

I. Consultation

Please confirm consultation with the following groups:

- ✓ Labor Organization

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

Hamilton Teachers Association and California School Employees Association #623:
July 20, 2020; August 21, 2020; September 1, 2020; September 10, 2020

- ✓ Parent and Community Organizations

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

Hamilton Unified Parent Survey: May 20, 2020; September 7, 2020
Hamilton Unified Special School Board Meeting: August 26, 2020
Hamilton Unified School Board Meeting: June 20, 2020-Apotion of HUSD Return to School Framework.

II. Elementary School Reopening Plans

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

- ✓ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
- ✓ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
- ✓ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
- ✓ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ✓ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ✓ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ✓ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed

persons. Each school must designate a person for the local health department to contact about COVID-19.

- ✓ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ✓ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ✓ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ✓ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ✓ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ✓ **School Website URL** where reopening plan and waiver are posted.
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Cleaning and Disinfection

The District will be regularly cleaning and disinfecting its premises. Cleaning/disinfecting schedules may vary based on the type of surface and amount of use. Premises will be cleaned and disinfected with appropriate materials in accordance with CDPH/CDE/local public health department guidance for schools.

In anticipation of heightened cleaning efforts throughout the campus, Hamilton Unified School District has worked with our classified unit to reassign classified personnel staff at each school to assist in the increased sanitation efforts as recommended by the current health and safety guidelines. As recommended by CDC, the following protocols will be in place prior to the opening of school for in-person instruction:

- Training of Staff:
 - All Staff will complete Target Solutions safety training modules provided by Golden State Risk Management will be required by all classified and certificated staff to be completed prior to the opening of school. Staff will participate in the following trainings:
 - Coronavirus 101-What You Need to Know (Newest Version)
 - All staff will attend and complete the COVID-19 Staff Safety Training that includes:
 - Video: [World Health Organization –COVID-19 Video](#)
 - Fact Sheet: [Coronavirus Fact Sheet](#)
 - Fact Sheet: [Coronavirus Symptoms](#)
 - Fact Sheet: [Social Distancing Information](#)
 - Fact Sheet: [Stop the Spread of Germs Information](#)
 - Video: [Proper Hand Washing Video](#)
 - Video: [Face Coverings Video](#)
 - Fact Sheet: [What to do if you are Sick-CDC](#)
- The training modules, fact sheets, and videos will ensure that all staff understand the importance of limiting use of shared objects.
- Funds have been utilized for additional school supplies to be purchased in order to limit the use of school supplies that are traditionally shared among students.
- School Staff who use cleaners and disinfectants read and understand instruction labels, understand safe and appropriate use, and are using the product appropriately.
- Checklist in the classroom will be completed nightly by custodial staff completing the clearing of the classroom.
 - Daily: Wiping of flat surfaces, mop or vacuum classroom, clean trash,
 - Weekly: Microban Spray with fogger
- School spaces will be thoroughly cleaned and disinfected throughout the day as practicable by trained custodial staff including:
 - Door handles/
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
 - Staff desks
 - Keyboards, phones, copy machines
 - Restroom surfaces
 - Physical Education equipment
- All classrooms are equipped with additional clearing supply boxes including: Hand Sanitizer Dispenser Refill, Masks, Gloves, Spray Bottle with Microban Spray, and Paper Towels.

- Classroom surfaces will be cleaned prior to each cohort arriving, for example, prior to the AM cohort starting and between the AM and PM cohort.
- When students are not present, sufficient time to air out space prior to students arriving, isolating and disinfecting areas used by sick individuals. Wait at least 24 hours (or as long as possible) prior to isolating and disinfecting.
- Sufficient school-appropriate cleaning supplies to deep clean/disinfect school buildings and sites in accordance with CDPH/CDE/local public health department guidance for schools will be provided: Hand sanitizer, Soap, Handwashing stations, Tissues/paper towels, No-touch trash cans.
- Training on the safe and correct application of disinfectants will be completed with a focus on when using PPE.
- Sufficient ventilation during school/business hours and when disinfecting.
- Student classroom entry procedures:
 - Students will use hand sanitizer upon entry and exit to classrooms
 - Student will be asked to wipe down surfaces before leaving classroom

Cohorting:

Instruction:

- Hamilton Elementary School will implement a hybrid model reducing the class sizes in half by meeting with half of the class enrollment each day using an AM/PM in-person instructional model. Based on square footage and desk size, social distancing will be maximized to the extent possible with fewer students in the room plus the teacher and at times, an aide.
- Small group work will not be assigned until social distancing is no longer necessary.

Lunch:

- Lunch and breakfast will be provided in a "grab and go" manner. AM students will eat breakfast in their classroom and grab their lunch on the way out the door. PM students will eat lunch in their classrooms and grab their next day breakfast on the way home.

Recess:

- There will be no recess scheduled during the hybrid schedule.

Library & Media Lab:

- The library and media lab will remain closed to students during the hybrid schedule.

School Bus:

- Parents will be directed to screen their students for any COVID symptoms before allowing students to ride on the bus. Parents will be encouraged to transport their children to school if possible - reducing the number of riders on each bus.
- Parents should have their children wash their hands before heading to the bus stop.
- Drivers will meet students outside of the bus.
- Before entry on the bus, students will have a temperature check (must be below 100.4); have a visual/verbal check for illness by bus driver; be provided hand sanitizer as they enter the bus; and be offered a mask if they do not have one.
- Windows will be open as weather allows to circulate fresh air through the bus.

- Enhanced disinfection—drivers will sanitize the bus on return to the District and will thoroughly clean and sanitize the bus at the end of the day.
- Extra cleaning will be focused on high-touch surfaces including seats, windows, floors, and fixtures such as the pass scanner.
- Drivers and aides will be required to wear a mask and gloves.
- Parents will be required to wait at the bus stop and not leave until the student has entered the bus.
 - If no parent is available, the bus driver will contact school and school will contact parent/guardian.
 - School bus will wait until the parent arrives OR the school administrator arrives at the bus stop.
 - Bus privileges will be revoked if a parent is not available.
- If a student has a temperature over 100.3 or is showing any signs of illness, they will not be allowed on the bus. Students will be required to wear a mask at the bus stop and on the bus.
- Students should be at their stop five minutes before the bus is scheduled to arrive.
- Students should maintain six feet of distance from one another at the bus stop and while loading and exiting the bus.
- If a seat is marked with an X, it is not available to sit in.
- First students on the bus must take a seat in the rear then others load from back to front. Riders may not change seats and must sit with their bottoms on the seat, facing forward.
- Riders should exit the bus one at a time from the front to back, maintaining six feet of distance from one another.

Other notable exceptions:

- No whole school assemblies until allowed by public health.
- No band/choir classes will be held.
- No field trips will be taken until allowed by public health.
- No access to water fountains, students need to bring refillable water bottles (water bottles can be provided).
- Sports are postponed until further notice.
- Classroom volunteers will not be approved.

Entrance, Egress, and Movement Within the School:

- Access to District schools and sites by nonessential visitors will be limited.
- Access to the campus will be minimized to faculty, staff, students and essential personnel. There will be no access to non-essential visitors and volunteers.
- All faculty, staff, students and visitors will be required to participate in pre-screening upon arrival at the point of entry.
- Masks will be required upon entry of either location and hand sanitizing stations will be established to be compliant with hygiene requirements.
- Signage will be provided in walkways throughout the campus to reinforce social distancing.
- Parents will be encouraged to remain in their vehicles during drop off and pick up.
- Parents that need to escort younger children will be required to wear a mask and practice physical distancing.
- Parents and students will be assigned an access point to campus. Parents of multiple children at one site will drop all their students at the gate where the oldest student is assigned to enter.

- Student Entry to Campus:
 - 3 entry points: K-2 enter through North Gate/Playground area; 3-5 enter through front of school by office, 6-8 enter near cafeteria
 - Physical Barriers or Chalk will be used to identify entry areas
 - All entry points will be attended by Administrators, clerical staff, or para-professionals
 - All students must wear mask
 - No Visitors will be allowed on campus before school
 - Health Screening with Temperature check, verbal/visual check will be conducted.
 - If a student has COVID symptoms, they will be taken to office or returned to their parents.
 - Portable carts with extra masks and hand sanitizer will be at each entry point.

Face Coverings and Other Essential Protective Gear:

Face Coverings:

- All staff and students in 3rd grade and above will be required to wear a cloth face covering, mask, or face shield while at school or on a school bus.
- Students in 2nd grade and below are strongly encouraged to wear a face covering, mask, or face shield, while at school or on a school bus.

Protective Equipment:

- Access and availability of protective equipment that complies with CDPH/CDE/local public health department guidance for schools. The following will be provided at each Elementary School:
 - Surgical masks, face shields, disposable gloves for screenings
 - Face coverings and disposable gloves for front office and food service employees PPE for staff engaged in deep cleaning and disinfecting following Cal/OSHA standards
 - Plan for continuity of supply for protective equipment is on file at the district office.
 - Thermometers have been purchased for temperature screening.
 - Requirements for different populations (e.g., students with disabilities, and individuals with medical, toileting, lifting, and/or mobility assistance needs) may be modified on a case by case basis.
 - Appropriate hand-washing, sneezing, face covering use, and other safe hygiene practices will be taught and encouraged throughout the 2020-2021 school year.
 - Sharing of belongings is discouraged, and sharing of supplies will be minimized to the extent possible and practicable. Where sharing occurs, cleaning and disinfecting between uses is strongly encouraged.
- Individual plexiglass barriers that will accommodate ½ of student population at a time have been purchased.

Health Screenings for Students and Staff:

- Any student or staff exhibiting a fever of greater than 100.3 or other symptoms while on District premises during school operation hours will be immediately sent home. The District will also encourage students and/or staff to stay home if anyone in their household is exhibiting any COVID-19 symptoms.
- The District will consult with local health authorities to determine whether surveillance testing may be implemented based on local disease trends. Staff may be tested periodically as testing capacity and as practicable. Additional COVID-19 prevention measures may be implemented

pending further state and/or local guidance, resources, and/or technical assistance for COVID-19 investigations in school settings. Encourage screening at home (e.g., parents, older siblings, employees themselves) The district will establish and communicate appropriate hand-washing, sneezing, and face covering use techniques, sanitizing practices/requirements for students, families, and staff, face mask/covering policy, limit avoid sharing of materials, health office triage plan and transportation practices.

- Parents/guardians will be educated on the screening criteria prior to in-person learning. This training will occur via recorded videos and pushed out through emails. Parents must sign-off that they have watched the videos before their child will be allowed to return to in-person learning.
- Each morning, prior to dropping child(ren) off at school or getting on the bus, parents/guardians will screen their child for the following criteria:
 - Fever greater than 100.3 or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, sore throat, congestion, or runny nose, recent loss of smell or taste and diarrhea.
- Active monitoring/screening at school sites: The district will provide prior to opening school all of the following: Hygiene training for staff, Sufficient equipment for training, Proper disinfecting and disposing of screening items, Isolation area(s) for suspected symptomatic individuals which must be sufficiently large for social distancing within the area(s). At all points of entry established on each Elementary campus, symptom screening/questioning will be conducted for anyone entering the campus.
- Becoming ill at School - Should either student or staff become ill during the school day, they will be separated from the class and sent home immediately.
- The district will recommend anyone who screens with symptoms, fever, or becomes sick to get a COVID-19 test with their healthcare provider or at a community testing site.

Healthy Hygiene Practices:

- Students will be educated frequently on the importance of hygiene and respiratory etiquette.
- Hand sanitizer stations will be positioned in every classroom, common areas and building entrance.
- Students will wash their hands anytime they use the restroom.
- Staff will model proper handwashing techniques and reinforce handwashing throughout the day.
- Four Additional Hand Washing Stations will be installed in high traffic areas.

Identification and Tracing of Contacts:

- The district administrator, administrative assistant, and the district nurse will be the designated staff to support local contact tracing.
- The district nurse will be the contact person for the local health department to contact regarding COVID-19.
- The district nurse will assist in the documentation and tracking of potential exposure. When warranted, local public health officials will be notified along with parents.

Physical Distancing:

- The number of individuals on campus will be limited to half the student enrollment in the AM/PM sessions thereby creating class sizes half of the regular class sizes.
- Adults will maintain six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable during school activities.
- Appropriate signage and barriers to direct traffic and daily reminders to socially distance while at school during normal school/business hours.
- Large gatherings of over 16 people will be delayed until the schools reopen fully.
- Privacy boards/clear screens will be installed in office and classrooms when social distance can't be met.
- "Grag and Go" food service periods establishing physical barriers at appropriate areas, signage to ensure physical distancing, cleaning and trash removal plans
- Transportation will distance students as much as possible, and assign seats to limit cohort mixing.

Staff Training and Family Education:

- As outlined in Cleaning and Disinfecting, staff will participate in training specific to safety and hygiene regarding the Coronavirus. Staff will be provided with educational materials for implementing protocols in their classrooms and with students.
- Families will have access to the Hamilton Unified School District Reopening of Schools Framework and Safety Plan through the school office and website.
- COVID-19 resources are posted on the district website.
- Hand washing instructions provided to every student to share at home.

Testing of Students and Staff:

- Staff are recommended to use: Optium Testing Service--Orland Memorial Hall, 320 3rd Street, Orland, Ca. 95963 but may use any COVID-19 testing service.
- When a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines https://files.covid19.ca.gov/ipd/liquidance-schools.opdf	<ol style="list-style-type: none"> 1. Send home 2. Recommend testing (If positive, see #3, if negative, see #4) 3. School/classroom remain open 	No Action needed
2	Close contact (*) with a confirmed COVID19 case	<ol style="list-style-type: none"> 1. Send home 2. Quarantine for 14 days from last 	Consider school community

		<p>exposure Recommend testing (but will not shorten 14 day quarantine)</p> <p>3. School/classroom remain open</p>	notification of a known contact
3	Confirmed COVID-19 case infection	<ol style="list-style-type: none"> 1. Notify the local public health department 2. Isolate case and exclude from school for 10 days from symptom onset or test date 3. Identify contacts (*), quarantine & exclude exposed contacts (likely entire cohort (**)) for 14 days after the last date the case was present at school while infectious 4. Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) 5. Disinfection and cleaning of classroom and primary spaces where case spent significant time 6. School remains open 	School community notification of a known case
	Tests negative after symptoms	<ol style="list-style-type: none"> 1. May return to school 3 days after symptoms resolve 2. School/classroom remain open 	Consider school community notification is prior awareness of testing

(*) A contact is defined as a person who is <6 feet from a case for > 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(**) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Triggers for Switching to Distance Learning:

Circumstances may require the District to close individual or multiple schools and/or premises during the 2020-2021 school year. Individual school closures will be dependent on a number of factors, including the number of COVID-19 cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Glenn County Public Health, The District will also comply with applicable local, state, and/or federal public agency findings, guidance, and/or orders that recommend school closure(s) for public health and safety reasons.

If an individual or multiple District schools close, current public health guidance anticipates that the District will be able to reopen after fourteen days and the following have occurred: cleaning and disinfection, public health investigation, and consultation with the local public health department. Students, families, and the community will be notified after it is determined schools are safe to physically reopen.

According to the California Department of Public Health, "Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and the current guidance from the Local Health Officer. School closure will occur when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/students/staff have cases within a 14 day period." Currently, we may reopen after 14 days and the following have occurred:

- Thorough cleaning and disinfecting of the campus
- Public health investigation
- Consultation with the local public health department

Communication Plans:

The following guidance to staff and parents will be provided prior to returning to in-person learning:

- It is necessary for us to communicate when there are confirmed positive COVID-19 cases at any throughout the Hamilton Unified School District. There is a fine line between keeping our school community informed and protecting an individual's privacy. The purpose of this communication is to share with you how, and when, we plan to communicate COVID-19 information involving Hamilton Unified students and staff.
- First, let's define our terms. Confirmed positive cases (verified by any County Public Health Department) are "Positive". People who are "Positive" are isolated in their home by Public Health request.
- A person who has been in contact with a confirmed "Positive", within 6-feet or less, for 15 minutes or more (with or without a mask) will be referred to as a "Close Contact". People identified, by Public Health, as "Close Contacts" are quarantined to their home and advised by public health to get tested. Public Health will direct the "Close Contacts" as to if, or how long, they should self quarantine.
- Someone who is in contact with a "Close Contact" is referred to as a "Secondary Contact". "Secondary Contacts" are to monitor their symptoms and can continue going to school or work. If they become symptomatic, they should contact public health and their health care provider.

- When we become aware of a confirmed "Positive" case, either from the employee, student's family, or the public health officials directly, we will be in contact with public health for contact tracing and next steps. We will supply Glenn County Public Health with contact tracing information relative to our site. Health officials will interview, reach out, and provide assistance directly to individuals with an elevated risk of exposure who may have been in recent close contact with the student or staff member. We will communicate confirmed positive cases districtwide in a general sense informing stakeholders that a staff member, or student, tested positive. We will not state the person's name and be very nondescript about their role or position.
- We are all asked to please respect everyone's privacy during this time. If you suspect you have had Close Contact with someone who later was confirmed Positive, call Glenn County Public Health at 530.934.6588. You do not need to wait for the Contact Tracers to call you.
- The Centers for Disease Control and Prevention (CDC) recommends contacting your doctor if you believe you have been exposed to COVID-19 and develop a fever and other symptoms, such as coughing or difficulty breathing. Thank you for your continued support toward our collective purpose of slowing the spread of COVID-19, ensuring the health and safety of our students and staff, maintaining relationships, and facilitating student learning. By working together, we will meet the challenges of these unprecedented times.

School Website URL:

- www.husdschools.org