

# Walnutwood

## Return to In-Person Learning Site Plan

### 2020/2021

*\*Masks/face coverings will be worn by everyone at all times in all areas\**  
*\*Six feet of social distancing will be maintained at all times\**

This plan was created based on the following FCUSD documents

[Written Worksite Specific Plan](#)

[COVID-19 Screening Tool](#)

[In-Person Readiness Checklist for School Sites](#)

[Covid-19 Reopening Guidance for School \(Sac County Public Health\)](#)

[Symptom Decision Tree](#)

[Covid-19 Testing for Schools FAQ UPDATED](#)

[PPE Order Form \(Also on The HUB\)](#)

[TB Clinic Dates](#)

[Site Sanitation Planning Guidance](#)

Area	Actions	Who is Responsible
Classrooms	<ul style="list-style-type: none"> <li>Students and teachers seated 6 ft apart.</li> <li>Arrows on the ground indicating if a student approaches your office space.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>
Main Office	<ul style="list-style-type: none"> <li>Social distance sticker on the ground indicating teacher/parent /student to stand</li> <li>Enter the main door, exit back door.</li> <li>A-2, A-3 exit from the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Admin and office</li> </ul>
Staff Lounge	<ul style="list-style-type: none"> <li>Max 2 people at a time.</li> <li>Wipe area after you have eaten.</li> <li>Staff welcome to eat outside on benches.</li> </ul>	<ul style="list-style-type: none"> <li>Custodian will deep clean nightly.</li> </ul>
Parking Lots	<ul style="list-style-type: none"> <li>Arrows on ground indicating traffic flow</li> </ul>	<ul style="list-style-type: none"> <li>Custodian</li> </ul>
Counseling Office/IEP room	<ul style="list-style-type: none"> <li>Max 4 people at one time</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>
Student Bathrooms	<ul style="list-style-type: none"> <li>Limit occupancy to 1</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>
Chromebooks/Technology	<ul style="list-style-type: none"> <li>Admin will set up chrome carts in designated areas for loaner devices.</li> <li>Cleaned nightly</li> </ul>	<ul style="list-style-type: none"> <li>Admin</li> <li>Support staff</li> </ul>

## Access to Campus

The campus is closed to all visitors. Only staff and students can be onsite until further notice. If “direct interaction” is truly needed, you must set appointments to minimize waiting onsite and notify office staff of appointments.

The campus will be **open M-F 7:30 4:00 am- and closed on the weekends**. The campus will be open to public assistance 8:30am - 3:15pm daily. Whenever you are on campus you are required to **Check in at the front office**.

## Daily Campus Routines

### Parents/Visitors

Campus will be closed and only open to essential visitors. No volunteers/guest speakers will be allowed.

### Materials/Preparing for Success

To be prepared for each day, students will be asked to bring the following each day

- Face mask
- Backpack with school supplies
- Chromebook fully charged

## Sanitation Planning & Protocols

Many questions have been coming up regarding the NEW site generated disinfectant. Keith Elliot, Supervisor of Operations, has some information on the [Maintenance & Operation Department web page](#) under fcusd.org. It will be found by clicking the [COVID-19 Info](#) link on the M&O page left side menu. You will find the Safety Data Sheet, the Technical Information doc, EPA info as well as numerous links to related articles.

Protocols have been set by Maintenance for: [Sanitation Supply Stations](#), [Sanitation Planning Checklist](#), [Cleaning & Sanitation Schedule Guidelines](#). Sanitation Supply Stations are located in:

- Office additional supplies
- front entrance
- A-2
- A-3
- Support desk
- Back room by door

All sites will be supplied N.E.W (Neutral Electrolyzed Water) disinfectant and sanitizer solution. Custodial staff will maintain Sanitation Supply Stations in strategic locations (see above) around campus where teachers and staff can find essential sanitation supplies: NEW sanitizer solution (Used to refill dedicated classroom spray bottles), loaner spray bottles of NEW sanitizer (for use and return), microfiber towels and used towel laundry basket.

[PPE Order form-online](#) - Request form is available on [the HUB](#) or contact Shelley Raffelli @Shelley Raffaelli <[SRaffael@fcusd.org](mailto:SRaffael@fcusd.org)> for assistance.

#### Sanitation Goals:

- All in-use classroom surfaces daily
- All common area surfaces and touchpoints twice daily minimum. More if feasible.
- Restrooms 2 times daily (one of these a full cleaning)
- Shared touch items/equipment daily or between students

#### Sanitation Caveats:

- Goals are minimums. More frequent sanitation of common areas/touchpoints is desirable and dependent on non-custodial staff pitching in.
- Minimum goals are likely not achievable with custodial staffing alone.

**Priority Sanitation Areas** - The Site Public Health & Safety Team has created and *maintains a site list and map of high priority sanitation areas* and incorporates sanitation procedures for these in [daily schedules](#). High priority for frequent sanitation include:

- SPED classrooms
- Restrooms
- Student Care
- Common areas shared by multiple groups/cohorts
- Areas used by medically fragile population
- Touch points like handrails, door handles, etc...

## Common Workspace Use Guidelines

- Wear face covering (mouth and nose must be covered)
  - [How to wear a Face Masks / Face Shields](#)
  - A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC **does not currently recommend** use of face shields as a substitute for masks.
  - A shield with a drape can be worn without a mask as long as the drape is tucked into the collar of your shirt
- Maintain 6' feet apart
- [Workplace Guidelines](#): do not congregate in break rooms, work rooms, copier rooms, file rooms or other areas where people tend to socialize.
- Stagger employee breaks

## Personal Protective Equipment (PPE) - District Provided

PPE supplies include disposable surgical style mask, N95 mask, face mask with clear mouth area, face shield w/drape, hand sanitizer, NEW sanitizing solution, and a microfiber towel. Available upon request: portable plexiglass, sneeze guards, disposable \*non-latex gloves, \*paper gowns - \*available in bathrooms where toileting occurs. Staff may also provide their own PPE at personal expense.

The administrators/designees are making every effort possible to have supplies on hand locked in a secure location to distribute to staff for timely use. Please assist us by using the [PPE Order form-online](#). You may also drop written requests to Shelley Raffaelli [SRaffael@fcusd.org](mailto:SRaffael@fcusd.org).

## Passive Screening for Students/Staff

Before coming to campus each day, staff and students must self-screen for symptoms of illness by answering the following [COVID-19 Screening Tool Questions](#) and referring to the [Symptom Decision Tree](#): Do you have a fever, cough, muscle aches, congestion/runny nose, shortness of breath, chills, headache, etc.

#### Screening Definitions:

- **Passive screening:** Staff and students must screen for symptoms at home daily, prior to arriving on campus. *Passive screening is currently in use and will be applied to cohorts and the hybrid model. Active screening may be applied to 1:1 Assessments.*
- **Active Screening:** Staff and students entering a site or school bus to be screened for illness including a temperature check and review of signs and symptoms of illness.

## Procedures for all Students/Staff

[Covid-19 testing is available to all employees.](#)

[Symptom Decision Tree](#) fever, cough, runny nose/congestion, headache, sore throat...

#### Contact:

- Students ~ contact Dianne Aquino <[daquino@fcusd.org](mailto:daquino@fcusd.org)> Staff ~Sheryl Sharp <[ssharp@fcusd.org](mailto:ssharp@fcusd.org)>
- Separate individual (Quarantine room D0).
- Close off/Restrict all areas used by the sick person, and do not use these areas until after cleaning and disinfecting (for outdoor areas, this includes surfaces or shared objects of the areas, if applicable), Wait at least 24 hours before cleaning and disinfecting, if feasible.

#### The Health office will:

- Contact parent/family members to transport sick individual(s) home or healthcare facility
- Contact Health Services - District Office Kerri Kaye

## Ventilation and HVAC Improvements

The HVAC units have been inspected, cleaned, and disinfected with an EPA-approved product. MERV 13 filters have been installed in the HVAC unit and verification “pink sheets” are posted in each cluster in the mechanical closets. It is recommended to keep doors and windows open to provide fresh air into the rooms. M&O has created [this information video](#) on FCUSD facility safety measures.

## Check in /Out Procedures for Daily Arrival and Departure From the APP Program

**\*\*Please do not come to school if you are feeling unwell.\*\***

### Drop Off and Pick Up Procedures

To ensure as safe an environment as possible, and to maintain social distancing guidelines, changes have been made to our standard drop off and pick up procedures.

- 1) Dropping off, and picking up your child will be done outside each day.
- 2) A daily assessment of the health and well- being of the child will include asking:  
Does the child have a fever, shortness of breath, or cough? A visual assessment will include looking for: flushed cheeks, rapid or difficulty breathing, fatigue or extreme fussiness.
- 3) The typical check in procedure regarding daily needs and services will be done outside. The teacher will be writing down daily information, not the student, to maintain as little contact as possible.
- 4) The transfer of the baby/toddler will be done outside each day.
- 5) To keep the APP room as clean an environment as possible. Parents will stay outside the classroom.
- 6) Nursing, and other emergency visits inside the classroom by the parent will be limited, and the transfer of the child will be done outside.
- 7) Masks and gloves will be worn by staff at all times during drop off and pick up each day.
- 8) Hand sanitizer will be used in between the drop off and pick up of each child.
- 9) **\*\*A daily temperature check with a non- contact thermometer will be done at check in. If a child has a temperature greater than 100.4, or is exhibiting other signs of illness, the child will be sent home until temperature free.\*\***

**\*\*No outside bottles or sippee cups, etc. from home please. We will offer any bottles your baby will need for the day inside the classroom. You can store any bottles for afterschool use in the refrigerator in your classroom.\*\***

**\*\*Please note: Masks must be worn by parents at all times during check in, and check out times, and whenever entering the childcare room.\*\***

### Daily Cleaning and Sanitizing Procedures

Daily cleaning and sanitizing of the room will be done prior to the start of each day.

- 1) All frequently touched surfaces will be daily disinfected to include: cleaning all door knobs, light switches, sink handles, counter tops, pads, chairs and all toys.
- 2) All toys will be sanitized before the start of each day to minimize germ spread. Toys will be daily rotated, with no toys being used back to back, and will be out of rotation for a minimum of three days.
- 3) Each bottle, pacifier, cup, etc. will be labeled for use by a specific child only, and will be sanitized before next use.
- 4) All cloth items, such as blankets, bibs, burp rags, etc. will be designated for only one child at a time, and will be washed and sanitized before next use.
- 5) Bedding, burp rags, etc. will be kept separate throughout the day for each child.

## **Diapering Procedures**

- 1) Gloves will be worn at all times during the changing of the child.
- 2) Soiled diapers will be placed in the bin outside.
- 3) A protective barrier will be placed between the baby and changing station.
- 4) Whenever possible, the child will have their own changing station for that day.

## **Meal Time**

- 1) Hands of each toddler will be washed before each meal or snack.
- 2) Eating utensils of any sort will be designated for each child's specific use, and will be disinfected between each use.
- 3) All tables, chairs, etc. will be sanitized before and after each use.
- 4) Staff will wear gloves when preparing all meals, as well as formula for bottles.
- 5) All meals will be socially distant as much as possible.

## **Daily Practices Throughout the Day**

- 1) Masks and/or shields will be worn continuously throughout the day by all staff.
- 2) Hand washing and liberal use of hand sanitizer will be used frequently throughout the day.
- 3) Toddlers hands will be washed upon entry into the program each day, and when any secretion is expelled, such as a sneeze or cough.