

Ballard School District

School Reopening Plan - 2020/2021

1. Our primary goal is to have students on campus the greatest extent possible while ensuring student and staff safety to the greatest extent possible. *(Back to normal as much as possible, as soon as possible, as safely as possible.)*

- It is likely that many may not be happy with portions of this plan. This is NOT how anybody wants to have school.
- People have varying degrees of comfort with COVID-19 risk. We need to respect where people are with their thinking on this often-changing situation.
- Individual school districts must follow and meet state and local public health guidelines.
- This is a fluid plan. We may be forced to change from a less restrictive to a more restrictive (and vice versa) model at different points during the school year.

2. Background: Extremely Complicated and Ever-Changing Regulations from Multiple Levels

- **Federal Level** - Center for Disease Control (CDC), Department of Education
- **State Level** - CA Department of Education (CDE), CA Department of Public Health (CDPH), SB 117 (March 2020), SB 98 (late June 2020)
- **Local Level** - Santa Barbara County Department of Public Health (SBCDPH), Attestation Requirements, Waiver Guidelines

3. Ballard Elementary School Learning Options for 2020-2021

Our goal is to return to face-to-face instruction in our classrooms to the greatest extent possible. The models developed are designed to equitably meet student needs and provide flexibility to parents and students while adhering to current COVID-19 health guidelines.

Face-to-Face On Campus Learning: *Instruction that utilizes face-to-face instruction at school with additional health and safety precautions*

Blended Learning Model(s): *Instruction that utilizes face-to-face instruction at school with additional health and safety precautions and virtual/digital learning at home*

Distance/Remote Learning

Instruction that utilizes virtual/digital learning at home

The following details support the Criteria for the Santa Barbara County Elementary School Waiver Application

1. Plan Published on Website

This plan is available on the Ballard School website (www.ballardschool.org) .

2. Distance Learning

All students and families have the option of remaining in Distance Learning for the 20/21 academic year.

Distance Learning includes:

- 5 days a week synchronous/asynchronous at-home instruction
- Students supplied with Chromebook or iPads if needed
- Personalized daily instruction

3. Physical Distancing

Ballard School has instituted procedures to minimize mixing, implement 6-foot physical distancing, maximize space, and utilize physical barriers in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- Altered classroom layouts to emphasize 6-ft. physical distancing or maximum space/barriers between students
- Extended Day spaces
- Altered office, reception area, and all other common space layouts for 6-ft. physical distancing

Walls between 4 classrooms will be opened to expand classroom space to accommodate larger classes. (still fewer than 20 students)

Staff will implement plans to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

Signs are posted in classrooms, the office, and staff room reinforcing the 6-ft. physical distancing or maximum space/barriers between individuals

- Placed signs and/or markers to assist with 6-ft. physical distancing:
 - Markers indicate where students or staff are required to assemble or wait in line.
 - At restrooms to:
 - Limit the number of students using the restroom at one time
 - Indicate where to wait in line

4. Stable Cohorts of Students

Minimizing Contacts

Ballard has only one class at each grade level. Class sizes range from 14 to 23 students when all students are present. These numbers will be smaller when reopening school, however, as several families will remain in distance learning. To minimize the number of contacts and help students feel safe, students will work with only their class cohort each day. This grouping of students will be purposeful in that all students will share the same credentialed teacher and instructional assistant, and not rotate unnecessarily between other groups or classes.

Students will remain in their class cohort groups to minimize transitions and contact.

- Class cohorts will not comingle with other class cohorts.
- The same group of students are in the same class cohort each day.
- Class cohort sizes will be determined by the maximum capacity for students in the class cohort's learning space while meeting 6-foot physical distancing objectives.
- The larger class cohorts will be housed in larger spaces. (two classrooms with wall that opens between them)
- Students stay in the same class cohort.
- Each class cohort will be in a separate room and not mix with other class cohorts.
- Teachers will remain solely with their class cohort of students.
- Geographic considerations will be used to designate class cohorts to support arrival and departure from school.
- Service providers and other adults who typically rove from room to room, will be limited to prevent cross contamination.
- Class cohort recess breaks will be staggered.
- Class cohorts will be assigned to different areas of the playground.

Options for Higher Risk Individuals

- Consideration of options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk) when possible
- Consideration of options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities) when possible
- Considerations will be consistent with applicable law, policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions

5. Face Coverings and Other Essential Protective Gear

All staff and students will utilize face coverings as indicated by recommendations from the Center for Disease Control and the California Department of Public Health. All students K – 6th grade and all adults will be required to wear face coverings unless they have a medical exemption. This will be revisited as the Public Health orders and COVID-19 conditions change.

Face coverings must be worn by students and staff:

- While waiting to enter the school campus
- While on school grounds (except when eating or drinking)
- While leaving school

Ballard School has a supply of disposable face coverings for anyone who is unable to provide their own. Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

6. Cleaning and Disinfection

Custodial Staff

- Ballard's custodial staff has the appropriate tools, equipment, and training to provide enhanced disinfecting.
- Additional custodial staff will be brought in when needed.
- A hydrostatic mister has been purchased to assist in disinfecting classrooms and office spaces.
- Staff has Identified and stocked cleaning products using the following guidelines:
 - Cleaning products should be from the Environmental Protection Agency (EPA)-approved list "N" approved for use against COVID-19
 - Following product instructions for use
 - Reducing the risk of asthma related to disinfecting, selecting disinfectant products on list N with asthma-safer ingredients
 - Using disinfectants labeled to be effective against emerging viral pathogens, following label 6 directions for appropriate dilution rates and contact times
 - Providing employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
 - Established a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products
- Custodial staff has the proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions.
- All products are kept out of children's reach and stored in a space with restricted access.
- Areas used by any staff or student with temperature or symptoms will be closed off and not used before cleaning and disinfection.
 - To reduce risk of exposure, custodial staff will wait 24 hours if possible before cleaning and disinfecting.
 - If it is not possible to wait 24 hours, staff will wait as long as feasible before cleaning and disinfecting

Cleaning and Disinfection

General Staff

All staff will continue cleaning of high touch areas and surfaces in individuals' work areas throughout the day, including:

- Tables in classrooms and other common areas
- Chairs in classrooms and other common areas
- Doorknobs
- Teacher area/space
- Chromebooks/electronic devices
- Copy machine
- Refillable water stations

Limited Sharing

- To the greatest extent possible, each child's belongings will be kept separated and placed in individually labeled storage containers, backpacks, cubbies, or other areas.
- Backpacks will be hung on hooks outside the classroom
- Personal belongings will be taken home each day to be cleaned.
- Students will be provided with adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the greatest extent possible.
- Teachers will limit the use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Students will not share food, drink, or clothing.

7. Entering, Exiting and Movement on Campuses

Ballard has implemented procedures to support 6-ft physical distancing for staff and student as they enter, exit, and move throughout the day, including:

- Altering office, reception area, and all other common space for physical distancing
 - Protection shields are in place in the front office.
 - To limit the number of people in the office, visitors will wait outside the office until they are brought inside.
- Several entry and exit points for all staff, students, and parents
- Elimination of before and after school play time
- Students report directly to the classroom
- Minimize number of people on campus (only essential personnel)
- Minimize office visits – call or email when possible
- No deliveries of forgotten homework or snack/lunch will be accepted. Students will be provided a snack in case lunch is forgotten.
- Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off older children at the two school entrances.
- Parents who need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms for physical distancing
- Break times will be staggered to avoid congestion.

- Placing signs and/or markers to assist with physical distancing
 - At restrooms to:
 - Limit the number of students using it at one time
 - Indicate where to wait in line

8. Health Screenings for Students and Staff

Daily symptom screening of all staff for COVID-19 symptoms including:

- Use of touchless thermometers to take temperature when entering campus
- Not admitting staff with temperatures >100F and logging information for COVID-19 liaison
- Daily reporting by staff member if they have been exhibiting COVID-19 related symptoms or have been in recent contact with anyone with COVID-19 or related symptoms.

Daily screening of all students for COVID-19 symptoms including:

- Daily questionnaire and reporting:
 - Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, or flu-like symptoms? Or with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a touchless forehead thermometer
 - Do you or your child have any other signs of communicable illness such as a cold or flu?
 - Have you or your child experienced diarrhea or vomiting (within the past 24 hours)?
- Use of touchless thermometers to take temperature

Students who have a temperature > 100F or demonstrate symptoms will be isolated in the quarantine room until they can be picked up by a family member.

Staff members who have a temperature > 100F or demonstrate symptoms will leave campus to return home.

9. Healthy Hygiene Practices

Ballard School has leased three portable handwashing stations to be placed at key locations on campus. Additionally, hand sanitizer dispensers have been installed in every classroom and office space. All students will have a 'sneeze guard' on her/his desk.

Ballard School has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas

Ballard School will use video and print resources as instruction for students in handwashing and other hygiene practices. These videos and print resources will be shared with parents for home viewing and will also be reviewed in school. Examples include:

- Fight Germs! Wash Your Hands! | CDC
- How to Wear a Fabric Mask Safely | WHO
- Wash Your Hands! | CDC
- How to Wear a Fabric Mask Safely | WHO
- How to Handwash | WHO

10. Identification and Tracing of COVID-19 Contacts

Identification

If a student or staff member tests positive for COVID-19 the school will follow the guidelines established by the Santa Barbara County Department of Public Health, including:

- Student/staff will be sent home if not already quarantined
- Student/staff instructed to isolate for 14 days after symptom onset OR 10 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test)
- School based close contacts identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - Superintendent/Principal notified
 - Superintendent/Principal or designee notifies Public Health Department

Tracing

The Superintendent/Principal is the COVID-19 liaison, to act as the communication point for all COVID-19 concerns. (The Administrative Assistant will serve as the back-up liaison.) The COVID-19 Liaison's responsibilities include:

- Managing and supporting contact tracing
- Notifying exposed persons/cohorts
- Creating and maintaining a database of exposed students and staff
- Communicating with, and submitting lists of exposed students and staff to the Public Health Department

11. Staff Training and Family Education

- The Superintendent/Principal and school nurse will support staff and community in understanding the district's reopening plan.
- Staff has been trained on health and safety protocols at site-based professional development as well as online training modules.
- Staff has been trained on all elements of this plan, with an emphasis on:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their mandatory use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification

- Families and Community will be supported through ongoing forums:
 - Video and print resources will be provided for parents to review with students at home. These will also be reviewed in school.
- Prior to the waiver approved reopening, small cohorts of students (5 or fewer/class) will return to campus at specified times for academic support, and for training and education about procedures for school reopening.

12. Testing of Students and Staff

Testing of Students

Students who have symptoms of Coronavirus or have been exposed to someone will be rapidly tested, even if the student is asymptomatic.

- Student will be sent home if not already quarantined
- Student will be directed to undergo testing through:
 - Their healthcare provider, or
 - Free COVID-19 Testing Sites in Santa Barbara County
- Student will be instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after a positive test.)
- School-based close contacts (students and staff) will be identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings: consult with teacher/staff
- Public Health Department will be notified

Testing of Staff

Staff members who have symptoms of Coronavirus or have been exposed to someone with Coronavirus will be rapidly tested, even if the individual is asymptomatic.

- Staff member will be sent home if not already quarantined
- Individual will be directed to undergo testing through:
 - Their healthcare provider, or
 - Free COVID-19 Testing Sites in Santa Barbara County
- Staff member will be instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after a positive test.)
- School-based close contacts (staff and students) will be identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings: consult with teacher/staff
- Public Health Department will be notified

Maintaining Healthy Operations

- All staff members will be COVID-19 surveillance tested every two months. (Half the staff one month, the other half the next month.)
- Staff will be encouraged to use the Santa Barbara County Community Testing sites. Also, the six school districts in the Santa Ynez Valley have established a relationship with a private vendor. Districts within the valley will be hosting private testing monthly. All districts will be invited to participate.
- Monitor staff absenteeism and have a roster of trained back-up staff when available. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.
- The Superintendent/Principal and school nurse will be responsible for responding to COVID-19 concerns. They have been trained to coordinate the documentation and tracking of possible exposure, to notify local health officials, staff, and families in a prompt and responsible manner.
- Parents must screen students for temperature and general health before leaving for school.
- Ballard School will create a communication protocol that allows staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- When possible, the school will support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

13.Triggers for Switching to Distance Learning

If one or more Covid-19 cases at the school site:

- Students and staff in any affected cohort will switch to distance learning for 14 days
- School leadership will communicate directly with affected students and staff through email or telephone
- School liaison will communicate with public Health
- Possible shut down of entire school if multiple cohorts are affected
- Superintendent/Principal will communicate with Ballard School community prior to any school closings and with updates prior to re-openings

14.Communication Plan

The Superintendent/Principal will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), by:

- Documenting/tracking incidents of possible exposure and notifying local health officials, staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19, referring to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Notifying local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

- Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

15. Miscellaneous

- No classroom volunteers until further notice
- No hot lunch or snacks provided for the class (including birthday treats)
- No school sponsored after school programs (minimizing the use of school facilities)
- All field trips and assemblies canceled until further notice

Ballard School Reopening Schedule

Temporary Room Assignments (to accommodate anticipated enrollment)

- Kindergarten: Red Schoolhouse (wall/divider closed, AM on one side, PM on other side)
- 1st Grade: Room 1
- 2nd Grade: Library & Music Room (the wall opens between the two rooms) or Room 7**
- 3rd Grade: Room 7 or Music Room**
- 4th Grade: Room 1 & Room 2 (the wall opens between the two rooms)
- 5th Grade: Room 6
- 6th Grade: Room 8

***These classrooms will be assigned depending on the number of students attending in-person instruction.*

Week of 10/19 (please see the schedule that follows)

- Some students will remain in Distance Learning (parent request). Teachers will provide distance learners with updated schedule.
- Kindergarten will be divided into morning and afternoon groups.
- We will only have half the 1st – 6th grade students on campus the first two weeks after school reopens. This will help keep our numbers down as students and parents learn and practice the new procedures.
- All students will participate in distance learning on Fridays. Ballard's 'All School Distance Learning' day will be on Fridays to match Solvang School's 'All School Distance Learning' day. What happens on these days?
 - Engaging in distance learning with live connection with students via online platform
 - Planning, preparation, catching up on communication with parents
 - Staff meetings and professional development

Beginning the Week of 10/26 (please see the schedule that follows)

- Some students will remain in Distance Learning (parent request). Teachers will provide the updated schedule.
- Kindergarten will continue in their morning and afternoon groups.
- 1st – 6th students will be on campus Monday – Thursday.
- We must stagger 1st – 6th arrival and departure times to avoid crowding and accommodate appropriate distancing.
 - Kindergarten: 8:15 – 11:15 (AM group) and 12:00 – 3:00 (PM group)
 - 1st – 3rd grades: 8:15 – 12:15**
 - 4th – 6th grades: 8:30 – 12:30**

***These times may be adjusted slightly to accommodate the number of students at morning drop off and afternoon pick up.*

- All students will participate in distance learning on Fridays. Ballard's 'All School Distance Learning' day will be on Fridays to match Solvang School's 'All School Distance Learning' day. What happens on these days?
 - Engaging in distance learning with live connection with students via online platform
 - Planning, preparation, catching up on communication with parents
 - Staff meetings and professional development

Ballard School Reopening Schedule – Week of 10/19

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	8:15 – 11:15	AM Class	AM Class	Distance Learning (Week of 10/19)	All School (K – 6th) Distance Learning Friday
	12:00 – 3:00	PM Class	PM Class	Distance Learning (Week of 10/19)	

	Monday	Tuesday	Wednesday	Thursday	Friday
1st – 3rd Grades	8:15 – 12:15 Classroom	8:15 – 12:15 Classroom	1st – 3rd Distance Learning (Week of 10/19)	1st – 3rd Distance Learning (Week of 10/19)	K – 6th All School Distance Learning Friday
	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon			
	Distance Learning Students Teachers will provide schedule	Distance Learning Students Teachers will provide schedule			

	Monday	Tuesday	Wednesday	Thursday	Friday
4th – 6th Grades	4th – 6th Distance Learning (Week of 10/19)	4th – 6th Distance Learning (Week of 10/19)	8:30 – 12:30 Classroom	8:30 – 12:30 Classroom	K – 6th All School Distance Learning Friday
			Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	
			Distance Learning Students Teachers will provide schedule	Distance Learning Students Teachers will provide schedule	

Ballard School Reopening Schedule: Beginning the Week of 10/26

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	8:15 – 11:15	AM Class	AM Class	AM Class	All School (K – 6th) Distance Learning Friday
	12:00 – 3:00	PM Class	PM Class	PM Class	

	Monday	Tuesday	Wednesday	Thursday	Friday
1st – 3rd Grades	8:15 – 12:15 Classroom	8:15 – 12:15 Classroom	8:15 – 12:15 Classroom	8:15 – 12:15 Classroom	All School (K – 6th) Distance Learning Friday
	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	
	Distance Learning Students	Distance Learning Students	Distance Learning Students	Distance Learning Students	
	Teachers will provide schedule for students in	Teachers will provide schedule for students in	Teachers will provide schedule for students in	Teachers will provide schedule for students in	

	Monday	Tuesday	Wednesday	Thursday	Friday
4th – 6th Grades	8:30 – 12:30 Classroom	8:30 – 12:30 Classroom	8:30 – 12:30 Classroom	8:30 – 12:30 Classroom	All School (K – 6th) Distance Learning Friday
	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	Asynchronous Assignment in afternoon	
	Distance Learning Students	Distance Learning Students	Distance Learning Students	Distance Learning Students	
	Teachers will provide schedule for students in	Teachers will provide schedule for students in	Teachers will provide schedule for students in	Teachers will provide schedule for students in	