

***School  
Reopening  
Guidance  
Document***

*A Response to COVID-19*

**Black Oak Mine Unified School District  
Revised September 2020**

# Welcoming our Students and Staff Back

The Black Oak Mine Unified School District is committed to excellence in education. This starts with the safety of students and staff.

For months, the District's Re-Entry Task Force has been working to incorporate all state and federal guidance around COVID-19 into our daily operations. This Reopening Planning Guide is the culmination of that work and should assure students, families, staff, and our community that the Black Oak Mine Unified School District is doing all we can to maximize safety.

This guide incorporates best-practices as identified by the California Department of Public Health, the Center for Disease Control, the California Department of Education, and the El Dorado County Office of Public Health. El Dorado County Superintendents have worked in partnership with the El Dorado County Office of Public Health to ensure the necessary resources are available for our students, staff and community. Given the relatively low numbers of positive COVID-19 cases, El Dorado County is uniquely positioned within the State of California to transition to face-to-face instruction. Additionally, the Black Oak Unified School District is particularly well positioned for face-to-face instruction, given the District's relatively low numbers of positive cases within El Dorado County. The requirement of masks for all staff, students, and visitors to campus is the means by which the District may transition to face-to-face and, having done so, may remain open for face-to-face instruction.

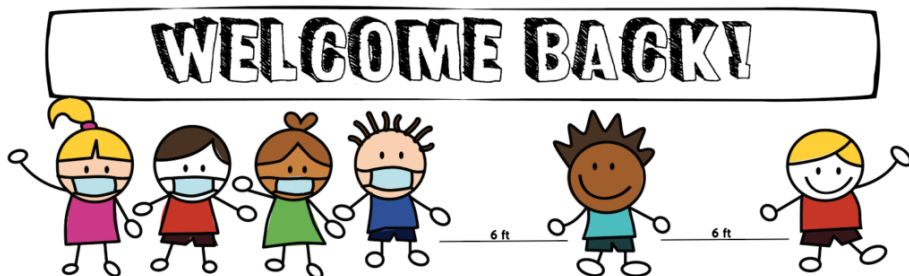
It is with great excitement that we transition to face-to-face instruction. This document describes what each of us can expect and assigns personal responsibility. Please take the time to review. As with most things education, the transition to face-to-face requires us to partner.

Sincerely,

Jeremy Meyers  
Superintendent

# Table of Contents

SCHOOL REOPENING PHASES .....	1
Phase I – Distance Learning .....	1
Phase II - Hybrid .....	1
PHASE III – 5 DAY MODIFIED .....	2
PHASE IV – TRADITIONAL .....	2
ARRIVAL PROCEDURES.....	3-4
Pre-Arrival Assessment .....	3
Temperature Checks .....	3
Face Coverings.....	3
Hand Sanitizing.....	3
Drop Off/Pick Up.....	3-4
Transportation .....	4
DAILY PROCEDURES.....	5
Classroom Setup.....	5
Supplies .....	5
Shared Treats & Communal Food .....	5
Transitions.....	5
Lunch .....	5-6
Recess/Breaks.....	6
Restrooms.....	6
Water Fountains.....	6
Library/Labs .....	6
DEPARTURE PROCEDURES .....	7
HEALTH & SAFETY PROTOCOLS .....	8
Health Office Visits .....	8
COVID-19 Assessment .....	8
Personal Protective Equipment .....	8
Healthy Hygiene Practices.....	8-9
Ventilation .....	9
Cleaning & Disinfecting.....	9
Signage.....	9
EDC COVID-19 POTENTIAL RESPONSE SCENARIOS .....	10-11
STUDENT/STAFF SYMPTOM DECISION TREE.....	12



# School Reopening Phases

You will see the District is employing a “phased-in” approach. The phases are critically important to knowing, in advance, which models are available for the District to employ. It is not necessary to follow the phases in a linear fashion - the District may employ any model that corresponds with current health conditions and may be required to move between phases, within the school year.

During Phase I students in special populations may receive in-person services and/or services virtually. Food services will be provided for curbside pickup at all school sites in the district. Transportation will be provided for students in special populations if face-to-face instruction is provided. All health and safety precautions will be practiced during Phase I for special population students coming on campus and all staff working on campus during Phase I.

## Phase I – Distance Learning

Phase I may be implemented district-wide, by an individual school, multiple schools, or a single classroom depending on current COVID-19 data and County Tier status. During this stage, all students identified in the scenario would receive instruction virtually through a distance learning platform by their classroom teacher. Instruction will include both synchronous and asynchronous components. Instructional minutes will follow the minimum state guidelines:

- TK/K 180 mins.
- 1-3 230 mins.
- 4-12 240 mins.

BOMUSD further includes guidance on the minimum number of daily minutes for synchronous “live” instruction when all students are on distance learning:

- TK/K 30 mins.
- 1-3 45 mins.
- 4-6 60 mins.
- 7-12 30 mins/block

## Phase II – Hybrid Model

A hybrid model is a combination of distance learning and face-to-face instruction. Phase II may be implemented district-wide when conditions and County Tier status and local conditions allow opening for face-to-face (classroom) instruction and where social distancing guidelines can be better achieved through a reduction in the number of students on campus at one time. Each class will be separated into smaller cohorts (A or B). A cohort is a group of students that maintains social isolation and physical distancing from other classrooms. Cohorts are designed to remain stable and intact in order to reduce the potential of the spread of infection and illness arising from COVID-19. Cohorts will attend school for face-to-face instruction on alternating schedules. Hybrid models can vary from AM/PM daily attendance or A/B day attendance based on cohort. Student not on site with their assigned cohort will be distance learning from home. Parent may elect to remain full time on distance learning.

# School Reopening Phases cont.

During Phase II, campus visitation will be limited or restricted to the office only. Student drop off/pick up are allowed only in designated areas. Parents are not allowed to be on campus except for parking lots and the office. Food service will be provided for cohorts to eat socially distanced in the cafeteria, outdoors or classroom as decided by school site. Recess and break time will be restricted to students within a cohort. Transportation for all students will resume during Phase II. Transportation to and from school is considered an extension of the school day and all health and safety protocols are enforced on district transportation vehicles. Special services will operate during this phase.

## Phase III – 5 Day Modified (with restrictions)

Phase III will occur when County Tier status allows for students return to a regular, five-day per week, face-to-face instructional model. Classes will still practice the cohort model of social isolation and distancing, but class sizes will return to regular size. A modified schedule may be used to reduce the daily instructional minutes to the state's minimum in order to accommodate cleaning schedules and reduce times of the day (recess/lunch) where social isolation is difficult to maintain. Safety and cleaning protocols continue as described in Phase II with an emphasis on face coverings, cleaning protocols, hand sanitizing and ventilation.

Campus visitation may open up within Phase III with protocols in place. Large group activities, such as assemblies, family nights and field trips will not be permitted. Recess/break schedules will be staggered to allow for fewer students in an area at one time. Health protocols will continue with staff and student pre-arrival health checks and monitoring throughout the day. Distance Learning may continue to be offered during this phase.

## Phase IV – Traditional Schedule (no restrictions)

When the County Tier status has improved and maintained, and state and county guidelines allow for a full reopening without restrictions, students will continue with face-to-face instruction. All normal school-related activities will resume. Safety protocols which include social distancing and face coverings will not be required. Cleaning protocols will return to pre-COVID schedules. Distance learning will not be an option if the district returns to a traditional schedule.

**WELCOME BACK  
TO SCHOOL**



Please wear mask and keep distance

# Arrival Procedures for Students & Staff Phases II-III

## **Pre-Arrival Assessment (Required)**

Prior to each school day, families and staff should perform a self-assessment and ask the following questions to ensure they are healthy and able to come to school. ***If an individual answers YES to any of the questions below, they should not board the bus or go to a school site.***

- ✓ Are you experiencing any of the following symptoms that you cannot attribute to another health condition: cough, shortness of breath, sore throat or muscle aches?
- ✓ Fever – Do you have a fever (100.4 degrees or above)?
- ✓ Have you come into contact with someone in the last 14 days who has symptoms or who has tested positive for Covid-19?

## **Daily Temperature Check (Recommended)**

It is highly recommended that all staff and students perform a daily temperature check ***before*** arrival on campus. Site temperature checks will be conducted for staff and students who exhibit or report symptoms. Temperature checks will be conducted by the site health aide.

## **Face Coverings**

A face mask is required to be worn by all adults when on school campus. All students in grades TK-12 are required to wear a face mask while on campus. A medical exemption to wearing of a face covering can be provided by a medical professional, but may not result in putting

others at risk or exposure. In such instances, students will be required to maintain social distancing at all times. A face shield may be worn in addition to a mask, but a shield may not replace a mask. Masks are not required to be worn during snack/lunch or while at recess or during physical exertion. Masks may be removed when minimum social distancing of 6 feet can be achieved. Adults (non-staff) not complying with the face covering requirement will not be permitted on campus. Students failing to comply will be at risk of being sent home. The district acknowledges the unique challenges associated with younger learners and masks. Efforts will be made to teach the correct wearing of and disposal of masks and opportunities for mask breaks. Families who choose not to comply with the district mask policy can continue on distance learning.

## **Hand Washing or Sanitizing (Required)**

Hand sanitizing stations are located in every classroom and common use spaces. Staff and students are required to sanitize their hands upon entering the classroom in the morning. Anyone entering the office is encouraged to use the hand sanitizer station upon entering.

## **Drop Off/Pick Up**

- All students are to be dropped off and picked up at the curb only. Adults are not allowed to walk students to class.

# Arrival Procedures for Students & Staff Phases II-III

- Students are to go directly to their classroom in the morning as soon as they are dropped off by a parent or the bus (Phase II-III). NO BEFORE SCHOOL RECESS or congregating.
- Pedestrian flow of traffic will be limited and signage will be visible on each campus showing the ingress and egress of students on campus.
- Additional site-specific arrival protocols will be communicated by site principals.
- Buses are sanitized overnight after each day and between AM & PM routes.

## Transportation Protocols

Transportation provided by the school district is an extension of the school day and all policies are in effect on school transportation.

- Students are required to wear a face mask while riding the bus to and from school. Students requiring a face mask will be provided one by the bus driver.
- Students refusing to wear a mask will not be allowed on the bus.
- Students will be seated on the bus one student per seat. Siblings will be allowed to sit together.
- Hand sanitizer is located on every bus near the front and students are encouraged to use as they load the bus.



# Daily Procedures Phases II-III

## **Classroom Setup**

- Student workspace will be organized in the classroom to provide as much space as possible given the class size, available furniture, and grade level.
- Adequate distancing will be maintained between the teacher's workspace and student desks. Teachers are also provided a plastic shield guard for use when working one on one.
- As weather permits, doors and/or windows will be open to provide additional ventilation.

## **Classroom Supplies**

- Students will need to have their own supplies that will be stored in a personal container, labeled with the student's name and not shared with other students.
- Individual supply containers will be stored in a dedicated space in the classroom, or backpack.
- Chrome books, tablets and iPads will be assigned to students and will not be shared. If sharing is necessary, devices will be wiped down between users.
- Any shared equipment in the classroom will be wiped down frequently and in between student use.

## **Shared Treats and Communal Food**

- No shared food or treats will be allowed in the classroom. Personal snacks and food is not to be shared.

## **Transitions**

- Efforts will be made to limit the amount of transitions in the school day. Transitions may be staggered to reduce the number of students out of the classroom at any given time.
- Traffic flow patterns in hallways and common spaces will be changed to promote same direction of flow and eliminate cross traffic.
- Time will be spent teaching and practicing the new protocols.

## **School Office Visitations**

- Visitors to the office are required to use the hand sanitizing station upon entering.
- School offices will post the number of individuals who may be in the office at one time.
- Visitors are to remain behind safety guards while speaking with office personnel.
- Common space in the office will be cleaned frequently throughout the day.

## **Lunch Procedures**

- Grab & Go lunches may be provided for students when the school is under Phase I-III. Lunches are not to be eaten on the bus.
- Under Phase III-IV if lunch is served on campus, each school site will establish specific lunchroom procedures for their unique space.
- To the extent possible, students will be socially-distanced by cohort in the lunchroom.
- Weather permitting, outdoor seating will be an option depending on the school site.



# Daily Procedures Cont.

- Staggered times may be used to reduce the number of students waiting in the hot lunch line.
- Ingress and egress doors will be determined at each site to allow for one-way traffic.
- When possible, doors and fans will be used to increase airflow in the cafeteria.
- Salad bars will not be available.
- All food will be served by an adult.

## **Recess/Breaks**

- During Phase II & III students will be limited to playing at recess with their class cohort.
- Cohorts may be assigned to a designated area of the playground and are required to stay within that area.
- Classroom cohorts will be provided equipment for use by their class only.
- Students cannot bring personal items from home for use at recess.
- Site specific plans will be shared by the site principals.

## **Restrooms**

- Restrooms will have signage posting denoting how many people can be in the restroom at one time.
- To the extent possible, line markings and/or procedures will be taught instructing users where to wait for the restroom if there is a line.

- Common restroom surfaces will be cleaned frequently throughout the day.
- Students & Staff are required to wash their hands after using the restroom.

## **Water & Water Fountains**

- Communal water fountains will be inaccessible and are not to be used.
- Staff and students are encouraged to bring a water bottle from home. Water bottles should be brought home each day for cleaning.

## **Library/Computer Lab**

- Site library clerks will work with classroom teachers to establish a plan which allows students to visit the libraries.
- Computer labs and other common use spaces will need to be cleaned between cohorts.

# Departure Procedures

During Phase II & III, students will remain with their cohort and teacher and will be escorted to the bus and pick up zones. Parents are not allowed to pick up their student from the classroom. Parents are not allowed to congregate in the parking lot and are encouraged to stay in their vehicle and go through the pick up line. **Site principals will communicate specific protocols for their site.**

- Students are required to wear a face covering while departing school campus and on the bus.
- Students riding the bus (or attending TLC) will be escorted first. Every effort will be made to avoid students waiting in line, but rather load the bus as they arrive.
- A face covering is required to be worn on the bus. Students will be seated one per seat (unless with a sibling).
- Students being picked up will wait with their teacher in their designated area in the pick up zone.
- Students will be released to walk to their parent's car in the pick up zone when they reach the yellow zone.
- Students will not be released to cars parked in the parking lot.

# Health & Safety Protocols - Phases II-III

## **Pre-Arrival Self-Assessment**

Self-assessment prior to arriving on campus is an essential component of our health protocols for all staff and students. **If you have any symptoms associated with Covid-19 you are to stay home.**

## **Health Office Visits**

In order to reduce the number of individuals passing through the office and health aide station, the following protocols have been established.

- Students with non-essential health care needs that can be managed with classroom first-aid supplies, should be cared for in the classroom and NOT sent to the health aide station.
- Students with essential health care needs or health plans that require assistance from a trained professional should be sent to the office. This includes students who receive medication or are required to check-in with the health aide.
- A staff member who is unsure whether or not to send a student to the health aide station (non Covid-19 related) should call the health office for guidance.
- Any student or staff exhibiting or reporting symptoms of Covid-19 will be immediately relocated to a separate space. Health staff will evaluate using the Covid-19 Screening Flowchart.
- School sites will identify a quarantine space within the office or nearby for the assessment of staff and students who are reporting COVID-19 symptoms.

## **Protocols for Covid-19 Assessment**

Staff or students exhibiting or reporting Covid-19 symptoms, will be isolated and assessed by the site health specialist using our *COVID-19 Screening Checklist and Student/Staff Symptom Decision Tree*. School sites will identify a space to be utilized as an assessment and/or quarantine space.

## **Personal Protective Equipment**

All staff will be provided PPE which includes: cloth & disposable face coverings and a face shield. Staff are allowed to provide their own face covering as long as CDPH standards are met. All students will be provided 1 disposable face mask daily if needed. Students are allowed to bring their own face covering from home.

- Staff will teach and reinforce the use of face coverings, and proper disposal of one time use masks.
- Medical exemptions will be required in writing to opt out of a face covering, but social distancing requirements must be strictly adhered to.
- A face covering can be removed for meals, snacks, or outdoor recreation.

## **Healthy Hygiene Practices**

Teachers will teach and reinforce healthy hygiene practices such as: washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes.

# Health & Safety Protocols Cont. - Phases II-III

- Staff and students should wash their hands for 20 seconds with soap or use the instant hand sanitizer spray or gel in every classroom and common spaces throughout campus.
- Hand sanitizer must have at least 60% ethyl alcohol.
- All products used in the school shall meet industry safety standards

## **Ventilation**

- Weather and air quality permitting, windows and doors should be open during class time to increase ventilation.
- All classrooms will have hypoallergenic air filters installed and will be changed out in accordance with manufacturer recommendations.

## **Cleaning and Disinfecting**

Cleaning and disinfecting protocols will be increased in frequency and scope during the pandemic.

- Common spaces and high contact areas will be disinfected frequently throughout the day. High contact areas and common spaces include: the office, restrooms, cafeteria, library and playground equipment.
- All classrooms will be cleaned and disinfected daily. The following surfaces will be cleaned:
  - Desk/table tops
  - Door handles
  - Sink/faucet
  - Counters
  - Floors
- Upon request, classrooms will also be supplied with product to surface clean as needed during the school day.

## **Signage**

Signage will be posted on campus to remind all regarding protocols for:

- Social distancing
- Mask wearing
- Pedestrian traffic flow
- Common space capacity limits
- Handwashing



1

**Scenario**

A student, staff member, or family member(s) either exhibits COVID-19 [symptoms](#) (e.g., cough, temp of 100.4°F (38°C) or above) or answers yes to a health screening question.

**Action**

- Student, staff, or family member(s): stay/send home to isolate
- Consult with School Nurse
- Consult with EDC Public Health as needed
- Contact healthcare provider for testing, if indicated
- If COVID-19 test is positive or if test not done, isolation continues until released by EDC Public Health (minimum of 10 days).
- If COVID-19 test is negative, see Scenario 4
- **Cohort OPEN**

**Communication**

No action is needed.

2

**Scenario**

A family member or someone in [close contact](#) with a student or staff member tests positive for COVID-19

**Action**

- Student or Staff: report information to administration
- Consult with School Nurse
- Consult with EDC Public Health for verification of positive test result before taking further action
- If determined not to be a true case, no letter needs to be sent
- If confirmed, EDC Public Health will direct to send home to start 14-day quarantine and will determine whether further action is needed.
- **Cohort OPEN**

**Communication**

**To:** Student Families and Staff\*\*  
**Template Letter:**  
[Scenario Two - In a School or Cohort Setting](#)

# 3

## Scenario

A student or staff member tests positive for COVID-19

## Action

- Student or Staff: report information to administration
- Consult with School Nurse
- Families of Students & Staff: Send home to isolate. Consult EDC Public Health for guidance on whether any students, staff or teachers need to quarantine, be tested, or whether the cohort needs to be closed
- Close off/clean areas used by individual suspected of infection. ([See Addressing the Challenges of COVID-19, page 23](#))

## Communication

**To:** Student Families and Staff\*\*

- **Phone call** and
- **Template Letter:**

[Scenario Three - In a School or Cohort Setting](#)

# 4

## Scenario

A student or staff member tests negative for COVID-19 after symptoms

## Action

- Student or Staff: may return to school after symptoms resolve and fever-free for at least 24 hours without fever-reducing medications. (Consult EDC Public Health for guidance on whether any students, staff or teachers may end their quarantines)
- Consult with School Nurse
- **Cohort OPEN**

## Communication

**To:** Student Families and Staff\*\*

**Template Letter:**

[Scenario Four - In a School or Cohort Setting](#)

# 5

## Scenario

A student or staff member tests negative for COVID-19 during quarantine (asymptomatic).

## Action

- Negative test does not shorten quarantine
- Consult with School Nurse

## Communication

**No action is needed**

\*Please see [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#) for specific details. \*\*Maintain confidentiality as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).

# Student/Staff Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

## Low-risk: general symptoms



Fever ( $\geq 100.4^{\circ}\text{F}$ )



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

## High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

## Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

**NO**

▶ 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

▶  $\geq 2$  **low risk** symptoms  
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 24 hrs without fever and symptoms improving

2

**Negative** SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

3

**Positive** SARS-CoV-2 PCR test  
OR  
No provider visit or test.

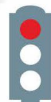


**Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. If any questions, contact local health care provider.**

**YES**



Stay home\*



**Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.**

\*In consultation with local health care provider

This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition.

Diagnosis and treatment should be under the close supervision of a qualified health care provider.

Guidance might change 09-12-20

