

# School Plan for Safe Reopening

## School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Bellevue Elementary School	Ms. Carla J. Haakma	7-30-20	3-17-20	8-19-20

## Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

*Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Bellevue Elementary School's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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## Local Conditions to Guide Reopening Decisions

### Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
No	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

It is likely that Tuolumne County cases have risen above the threshold allowed and could be placed on the State's Monitoring List at any time. Schools are required to close in our County, if they are placed on the State's monitoring list for the required amount of time. They are not allowed to reopen until they have remained off the State's Monitoring List for 14 consecutive days.

### Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
No	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

### Local Public Health Clearance

Condition Met	Condition Assessed
No	Local public health officials have made determinations, including, but not limited to, the following: <ul style="list-style-type: none"><li>i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals.</li><li>ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths.</li><li>iii. Sufficient surge capacity exists in local hospitals.</li></ul>

Although testing is available for employees, the results can take up to a week or longer. There is a tiered system for testing where first priority is given to individuals hospitalized or under an active investigation, and second priority is given to essential workers or anyone experiencing symptoms. Results for these prioritized cases may be provided in 4 days. Those individuals not experiencing symptoms may go to the public testing site and results will take longer. While there have been very few deaths in Tuolumne County, there has not been a sufficient duration of decline or stability of confirmed cases and hospitalizations. The hospital in Tuolumne County has six ICU beds, which does not allow for sufficient surge capacity.

### Equipment Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.</li><li>ii. Have a plan for an ongoing supply of protective equipment.</li><li>iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.</li><li>iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).</li></ul>

Our District has purchased protective equipment and also received donated equipment from the County. The District also purchased enough thermometers for every classroom teacher, the office and bus driver. The District has enough PPE to open school and last for several weeks, for all the populations.

### Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.</li><li>ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.</li></ul>

The District has purchased adequate cleaning supplies and hand sanitizers to open school. The District is working collaboratively with the County and other Districts to bulk order additional cleaning supplies, hand sanitizers, soap, paper towels, etc. Hand sanitizing stations will be ordered and maintained by an outside vendor as soon as school opens.

## Plan to Address Positive COVID-19 Cases or Community Surges

### Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

Due to public health guidance and in coordination with local public health officials, school will remain closed for physical attendance of students until the County reaches safe levels. We plan to reopen on August 19th for Distance Learning only. The District will continue with the Distance Learning Model until a specified time at the end of the first trimester. If it is safe to open, in-person instruction will resume at that time. If it becomes necessary to close again, based on public health guidance, the District will resume the Distance Learning Model.

### Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ul style="list-style-type: none"><li>i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.</li><li>ii. In accordance with 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.</li><li>iii. Additional close contacts at school outside of a classroom should also isolate at home.</li><li>iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.</li><li>v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.</li></ul>

Once the public health guidance allows schools to reopen for in-person instruction, a soft opening will occur. Students may be brought back in cohorts and grouped in order to properly maintain social distancing and follow other safety protocols. If a student or staff member tests positive for COVID-19, our District will consult with the Public Health Officer and follow all guidelines, as they relate to isolation or quarantine for the COVID-19 positive individual, as well as the others who were exposed in the cohort. Confidentiality and the process for documentation of exposures will follow FERPA and HIPAA rules, in addition to working with Local Public Health. Students in quarantine or isolation may continue their learning remotely on Independent Study, if they are well enough to participate. Meals will continue to be provided to all students who qualify for free or reduced lunch.

## Injury and Illness Prevention Program (IIPP)

### Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

## Injury and Illness Prevention Program COVID-19 Addendum

### Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how it is spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
- Hand washing should occur before & after using the toilet, eating, coming & going to work, after interactions with others, after contacting shared surfaces or tools, before & after wearing masks or gloves, & after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
- Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

### Procedures to Help Prevent the Spread of COVID-19

- Employee temperatures will be taken on a daily basis, and maintained in a confidential daily log. If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will be sent home.
- A daily intake of employees' health will also be taken - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis, they will be sent home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
- Provide resources including how to seek medical care information
- Send the employee home that is exhibiting any symptoms. If the employee is unable to do their job remotely from home, then the time off will be taken from their emergency or paid sick leave.
- The employee may return to work once they are symptom-free, or have a valid doctor's note excluding them from the COVID-19 virus.

If informed that an employee tests positive for COVID-19, the district will provide notice to health officials in the county/city in which they are working to thus provide company with further guidance. Information includes but is not limited to:

- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- Company will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
- Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

### Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in any outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When performing other work activities including using various tools

#### Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- Sanitize water receptacle and spigot frequently

#### Limit Non-Essential Visits and Travel

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one field to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

#### Work Related Injuries and Illnesses

- Provide timely medical care for individuals not exhibiting signs of COVID-19 but who experience a work-related injury or illness.



## Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

## People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Students and staff will be screened before being allowed on campus. The County's screening tool is comprised of the required health-related questions and a temperature check. The screening tool will be completed electronically to maintain confidentiality, provide a more efficient no-contact method of collecting the data, and a more efficient way to conduct contact tracing should there be an exposure. If a student or staff member exhibits symptoms they will be sent home to isolate until they are either symptom-free or test negative for COVID-19.

## Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Students who exhibit symptoms of COVID-19, may be moved in to the school's isolation room and the parent contacted. Staff who exhibit symptoms of COVID-19 are asked to stay home. Students are monitored by their classroom teacher and staff are required to complete the screening tool daily. If a student becomes ill during the day, they may wait in an isolated safe room until they are picked up by their parent. Students with disabilities or unique needs will be provided all accommodations, as listed in their IEP or ordered by their doctor. Students in grades 3-8 are required to wear masks. Students in grade K-2 may be required to wear a mask if they become ill, exhibit symptoms or parent requests. All staff will wear masks.

## Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) 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.</li> <li>ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.               <ul style="list-style-type: none"> <li>1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask.</li> <li>2. Thermometers must be properly cleaned and disinfected after each use.</li> </ul> </li> <li>iii. All students must wash or sanitize hands as they enter campuses and buses.</li> <li>iv. Provide supervised, sufficient points of access to avoid larger gatherings.</li> <li>v. Use privacy boards or clear screens when practicable.</li> <li>vi. If a student is symptomatic while entering campus or during the school day:               <ul style="list-style-type: none"> <li>1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.</li> <li>2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.</li> <li>3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.</li> <li>4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related.</li> <li>5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.</li> </ul> </li> <li>vii. Develop a plan for if students are symptomatic when boarding the bus.</li> </ul>

It will be suggested to parents, that they screen their child before sending them to school. The District will conduct active screening prior to the students being allowed on the bus or on campus. Touchless thermometers have been provided to the bus driver, office and classroom teachers. Screening stations will be set up at school to check students before they are allowed on campus.

In addition to the hand sanitizer dispensers in the classrooms, library, office, and cafeteria, hand sanitizing stations will be installed in outside areas that will be maintained by an outside vendor. Sinks and soap are available for hand washing in the restrooms, and all the classrooms. Teachers will teach and supervise proper hand-washing techniques.

Students will report directly to their classroom in the morning. Breakfast will be delivered to the classroom and lunch will be sent home with the student. The reduction in the State's instructional minutes requirements will allow teachers to maintain safety protocols for a shorter day. Students will be taken outside for supervised activity while remaining in their cohort group.

The same screening process that is required when students enter school, will be used prior to entering the bus. In addition to the Wellness Check, the bus driver and all students will be required to wear appropriate facial coverings prior to boarding and while riding on the bus. Students will be instructed on how to sit on bus to maintain distance. There will be marked seats for seating/or non-seating as visual cues, to maintain distance. A transportation schedule will be developed to accommodate the am/pm and staggered schedules upon reopening school. Seating will be set up to accommodate for one child per seat which may impact the number of runs needed. There may be additional costs and staffing required for the additional routes and cleaning supplies/time needed. Parents and students will be reminded of the social distancing concerns at bus stops while loading and unloading. Students will be loaded from back to front when transporting to school, loaded in order of stops when going home, with first stop at front.

Plastic barriers will be installed in the office, cafeteria and any other places where it is difficult to maintain 6 feet distance. Masks must be worn.

Students who are symptomatic upon entering campus or during the school day will be separated from others and staged in a supervised isolation area, until their parent picks them up. If more than one child is in the isolation area, physical distancing will be ensured. Parents will be advised that if their child goes home ill, they cannot return until they have met the CDC criteria to come out of isolation.

Students will be triaged by office administration, who recognize that not all symptoms are COVID-19 related and sent home at their discretion.

Students who are due for an IEP assessment, will be allowed on campus on a 1:1 basis utilizing all safety protocols in order to have their assessment conducted.

## Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.</li> <li>ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> <li>1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected.</li> <li>2. Thermometers must be properly cleaned and disinfected after each use.</li> </ul> </li> <li>iii. All staff must wash or sanitize hands as they enter worksites.</li> <li>iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> <li>1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place.</li> <li>2. Create a procedure for reporting the reasons for the exclusions.</li> <li>3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.</li> </ul> </li> </ul>

Staff will be instructed to self-screen before arriving to school or conducting remote lessons. An electronic screening tool provided on a shared Google Doc will allow them the opportunity to submit their information confidentially and online from home. All online screening documentation is confidential, but will be retained and monitored by the Superintendent & School Secretary. Staff will complete a "Leave of Absence" form for any days that they are absent from work. Staff will follow all health and safety protocols, including masking, social distancing and hand washing. Staff members who develop symptoms and are required to isolate or quarantine, may continue to work remotely if able. Teachers may provide distance learning to their students if they are well enough, and a substitute is not available. Staff members are advised not to return to work until they have met the CDC criteria to come out of isolation.

## Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Limit access to campus for parents and other visitors.</li> <li>ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.</li> <li>iii. Review facility use agreements and establish common facility protocols for all users of the facility.</li> <li>iv. Establish protocol for accepting deliveries safely.</li> <li>v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.</li> </ul>

Access to campus will be limited to parents and other visitors. Parents must drop off their child at the screening station and not enter the campus unless it is urgent and they have a mask. Volunteers will not be allowed to work in any capacity.

External community organizations will not be allowed to utilize the campus until there is proper guidance from the public health office. School sponsored programs, such as the After School Program and the State Preschool may continue to operate, provided they work under the appropriate guidelines and keep students in their cohort groups. There are no charter schools operating on the Belleview campus.

Facility use permits will not be issued to outside organizations until there is proper guidance from the public health office. All school-wide events, assemblies, pep rallies and field trips will be cancelled.

Deliveries from USPS, UPS and other vendors will be allowed provided all individuals adhere to masking and social distancing requirements.

## Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

### Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none"><li>Providing opportunities for students and staff to meet handwashing frequency guidance.</li><li>Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.</li><li>Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.</li></ol>

In addition to the hand sanitizer dispensers in the classrooms, library, office, and cafeteria, hand sanitizing stations will be installed in outside areas that will be maintained by an outside vendor and supervised by staff. Sinks and soap are available for hand washing in the restrooms, and all the classrooms. Teachers will teach and supervise proper hand-washing techniques. The Director of Maintenance Operations will maintain the inventory and order soap and sanitizers that meet the guidelines.

### Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none"><li>Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.</li><li>Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.</li><li>CDC guidance on proper PPE use.</li></ol>

Signage will be posted to remind staff about hand washing. Staff will be trained online prior to the opening of school through the "Get Safety Training" online mandatory training program. This mandated online training will cover all information on proper hand washing techniques and PPE/EPG usage.

### Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	<p>Teach staff and students to:</p> <ol style="list-style-type: none"><li>Use tissue to wipe the nose and cough and sneeze inside the tissue.</li><li>Not touch the face or face covering.</li></ol>

Staff will be trained online prior to the opening of school through the "Get Safety Training" online mandatory training program. This mandated online training will cover all information on proper hand washing techniques and PPE/EPG usage. Teachers will train their students on the proper methods and provide appropriate supervision. Students and parents will also have the opportunity to participate in the COVID-19 module of the "Get Safety Trained" online program.

## Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

### PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ol style="list-style-type: none"><li>Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.</li><li>Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.</li><li>Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.</li></ol>

Staff will be trained online prior to the opening of school through the "Get Safety Training" online mandatory training program. This mandated online training will cover all information on face coverings including usage, removal and washing. Masks will be recommended over face shields. Cafeteria workers and teachers may use the appropriate face shields. Face shields must have the appropriate draping underneath and be Cal/OSHA approved. Individuals who are not able to wear a mask due to medical reasons, may opt for the face shield.

### Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"><li>As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.</li><li>Provide masks if the employee does not have a clean face covering.</li><li>Provide other protective equipment, as appropriate for work assignments.<ol style="list-style-type: none"><li>For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.</li><li>For front office and food service employees, provide face coverings and disposable gloves.</li><li>For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:<ol style="list-style-type: none"><li>For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.</li><li>Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) 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.</li><li>Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.</li></ol></li></ol></li></ol>



Masks will be provided to employees, if they do not have their own. It is recommended that teacher wear face shields, with the appropriate draping, so that students can see their face for phonological instruction. Other PPE equipment, such as gloves and cleaning supplies for surface cleaning will be provided to teachers and other staff to apply to areas after usage. Classified staff involved in deep cleaning and disinfecting will be provided the proper PPE equipment (gloves, eye protection, masks, gowns, etc.) to keep them safe. Classrooms will be surface cleaned after each cohort groups' usage and deep cleaned on the days that no students are on campus (Wednesdays). The bus will be surface cleaned after each route and deep cleaned on days that no students are transported (Wednesdays). All products will be stored safely.

## Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none"> <li>1. While waiting to enter the school campus.</li> <li>2. While on school grounds (except when eating or drinking).</li> <li>3. While leaving school.</li> <li>4. While on a school bus.</li> </ol> <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

It is recommended that students in grades K-2 wear face coverings, but it is not required. Students in grades 3-8th grade will be required to wear cloth face coverings while waiting to enter campus, while on school ground, leaving school or on the bus. Face coverings may be removed when the individual is eating or drinking. The district has disposable masks in supply to provide to students who need one. Students who have a disability (such as autism or other sensory disorder) may be excluded from wearing the face covering provided they have a medical note. These students would need to maintain social distancing at all times. The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would make impede them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired.

Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. The California Office of Emergency Services has distributed appropriate face coverings for each school throughout the state to local county offices of education.

Alternative learning for students who refuse to wear a face covering has been addressed in our Board Policy 6158 Independent Study. If a student refuses to wear a face covering, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis will be offered other educational opportunities through the independent study program and will not be penalized for missing school. Disposable paper masks are thinner and may be less effective, but may still be used as a face covering to meet the requirement.

## Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

### Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

#### 1) Staggered Scheduling:

- Students in K-3 will be allowed on campus in AM/PM cohort groups, as to minimize the number of students utilizing the classroom. In-person instruction will be 2.5 hours a day. Distance learning assignments will take up the rest of the required instructional minutes.
- Students in grades 4-8 will attend 4 days a week for 4 hours a day. Distance learning assignments will be provided for the remaining instructional minutes.

These smaller cohorts and shorter instructional days will allow teachers to assure the social distancing requirements are met. Desks and furniture have been strategically placed in the classroom to allow for 6 feet of social distancing. Social distancing guidelines will be posted throughout the school to provide guidance on wear to line up and keep the 6 feet of social distance requirement. Bell schedules will be arranged to prevent numbers of students from passing in the hallway at one time.

#### 2) Transportation:

- Students will be seated on the bus in a manner to maintain the 6 foot social distancing requirement. Siblings may sit with each other. Students will enter the bus and move to the back. Students will exit the bus from the front first. Parents will be encouraged to only use school provided transportation if necessary, to decrease the number of students riding the bus.

#### 3) Food Service:

- All students on campus will be served breakfast in the classroom, so as to avoid the process of seating and going through lines in the cafeteria.
- All students on campus who are eligible for free or reduced lunch will be provided a lunch to take home.

#### 4) Recess:

- Schedules will be adjusted so that students are not provided the opportunity to mingle out on the playground at recess. Students will remain in their classroom for their allocated time period. Teachers may take their class out for supervised PE and outdoor activity.
- If students are not present on campus, and are eligible for free or reduced lunch, meals will be distributed for pick up. Parents can drive through and obtain the meals.

#### 5) Band & Choir:

- Bellevue currently does not have a departmentalized music program. However, any band, choir or other congregate activities that could promote transmission of the virus, will not be permitted per CDPH Schools Guidance (p.12).

Bellevue is a small school, so keeping social distancing requirements is not as great a challenge as it may be for larger schools.

### Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

The schedule will be adjusted to provide for smaller student/educator cohorts, adjusted outdoor activity periods, meal distribution and transportation. See above for detailed information on these cohort groups. The after school program may still be provided but students must remain in their cohort group, which will limit the number of children who can be served on a daily basis.

### Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

All students will wear face coverings when entering, exiting and riding on the school bus. Any student exhibiting symptoms at school will wear a face covering. Students in grades 3-8 will be required to wear face coverings while on campus. It will be recommended for students in grades K-2 to wear face coverings. Social distancing will be required in the classroom and other areas on campus.

### Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ul style="list-style-type: none"> <li>i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> <li>1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.</li> <li>2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models.</li> </ul> </li> <li>ii. The CDC recommends virtual activities in lieu of field trips and intergroup events.</li> <li>iii. Post signage and install barriers to direct traffic around campus.</li> <li>iv. Buses <ul style="list-style-type: none"> <li>1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives.</li> <li>2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ul style="list-style-type: none"> <li>A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.</li> <li>B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.</li> </ul> </li> <li>3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.</li> <li>4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)</li> <li>5. Students and staff should wear face coverings at bus stops and on buses.</li> </ul> </li> <li>v. Playgrounds/Outside Spaces/Athletics <ul style="list-style-type: none"> <li>1. Increase supervision to ensure physical distancing.</li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.</li> </ol>
	<ol style="list-style-type: none"> <li>vi. Classrooms           <ol style="list-style-type: none"> <li>1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.</li> <li>2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.</li> <li>3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).</li> <li>4. If necessary, broadcast to other classrooms and students distance learning at home.</li> <li>5. Increase staffing to ensure physical distancing for younger students and students with special needs.</li> <li>6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.</li> <li>7. Address physical distancing objectives as students move between classrooms.</li> <li>8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.</li> </ol> </li> <li>vii. Food Service           <ol style="list-style-type: none"> <li>1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).</li> <li>2. Suspend use of share tables and self-service buffets for food and condiments.</li> <li>3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.</li> <li>4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.</li> <li>5. If providing meal service in classrooms, plan for cleaning and trash removal.</li> </ol> </li> </ol>

Once approved by the public health guidelines, Belleview is planning to open on a hybrid model in order to maintain appropriate social distancing. Students in grades K-3 will attend school in either the AM or PM, allowed for only 50% of the students to be present on campus. All students in grades 4-8 will attend school on a minimum day schedule (adhering to the State's Instructional Minutes requirement of 240 minutes). Teachers feel that these students are mature enough to be able to wear their masks and maintain the social distancing requirement for the shortened school day. All students in grades K-8 will stay home on Wednesday to do Distance Learning that is planned and conducted by the teacher. Students who have been identified with special needs and have an IEP, will be provided their services and will be scheduled to meet with the SpEd, RSP or Intervention Teacher. Instructional Aides will also assist students with special needs to work towards their learning goals. All students will remain in their cohort groups and scheduling will occur to limit exposure during recess and lunch periods. Online programs will be used to assist with monitoring student attendance, participation and learning for when they are learning at home.

Students who are eligible for free or reduced-price meals will continue to be offered their meals on a daily basis, whether they are present at school or in distance learning. Belleview is planning to open school on a Hybrid Model. Students will attend school part-time and participate in distance learning part-time. Meals will be prepared and served to students when on campus, and sent home with students for their distance learning time. If the school is required to move to a full distance learning model, meals will continue to offered and distributed for all students eligible for free or reduced-price lunch. Families are able to order their meals online, and the meals are then prepared and distributed daily by district staff to those eligible families. A station is set up at school where the families can drive through and pick up their meals following health and safety protocols.

School events, pep rallies, field trips and assemblies will be cancelled until the public health guidance allows for these gatherings. They may be replaced with virtual events.

Schedules will be developed that eliminate recess and lunch periods where students would have the ability to congregate. The PE teacher and classroom teachers will plan and supervise all outside activities in order for students to remain in their cohort groups, maintain appropriate social distancing and continue practice of physical fitness, and non-contact sports.

## Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ul style="list-style-type: none"> <li>1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.</li> <li>2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.</li> </ul> </li> <li>ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.</li> <li>iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. <ul style="list-style-type: none"> <li>1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.</li> <li>2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.</li> </ul> </li> </ul>

Staff will be encouraged to stay with their cohort group and avoid any congregation on campus. All staff meetings and training will be held virtually until the public health guidelines allow for social gatherings.

## Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

### Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

The maintenance staff has met the highest of cleanliness standards, as they have had plenty of time to clean the campus since school closure in March 2020. When school reopens on a hybrid model, there will be increased standards and scheduling to assure that all areas are cleaned thoroughly between each cohort's usage. Teachers will spray student desks and allow cleaner to dry after each cohort use. Custodian will vacuum, empty trash, wipe down sinks, doorknobs and light switches daily. One day a week (Wednesday) can be used for deep cleaning and sanitizing. The bus driver will spray the seats and other surface areas, and allow the cleaner to dry between bus routes. A thorough cleaning of the bus will occur on Wednesdays.

### Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

Students will be provided their own set of school supplies and storage area and they will not be shared.

### Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Preschool and Kindergarten may restrict usage of certain areas in the classroom that are difficult to clean and sanitize. Drinking fountains will be closed and students will be provided with bottled water if they do not have their own. Play structures will be limited (the upper grade play structure will be closed). The primary play structure will be sanitized after every cohort's use.

### Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	<p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ul style="list-style-type: none"><li>i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.</li><li>ii. Disinfecting surfaces between uses, such as:<ul style="list-style-type: none"><li>1. Desks and tables</li><li>2. Chairs</li><li>3. Seats on bus</li><li>4. Keyboards, phones, headsets, copy machines</li></ul></li><li>iii. Disinfecting frequently—at least daily—high-touch surfaces, such as:<ul style="list-style-type: none"><li>1. Door handles</li><li>2. Handrails</li></ul></li></ul>

	<ol style="list-style-type: none"> <li>3. Drinking fountains</li> <li>4. Sink handles</li> <li>5. Restroom surfaces</li> <li>6. Toys, games, art supplies, instructional materials</li> <li>7. Playground equipment</li> </ol> <ol style="list-style-type: none"> <li>iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.               <ol style="list-style-type: none"> <li>1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).</li> <li>2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.</li> <li>3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.</li> </ol> </li> <li>v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.</li> <li>vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.</li> </ol>
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The Maintenance Director is responsible and will adhere to all aforementioned guidelines.

### Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

The Maintenance Director is responsible and will adhere to all aforementioned guidelines.

### Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

The Maintenance Director is responsible and will adhere to all aforementioned guidelines. Drinking fountains will be restricted until further notice.

### Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.



Teachers will be responsible and adhere to all aforementioned guidelines.

## Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

### Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.</li><li>ii. Create a plan for future bargaining that may be necessary as additional issues arise.</li></ul>

Bellevue School District does not have an official bargaining unit. The classified and certificated work together with administration on any issues that arise. The entire staff met regularly throughout the school closure and summer vacation to plan for distance learning and the reopening model.

## Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.</li><li>ii. Consider rolling staff cohorts to meet needs and avoid overwork.</li></ul>

Staffing levels are sufficient to meet the unique facility cleanliness, physical distancing, student learning and health and safety needs in regards to COVID-19. Classified staff have been reassigned to provide support in these areas. Preschool may have additional hours added to their schedule to provide an AM/PM class with smaller class sizes. Kindergarten will also move from a full-day offering to an AM/PM model in order to reduce class size. An additional custodial position has been posted in order to assist with the more frequent cleaning and sanitizing of the facility.

## Staff Training

Condition Met	Condition Assessed
Yes	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none"><li>i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.</li><li>ii. Physical distancing of staff and students.</li><li>iii. Symptom screening, including temperature checks.</li><li>iv. Updates to the Injury and Illness Prevention Program (IIPP).</li><li>v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none"><li>1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.</li><li>2. Cough and sneeze etiquette.</li><li>3. Keeping one's hands away from one's face.</li><li>4. Frequent handwashing and proper technique.</li><li>5. Confidentiality around health recording and reporting.</li></ul></li></ul>

- vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- vii. Training on trauma-informed practices and suicide prevention.

The Tuolumne County Office of Education and the JPA provides many training opportunities for certificated and classified staff. All employees participate in the mandatory online training through "Get Safety Trained". This training now includes a component on COVID-19 and is going to be offered to students and parents as well. Teachers are provided training opportunities on Distance Learning and to work collaboratively with teachers from other Districts in planning extended learning opportunities for students to participate in distance learning. Classified employees are provided training by the JPA on safety practices and Cal/OSHA regulations.

### Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

Carla J. Haakma, Superintendent-Principal, serves as the Liaison to be contacted with COVID-19 concerns. A Response Team has been established that consists of Carla Haakma (Supt), Denise Zwicker (Secretary), Tanya Hatler (Transportation), Zack Kerzich (PE Instructor), Stephanie Stark (1st Grade Teacher), Carmel Portillo (5th Grade Teacher). The Response Team received training by the Public Health Department and County Nurse on July 27th and is prepared to respond to COVID-19 exposure on campus.

### Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Protect and support 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 such as telework or negotiated change in classification or duties.</li> <li>ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.</li> </ul>

Any staff member who feels they are at higher risk for severe illness and is within the high-risk population should provide documentation from their medical provider. Such staff member may have several options to 1) work remotely, 2) negotiate a change in their duties, 3) use their 2-week emergency leave before exhausting their own sick leave. Staff absenteeism will be monitored accordingly.

## Communication

### Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

Virtual meetings are held regularly with all staff, both certificated and classified. Board members are also invited to attend these meetings. During these virtual meetings, all parties are addressed and asked for their input in the development of our reopening plan as it pertains to their department (ie: classroom teaching, food services, facility & maintenance, transportation, after school program, preschool program). Several staff and all of the Board members also serve as parents of students attending Belleview. Belleview does not have an official labor union. Due to our small size, we are able to elicit the participation of the entire staff, rather than just a representative group. Stakeholders were also engaged through surveys and communication that goes out regularly by phone and email. All parents have been asked to participate in a survey to provide input on their schedule choices and suggestions on reopening school.

### Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none"><li>i. Proper use of PPE/EPG.</li><li>ii. Cleanliness and disinfection.</li><li>iii. Transmission prevention.</li><li>iv. Guidelines for families about when to keep students home from school.</li><li>v. Systems for self-reporting symptoms.</li><li>vi. Criteria and plan to close schools again for physical attendance of students.</li></ul>

Administration meets weekly with other District Superintendents, the County Superintendent and the Public Health Officer. All COVID-19 related information and safety protocols are discussed and shared with the Belleview School District staff during its regularly scheduled meetings. Belleview utilizes the School Messenger Program to communicate to the entire school community. Regular weekly updates are provided to all families via the messaging system.

### Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

Personal emails and phone calls are made to vulnerable members of the community to provide social-emotional support, and conduct virtual IEP meetings for students with special needs.

### Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	Create a communications plan for if a school has a positive COVID-19 case. <ul style="list-style-type: none"><li>i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.</li></ul>

	<ul style="list-style-type: none"> <li>ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus.</li> <li>iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.</li> <li>iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.</li> <li>v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.</li> <li>vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.</li> </ul>
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The trained Response Team will determine the communication plan if we have a positive COVID-19 case. Public Health will be notified and they will be responsible for the investigation. The Response Team will assist with providing information on contact tracing, making phone calls and assisting in any manner requested by the Public Health Department. Confidentiality in the process for documentation and communication of exposures will follow FERPA and HIPAA rules in addition to working with Local Public Health. In the event of a positive COVID-19 case, emergency services will be sought as appropriate. If a student or staff member becomes ill at school, the employee may be asked to go home, the parent of a child will be asked to pick him/her up, 911 may be called in the event of a medical emergency. The area of campus that the positive case exposed, will be closed off and sanitized by maintenance staff wearing the proper PPE. Any persons exposed to the positive COVID-19 case will be asked to quarantine based upon the advice of the Public Health Department, who will be called immediately.