum daily instructional minutes requirement:
  - 180 for kindergarten
  - 230 minutes for grades 1 through 3,
  - 240 minutes for grades 4 through 12.
- B. Expectation at Luther Burbank:
  - a. Tracking and Accounting of Attendance and Student Engagement “In-person instruction to the greatest extent practicable”
  - b. Distance learning must include synchronous instruction supplemented with asynchronous learning tasks

# Reopening Plan

## Goal:

The goal with each of the topics addressed is to assist in the articulation of a vision that can be easily communicated to members of the school community. We all want students and educators to feel comfortable and safe returning to school environments.

## General Details:

- Ensure that all staff members share responsibilities and respond in a consistent manner.
- Follow Santa Clara County Public Health Department (SCCPHD) protocols for notifying exposure of confirmed cases.
- Secure protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff, appropriate for each classification or duty; meet relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements; and have a plan for an ongoing supply of protective equipment.
- Secure a sufficient number of no-touch thermal scan thermometers for health offices.
- Consider the differing requirements of PPE for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting, and mobility assistance).
- Frequently disinfect high traffic areas.
- Expediently disinfect space visited by suspected or confirmed cases of COVID-19.
- All staff and students wear face coverings throughout the day.
- Maintain cleaning supplies to continuously disinfect the school site per CDPH guidance.
- Ensure sufficient supplies of hand sanitizers, soap, hand-washing stations, tissues, no-touch trash cans, and paper towels.
- Follow established physical distancing protocols and sanitation protocols.

## Reopening Timeline

- After the county has been in the red tier for 14 consecutive days, Luther Burbank can reopen for in-person instruction. We will allow teachers a week to prepare for reopening by scheduling half day instruction the week prior to reopening.
- For example, if the county remains in the red tier from January 1 - January 14, Luther Burbank will plan for reopening, teachers will have the week of January 18th to prepare classrooms and the office will notify families. Schools can reopen on January 25th.

## Student Safety Expectations:

- Share hand washing protocol to wash hands when: arriving and leaving home; arriving at and leaving campus; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using the restroom; after blowing the nose, coughing, and sneezing; and before and after eating and preparing foods.
- Students will wear face covering at all times while participating in the learning hub/learning

instructional blocks.

## Mask Wearing Protocol:

- i. Before wearing a mask, wash your hands with an alcohol-based disinfectant or with soap and water.
- ii. Cover your mouth and nose with the mask and make sure the mask is firmly pressed against your face.
- iii. Do not touch the mask while you are wearing it; if you do, wash your hands with an alcohol-based disinfectant or with soap and water afterward.
- iv. Remove the mask from behind (do not touch its front side); and then wash your hands with an alcohol-based disinfectant or with soap and water.

## Weekly Schedule

- Students enrolled in the in-person instruction will attend school Tuesdays through Fridays. Students will either be assigned in one of the following:
  - i. Group A: Learning Hub AM (8:00 - 11:00) | Learning Class PM (12:00 - 3:00)
  - ii. Group B: Learning Class AM (8:00 - 11:00) | Learning Hub PM (12:00 - 3:00)
- In-Person instruction students can have the option of enrolling in the learning class and opt out of the learning hub. Students are expected to complete asynchronous tasks at home if opting out of the on-site learning hub.
- Lunch/Play Time: Students will have lunch/play from 11:00 - 12:00 PM. The assignment of which activity will be shared to the students, teachers, and instructional coaches to avoid cohort mixing.

## Classrooms

- Determine maximum capacity for students of each classroom.
- Position teacher and staff desks at least six feet away from students.
- Face student desks in the same direction, and not facing each other, maximizing the space between each desk.
- Utilize other campus spaces for instructional activities (e.g., professional development, cafeterias, outdoors) as classrooms, as needed.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
- Maintain physical distancing objectives as students move between classrooms.
- Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities, away from peers without disabilities.
- Keep student belongings separate so that students do not come into contact with other students' belongings and elementary may use hooks for backpacks outside of the classrooms.
- Reduce the amount of furniture and equipment in the classroom to facilitate distancing and to reduce high touch surfaces.
- Place markings on classroom floors to facilitate physical distancing.
- Provide hand sanitizer to students and staff in office spaces and classrooms.

## Campus Safety

- Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.
- Limit access to campus for parents and other visitors.
- Monitor staff and students throughout the day for signs of illness, including determining any special or unique needs for students with disabilities.
- Provide passive screening for students by instructing parents to screen students before leaving home for school, and to keep students at home if they have symptoms consistent with COVID-19, or if they have had close contact with a person diagnosed with COVID-19. Students will need to enter at the designated gate.
- Engage in symptom screening before students enter campuses and buses, consistent with public health guidance, including visual wellness checks and asking students about COVID-19 symptoms within the last 24 hours; whether anyone in their home has had COVID-19 symptom(s), or a positive test.
- All students and staff must wash or sanitize hands as they enter and exit campuses, classrooms, and buses.
- Provide supervised, sufficient points of access to avoid larger gatherings.
- Any students or staff who develop symptoms of illness while on campus should be immediately separated from others; preferably isolated in an area through which others do not enter or pass. If more than one person is in an isolation area, ensure physical distancing.
- Any students or staff exhibiting symptoms should be required to continue to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related.
- Protect and support students and staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks, or who cannot safely distance from household contacts at higher risk, by providing options through distance learning.

## Designated Play Zones

- In order to ensure students remain within their stable cohort, the playground and field will be clearly marked to zone off the different areas for the cohorts on campus. In each zone, we will have one adult supervisor to monitor the flow of students and to remind students to remain within their designated space. The field and playground will only be available to student groups during playing time. Students who are eating will need to remain in the assigned eating area until their assigned time to rotate.

## Paths of Travel

- To ensure a one way path of travel, students will walk clockwise around the field to access the eating area or their designated playzone. For students entering classrooms on the second floor, there will be a path to travel up and a path to travel down. To access the second floor, students will need to use the staircase nearby the cafeteria. Students will exit to the left of their classroom door and use the staircase nearby the computer lab. The elevator will be available for emergencies or students who have a medical exemption.

## Lunch Locations

- In order to ensure students remain within their stable cohort, various locations on campus will be used as lunch spots for students to enjoy their lunch. The three designated lunch areas are: picnic tables, and every other classroom on the first floor of the two-story building. We can rotate A-C-E with B-D-F. There will also be lunch tables by Room 20-23. The varied lunch areas will be helpful for students to spread apart and ensure 25 feet apart from non-stable cohorts.

## Bathroom Usage

- In order to ensure one student per bathroom, teachers and coaches will communicate via text message to notify when their students are using the bathroom during instructional time. Teachers will be assigned designated bathrooms for their students. Bathrooms will be cleaned frequently to ensure proper sanitation at all times.

## Cleaning & Sanitation

- Provide other protective equipment, as appropriate for work assignments: For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. For front office and food service employees, provide face coverings and disposable gloves. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
- For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
- Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (e.g. gloves, eye protection, and mask), in addition to PPE, as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Per Cal/OSHA requirements, PPE must be provided and worn to effectively protect employees from the hazards of cleaning products, and training must be provided to staff on the hazards of chemicals.

## Isolation Space

- Create an isolation area for triage for other student illnesses or injuries.
- Use the isolation room to manage students with fever and respiratory symptoms.
- Any student exhibiting potential symptoms will wait to be picked up in a designated isolation space.
- Designate a staff member to monitor the space (i.e., a secretary or clerk at elementary sites, and a health technician at secondary schools).
- Disinfect space after usage.

## Addressing Positive COVID-19 Cases

- Per CDPH guidance, when a student, teacher, or staff member, or a member of the household, tests positive for COVID-19 and has exposed others at the school, implement the following steps:
  - i. In consultation with the local public health officials, the Superintendent and the Board of Education may consider whether school closure is warranted, and determine the length of time for the closure, based on the risk level within the specific community.
  - ii. Per standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.
  - iii. Additional contacts at school, outside of the classroom/s, should also isolate at home.
  - iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- Provide a plan for continuity of education, medical and social services, and meal program, and establish alternate mechanisms to support students in quarantine.
- Students and staff to follow district policies on student health in order to be readmitted on campus after being sick.
- Follow guidelines that correspond to specific illnesses, including COVID-19 and others; working closely with local doctors and health departments.