

# EUREKA UNION SCHOOL DISTRICT

**DRAFT (7-14-2020)**

SCHOOL REOPENING GUIDE  
ACADEMIC YEAR 20-21



# PURPOSE OF THIS DOCUMENT

## EUSD SCHOOL REOPENING GUIDE

**EUSD IS COMMITTED TO HIGH-QUALITY EDUCATION AND HEALTH AND SAFETY OF ALL STAFF AND STUDENTS IN THESE UNCERTAIN AND CHALLENGING TIMES.**

This school reopening guide was created to inform parents and families of EUSD students of the district's plan to reopening schools under various anticipated scenarios in the fall. Please understand that this document is meant to be dynamic and flexible and hence, subject to changes as state and county mandates change as a response to COVID-19. Whatever August may bring us, EUSD is steadfastly committed to the health and safety of our staff and students while delivering instructional options that reflect the district's mission of academic excellence for all.





# MESSAGE FROM THE SUPERINTENDENT

EUREKA UNION SCHOOL DISTRICT



## TOM JANIS EUSD Superintendent

“It is better to explore a gainful uncertainty than to sit in a painful certainty.”  
— Ogwo David Emenike

We are certainly facing challenging times. When we had to immediately close schools in March, we were optimistic that we would be able to welcome our precious students back to our schools in a few weeks’ time, but soon after realized we would have to be more patient. Fall is soon upon us and we would like to think of all these challenges as a blessing or opportunity to design a better, safer learning environment for staff and students. Martin Luther King, Jr. said: “..Only when it is dark enough can **you see** the **stars**”. Our experiences these last few months have certainly shown us how valuable our parents are as education partners and our staff as allies committed to our goal of serving the whole child. This guide is a testament to the commitment of many individuals, who very generously devoted significant time and energy to our school reopening initiative.

***Thank you for the blessing of serving all of you!***

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School Reopening Guide for EUSD

## 1 SCHOOL REOPENING TASK FORCE, MATRIX, AND INSTRUCTIONAL DELIVERY RESPONSES [\(Page Links\)](#)

This section explains how and why the School Opening Task Force was organized, its composition and goals. The School Reopening Matrix is introduced and the tiered-leveled approach to instructional delivery is explained.

## 2 EUREKA VIRTUAL ACADEMY [\(Page Links\)](#)

Eureka Virtual Academy is designed to serve the instructional needs of students who elect to participate in a fully remote learning experience.

## 3 SOCIO-EMOTIONAL LEARNING [\(Page Links\)](#)

This section will describe steps EUSD are taking to address the socio-emotional needs of our students.

## 4 INFECTION CONTROL MEASURES [\(Page Links\)](#)

This section describes the health and safety protocols EUSD will implement, including a discussion of arrivals and departures strategies at the sites.

## 5 SCHOOL OPERATIONS & CLASSROOM CONFIGURATIONS [\(Page Links\)](#)

Section 4 will describe various responses in the way schools will operate, include modifications in campus and classroom configurations.

## 6 CLEANING [\(Page Links\)](#)

Enhanced cleaning and disinfecting protocols will be described when students go back to school. District responses to field trips and other community activities will be discussed.

## 7 COMMUNICATIONS & COMMUNITY ACTIVITIES [\(Page Links\)](#)

The district's communication plan as a response to different COVID-19 scenarios will be described.

# SCHOOL OPENING TASK FORCE

## WHAT, WHO, AND WHY

On May 4, 2020, EUSD organized a task force consisting of parents, site and district leaders, school nurses, counselor/s, teachers (Special and General Education), and Board Members<sup>1</sup>. An Infectious Disease Expert, Dr. Ranjani Kalyan, represented the medical field and public health, and is also a parent of two students in our district. Two other medical doctors were present in the task force, who were also parents of the district.

The goal of the task force is to provide the district recommendations on how our schools should reopen in the Fall, with the health and safety of our staff and students as the primary consideration. After multiple meetings, review of scientific evidence and research, real-time interviews with teachers from Germany and China, feedback from teachers from Finland and Singapore, and countless articles about schools worldwide that have already reopened and had lessons to share, the SOTF (School Opening Task Force) created a document, called the Matrix, that will serve as a reference and guidance document for reopening EUSD schools under different levels or scenarios of COVID-19 rates.

<sup>1</sup> SOTF Members: Renee Nash (Board President), Melissa MacDonald, PhD, Joella Conklin (Retired School Nurse), Charlotte Sense (EUSD School Nurse), Dr. Ranjani Kalyan (Parent), Dr. Genovese Sweet (Parent), Dr. Hiba Hamdan (Parent), Heather Clemmer (Parent), Shannon Laurin (Counselor), and the following teachers: Elaine Wersky, Carrie Cessaro, Jennifer Deslaurier, Nicole Taylor, Taylor Gerving, Denna Hampton, Caitlyn Petersen, Connie Walker, Jennifer Gill, Shelley Day, Kelly Lewis. District and Site Leaders: Superintendent Tom Janis, Ginna Myers, PhD, Kristi Marinus, Jennifer Platt, Joyce Frisch, and Kimberley Gerould.



# THE MATRIX

## SCHOOL REOPENING GUIDANCE DOCUMENT

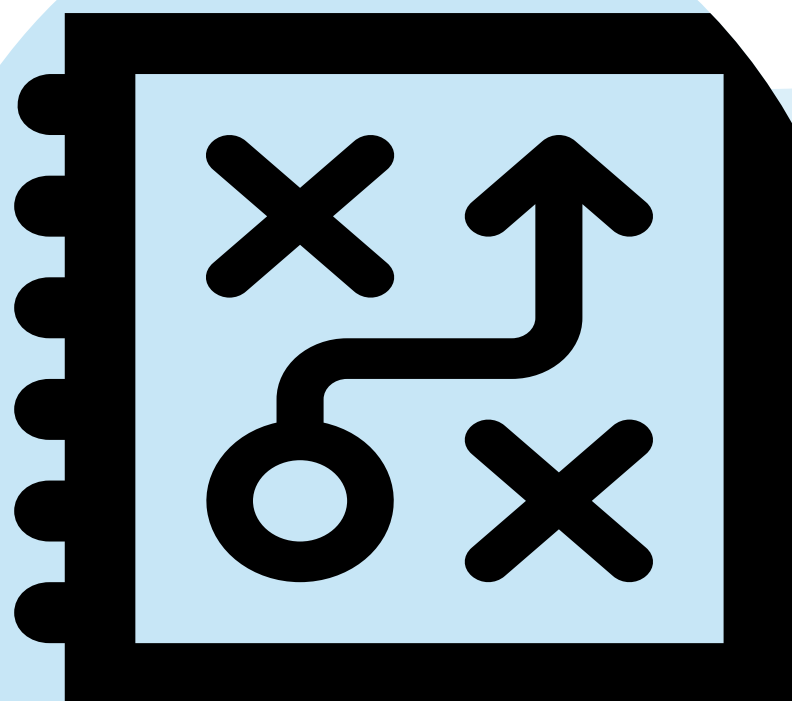
On June 29, 2020, EUSD's Board of Trustees approved the School Reopening Matrix, which describes tiered, specific, and escalated levels of responses to different COVID-rates scenario when schools reopen. The Matrix provides guidance to the district across the following areas:

- Instructional Delivery
- Infection Control Mechanisms
- Cleaning
- School Modifications and Classroom Configurations
- Co-Curricular and Community Activities
- Employees
- Communications

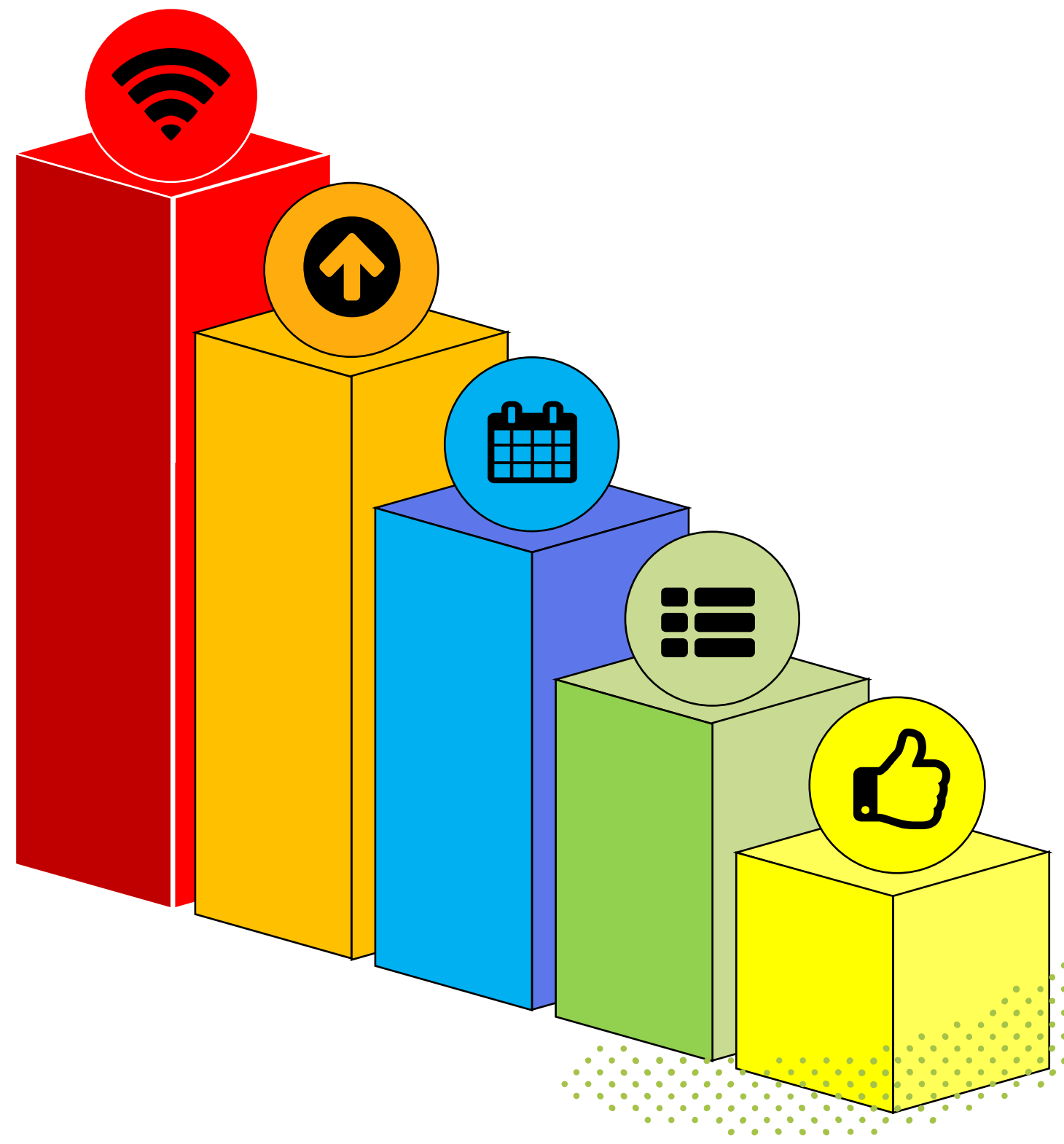
The School Reopening Matrix describes 5 levels of responses, called Tiers. At each tier, EUSD will reopen schools with escalated health and safety responses and modifications to instructional delivery. The matrix is envisioned to be constantly updated as a response to continuously evolving state and county guidelines.

If COVID case rates remain low-medium (Tiers 1-3), Eureka Union School District fully intends to open all schools, TK-8, for 5 days of on-campus instruction, with enhanced health and safety protocol. EUSD is in constant communication with Placer County Office of Health and Placer County Office of Education.

Regardless of Tier, EUSD will offer families a fully-virtual option through the Eureka Virtual Academy (EVA). To learn more about EVA, please visit the EVA website ([LINK](#)). Attend our information session on July 8 at 5:30 pm via Zoom. Joining information is found on the website.



# MATRIX COVID TIERS



## TIER 5: COVID LEVEL CRITICAL

Positive cases high and climbing. CDE/CDC/Placer Department of Health mandates school closure.

## TIER 4: COVID LEVEL SIGNIFICANT

Steady increase in COVID positive cases in the county. Physical distancing of 6 feet mandated.

## TIER 3: COVID LEVEL MEDIUM

Placer County positive cases in the uptick, no vaccine available.

## TIER 2: COVID LEVEL LOW

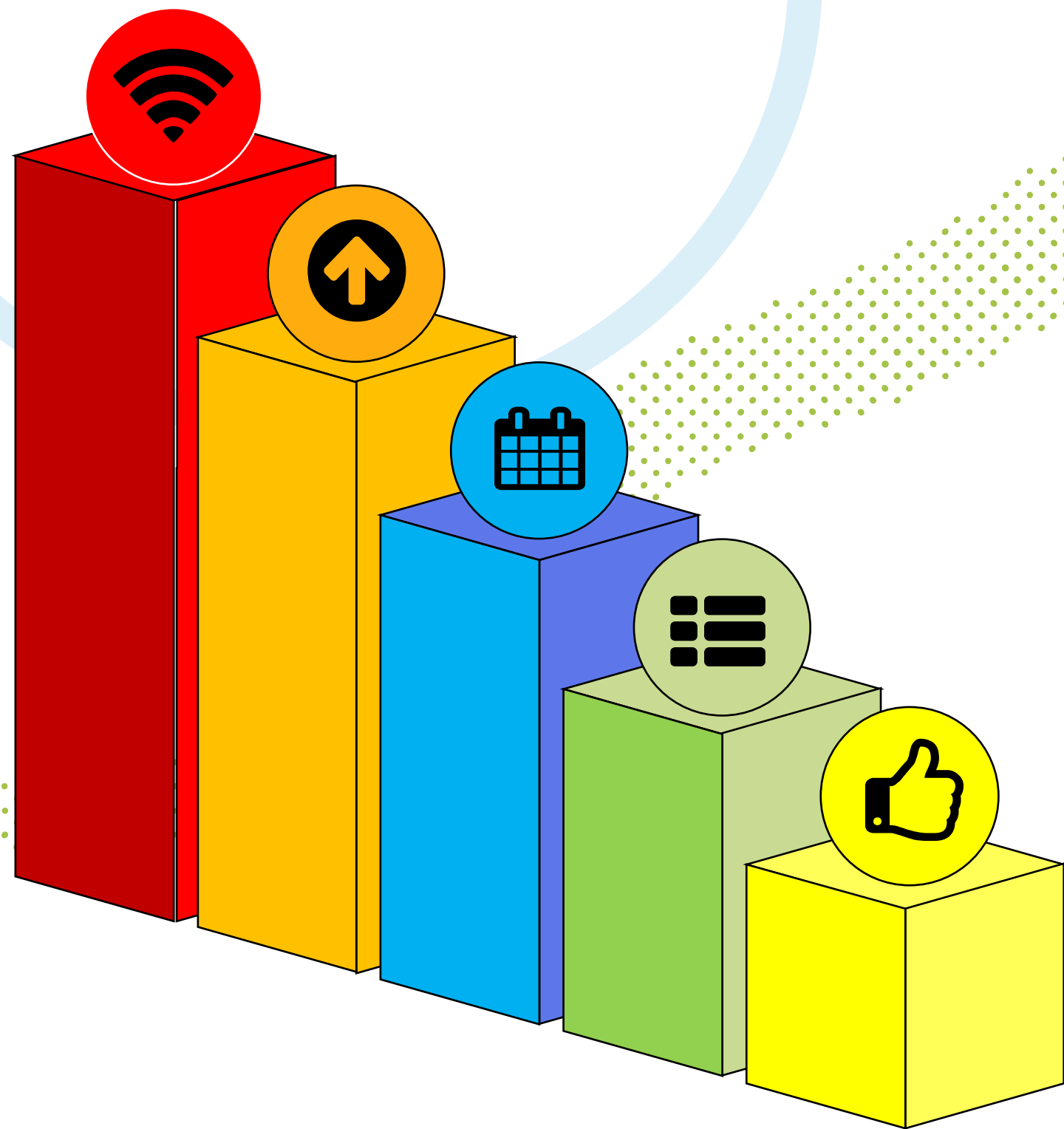
Placer County rates of COVID/incidence low/flat curve, Pre-Vaccine Era

## TIER 1: COVID LEVEL ZERO/MINIMAL

Post -COVID 19 and vaccination is widely available.

School Reopening Responses may differ from Tier to Tier. Health and Safety protocols intensify as conditions move up tiers.

# HOW WILL SCHOOL REOPEN?



## TIER 5: COVID LEVEL CRITICAL

All teaching and learning occurs remotely. The same degree of rigor of instruction is an expectation.

## TIER 4: COVID LEVEL SIGNIFICANT

Small groups of students attend school two days a week for on-campus instruction and engage in remote learning 3 days a week.

## TIER 3: COVID LEVEL MEDIUM

Schools open 5 days a week. Regular school programs offered, with some modifications to core and elective educational courses.

## TIER 2: COVID LEVEL LOW

Schools open 5 days a week. Regular school programs offered, including core and elective educational courses.

## TIER 1: COVID LEVEL ZERO/MINIMAL

Schools open 5 days a week. Regular school programs offered, including core and elective educational courses.

### Who will decide what Tier EUSD is at?

This decision will be informed by State and County Health Guidelines/Directives and by input from medical experts (parents) in SOTF (School Opening Task Force). Ultimately, the board of trustees will decide of what Tier the school district is at and consequently, what school reopening model to implement.



# EUREKA VIRTUAL ACADEMY (EVA)

For families with immune-compromised students, or a family member who is at high-risk for COVID-19, EUSD will offer a fully-remote instructional option - Eureka Virtual Academy. EVA will deliver a rigorous educational option for families choosing distance learning. EVA will reflect the same set of high academic expectations EUSD is known for, and students will be taught using engaging, effective instructional strategies by our accomplished, credentialed teachers.

A combination of synchronous and asynchronous learning will be offered daily to help students thrive academically, but also have opportunities for "downtimes." "Off-screen" work will be a part of the curriculum.

- ❑ **Synchronous** learning refers to learning that happens "live," in real time.
- ❑ **Asynchronous** learning refers to learning that is self-directed. In younger grades, parental support is needed.

Check out sample DRAFT daily schedules [HERE](#).

## **Ready to commit to EVA?**

Please register by following the link below. Complete all the information on this [FORM](#).



# SUPPORTING SOCIOEMOTIONAL NEEDS OF OUR STUDENTS...

**Each school will establish plans to support our students transition back to the school setting. Plans will include the following components:**

- ❑ Allocate and prioritize time for building relationships and connections, which may include classroom team building and getting to know each other activities.
- ❑ Process and debrief school closure, including explanations of possible school models (based on tiers) which may occur during the school year.
- ❑ Incorporate social emotional learning themes and curriculum within the school day, both remote and in person learning may be included.
- ❑ Implementation of referral protocol, including an 'At Risk' Response Team, focused on student mental health and wellness. Students who require additional support will be supported via community or school-based resources.

**Each school will establish plans to support our families. Plans will include the following components:**

- ❑ Provide opportunities to communicate reopening plans, including the impact of school closure and COVID-19.
- ❑ Provide frequent and ongoing communication for families regarding school updates and access to both school and community resources.
- ❑ Engaging families who are not participating in distance learning activities outside of the physical classroom.





# INFECTION CONTROL MEASURES 11

## E U S D S C H O O L R E O P E N I N G G U I D E

### 1 ENTRY SCREENING PROCESS

Before reporting to school, families and staff should make sure they are in good health, completing a self assessment. If any of the questions below answer 'yes', they should stay home:

- Are you experiencing any of the following symptoms that you cannot contribute or attribute to another health condition? Fever or chills, cough, shortness of breath, sore throat, muscle or body aches, fatigue, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea
- Do you have a fever (100 degrees or above) or a sense of fever?
- Have you come into contact recently with someone you know has tested positive for COVID-19?

In addition, students, staff and visitors will complete a wellness screening when arriving on campus. Parents and guardians should keep their child at home if they are not feeling well.

*Resources: [Wellness Screening Tools](#)*

### 2 HANDLING EMERGENT AND CONFIRMED CASES

- If a student or staff becomes ill at school and are exhibiting symptoms associated with COVID-19, they will be immediately separated to a designated area until they leave the school site. Staff will evaluate next steps using the COVID screening flowchart. Any areas where the student or staff were present will be cleaned.
- If a student or staff tests positive for COVID, District staff will work in coordination with the Placer Health Department to determine response. Students or staff who have come into contact may transition to a distance learning model for 10-14 days.
- If a student or staff tests negative for COVID, or, has had febrile illness, they may return when non- febrile (without fever reducing medications for 72 hours).
- If a student or staff has close contact with a person with COVID, a 10-day quarantine may occur. Response will depend on specific case and in coordination with Placer Health Department.

*Resources: [COVID Screening Flow Chart](#)*



# INFECTION CONTROL MEASURES 12

## E U S D S C H O O L R E O P E N I N G G U I D E

### 3 TEMPERATURE CHECKS

- ✓ As part of the screening process at the beginning of the school day, temperature checks will be taken with an infrared thermometer before entering the classroom. Students and staff with a temperature of 100 degrees or above will have a follow up temperature check done with a temporal thermometer. Temporal thermometers will be cleaned between each use.
- ✓ Staff and students with a temperature of 100 degrees or above after a follow up temperature check will be sent home. If a student needs to be sent home, we request parents and guardians arrive within 20 minutes of being notified. Parents and guardians should have a plan in place via their emergency contacts if they are not able to meet this timeline.
- ✓ *Resources: [Temperature Check Protocol](#)*

### 4 PROACTIVE HYGIENE PRACTICES

- ✓ Handwashing, sanitizing and covering a cough will be taught and reinforced with all students and staff. Procedures will be posted at all sinks.
- ✓ Handwashing and sanitizing routines will be incorporated into the school day, including prior to transitions (between classes, upon arrival, before departure, before and after lunch, recesses).
- ✓ Supplies will be provided to each class, such as soap, hand sanitizer and towels.
- ✓ *Resources: [Handwashing/Sanitizing Procedure Videos & Resources](#)*

### 5 FACE COVERINGS

- ✓ Implementation of face covering protocol will be based on final determination for school settings by the California Department of Public Health. At the time of this publishing (7.13.20), the District is planning to require face coverings, based on the state order (6.18.20, order linked in resources below). Exceptions stated within the order will be followed.
- ✓ Face masks will be available for all students and staff. In addition, face shields will be available for all staff.
- ✓ Protocol will be taught and reinforced with all students and staff. Procedures will be posted in all classrooms. Routines will be established and include breaks from wearing coverings.
- ✓ *Resources: [Face Covering Protocol, Videos and Resources](#)*

# SCHOOL OPERATIONS

## E U S D S C H O O L R E O P E N I N G G U I D E

### 1 ARRIVAL AND DEPARTURE PROCEDURES

- ✓ Principals will communicate with families the drop off and pick up locations before the school year begins.
- ✓ Parents/guardians should drop off their children and not be escorted onto campus. Principals will communicate with families any exceptions for the beginning of the school year before school begins. Staff will be present to assist students as needed.
- ✓ Flow patterns for common spaces on campus will be established and shared with staff and families before school begins. Students will follow these patterns upon arrival to school.

### 2 VISITORS AND ON CAMPUS ACTIVITIES

- ✓ Outside visitors, volunteers are prohibited with exceptions only at the discretion of the principal.
- ✓ Parent volunteers at this time will be limited and will be at the discretion of the principal.

### 3 RECESS

- ✓ Recesses will be staggered as much as possible to limit the mixing of classroom cohorts.
- ✓ Areas for recess may be limited or assigned to cohorts.
- ✓ Playground equipment may be closed or not available dependent on the current guidelines at that time.
- ✓ Alternative recess activities will be taught and encouraged.
- ✓ Recess supervisors will encourage students to maintain distancing guidelines.

# SCHOOL OPERATIONS

## EUSD SCHOOL REOPENING GUIDE

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### 4 LUNCH PROCEDURES

- ✓ Students eat lunch in classroom and/or space outside designated for class cohort as practicable.
- ✓ Bag lunches always encouraged and kept with students all the time.
- ✓ No food sharing is allowed.
- ✓ Principals will communicate with families further lunch procedures before the school year begins.

### 5 RESTROOMS

- ✓ Signage will be posted sharing how many students can be in the restroom at one time.
- ✓ Markers will be added for reference while waiting to enter the restroom.
- ✓ Common restroom surfaces will be cleaned throughout the school day.

### 6 WATER FOUNTAINS

- ✓ Communal water fountains will be inaccessible and are not to be used.
- ✓ Students and staff are asked to bring a water bottle to school.
- ✓ Water bottle, along with other personal use items, should be brought home each day for cleaning.





# SCHOOL OPERATIONS

## E U S D S C H O O L R E O P E N I N G G U I D E

### 7 LIBRARIES

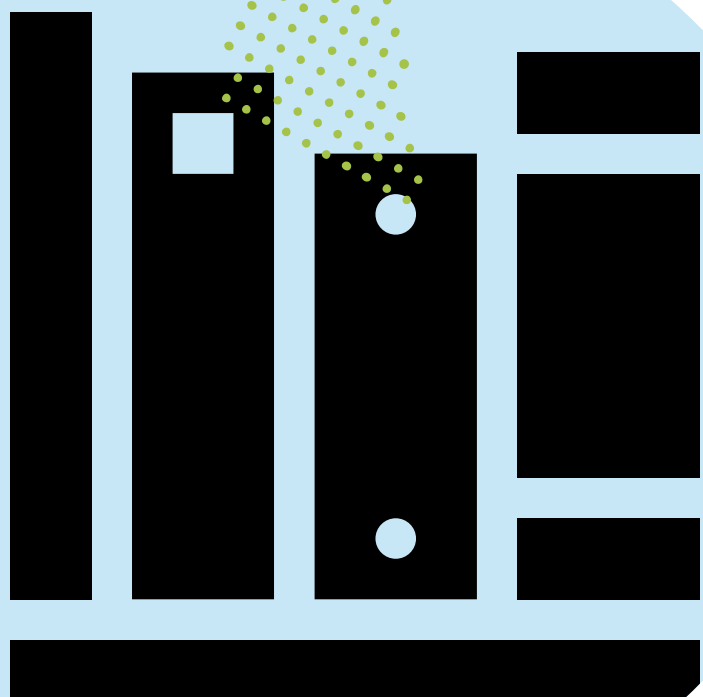
- ✓ Libraries will be closed.
- ✓ Instructional materials will be kept inside the classrooms.
- ✓ Instructional materials will be distributed by the teacher.

### 8 PHYSICAL EDUCATION

- ✓ PE will occur for one class at a time.
- ✓ Lessons will focus on non-contact games, movement and exercises which can be done separately and without shared equipment.
- ✓ PE classes will occur outdoors whenever possible.
- ✓ PE will incorporate health education.
- ✓ Face coverings will not be worn during vigorous aerobic activity.

### 9 ENRICHMENT (ARTS, MUSIC, ETC.)

- ✓ Whenever possible, classes will be taught within the classroom in order to prevent students rotating between a common space.
- ✓ Art supplies and musical instruments will be limited to individual use → no sharing allowed.



# SCHOOL OPERATIONS

## E U S D S C H O O L R E O P E N I N G G U I D E

### 10 SUPPORT SERVICES (INTERVENTION & SPECIAL EDUCATION)



- ✓ Whenever possible support services will be provided within a child's classroom.
- ✓ If students receive instruction or services outside of their regular classroom these protocols will be followed:
  - ✓ Student workspaces in the support services room will be organized to provide as much space as possible. Barriers may be incorporated to support distancing guidelines.
  - ✓ Students will wash or sanitize their hands upon entry and exit to the support classroom.
  - ✓ Students will bring their own, individual supplies from their classroom, if needed.
- ✓ If in tier 4, special education services may be provided either in person or virtually, based on the student's individual goals and IEP team input.
- ✓ If in tier 4, students who attend specialized programs via special education services may receive school-based instruction 4-5 days a week.
- ✓ If in tier 5, special education services will be delivered via a distance learning format.
- ✓ Students who receive instruction through Eureka Virtual Academy and qualify for special education services or 504 plans continue to be eligible for services and supports. Teams will meet to consider if alterations to individual student plans are necessary.

### 11 TRANSITIONS

- ✓ Transitions of classroom cohorts will be staggered throughout the day as much as possible.
- ✓ Traffic flow patterns will be established and shared with staff and students before school begins. Patterns will be followed during all daily transitions.
- ✓ Whenever possible, staff will transition between classrooms rather than students to minimize shared spaces, materials and equipment.

# CLASSROOM MODIFICATIONS

## E U S D S C H O O L R E O P E N I N G G U I D E

### 1 WORKSPACES

- Student workspaces will be facing forward and organized in the classroom to maximize space for physical distancing.
- Barriers on workspaces will be provided (if 6 feet of physical distancing is not possible).

### 2 CLASSROOM SUPPLIES & STUDENT BELONGINGS

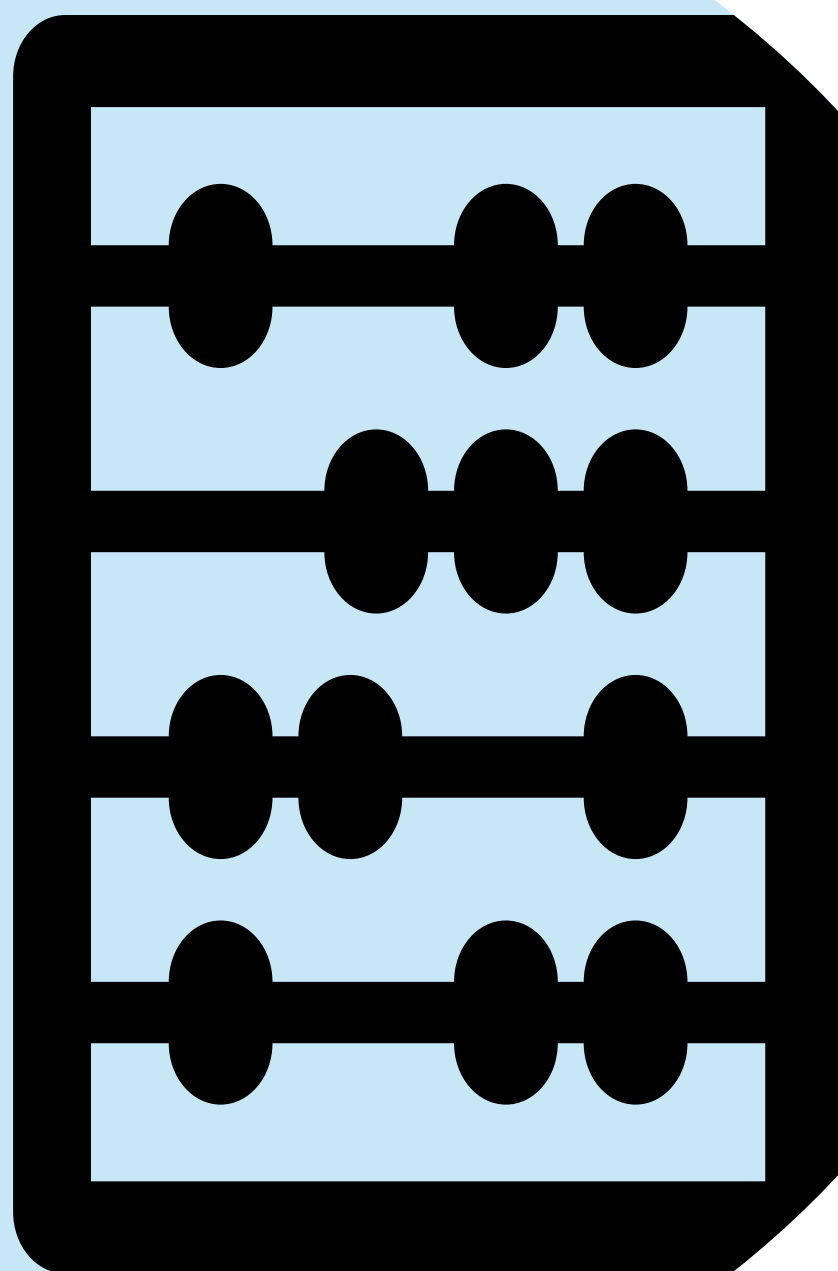
- Supplies and student belongings (ie. backpacks) will be kept separate for individual students.
- Individual supplies will be stored in a container labeled with the child's name. Supply containers will be stored in a dedicated space within the classroom (i.e. desk or cubby).
- Schools will communicate supply lists and recommend storage for supplies for each grade level to families. Classroom supplies will be provided for families who are unable to donate.

### 3 SHARED TREATS & COMMUNAL FOOD

- Shared treats or communal food such as birthday or potluck items should not be brought to school.

### 4 VENTILATION

- Windows will be left open as often as possible to provide additional ventilation.
- In tier 4, doors will be opened periodically.





# CLEANING

## E U S I S C H O O L R E O P E N I N G G U I D E

### AT ALL SITES AND OFFICES:

- Enhanced cleaning and disinfecting of common use areas and classroom surfaces will occur throughout the school day.
- There will be a group effort in classrooms by teachers and students. Depending on age, students will be taught how to wipe down work areas.
- Based on the tier, additional evening deep cleans with emphasis on communal touch points, i.e. bathrooms and doorknobs.
- For Tier 4, Wednesday is used for deep cleaning with no students or any non-essential staff on campus, enhanced cleaning during school day and deep cleaning after school will continue to occur.



# COMMUNITY & CO-CURRICULAR ACTIVITIES

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- ❑ Tier 2: All regularly scheduled activities, community use of school facilities allowed, field trips allowed, Libraries closed
- ❑ Tier 3: Public use of facilities prohibited, field trips suspended, assembly and other large group activities suspended, Sports and other large outdoor gatherings suspended

## COMMUNICATIONS

### AT TIERS 1-3:

- ❑ Normal and regular communications with parents and community, regular reminders to families about the importance of hygiene and about keeping sick children home from school as well as those who have been or may have been exposed to COVID positive persons
- ❑ Educational videos or email information on general hygiene and changes to be expected at schools, also to be reviewed at "back to school night" etc., if still held in some capacity

### AT TIERS 4:

- ❑ Enhanced parent communications, regular meetings of EUSD crisis management team

### AT TIERS 5:

- ❑ Enhanced educational and health communications, frequent meetings of EUSD crisis management team



**Thank you!**

**FIND EUSD on SOCIAL MEDIA**



**EUREKA UNION SCHOOL DISTRICT**