

# Montecito Union School District Plan for Reentry 2020-2021

SEPTEMBER 3, 2020; VERSION 4

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## INTRODUCTION AND INTENT

The Coronavirus COVID-19 Pandemic has radically altered our lives and the way we interact with one another. The school environment has and will continue to be impacted for the foreseeable future until we have a vaccine or we achieve herd immunity. During that time, Montecito Union School District will take all reasonable measures to protect the health of our students and staff.

The purpose and intent of the re-entry plan is to provide for a smooth and safe opening of summer school on July 20, 2020 and the reopening of school in the fall on **August 20, 2020**. Montecito Union School District is both committed to promoting the health and safety of its students, staff, and families while continuing to provide an educational program committed to our mission: “To launch inspired thinkers who positively impact the world.” In constructing this plan, our mission statement has been: “To protect the health of our students, staff members, and community while maximizing students’ time on campus.” Moreover, as we work to change some of our practices and protocols, we must work equally hard to keep some aspects of school the same. School must continue to be a place of learning, laughter, and close connections between students and staff members. If we provide for safety but remove the joy from school, we will not have been successful in our efforts.

Any level of school reentry will have some risk of increased virus transmission of the disease to students, staff, and the community. This plan is based on the various guidelines issued by the California Department of Education (CDE Reentering Schools Guidelines), the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Barbara County Public Health Department (SBCPH).

## PLANNING ASSUMPTIONS

The assumptions below reflect input from state and local stakeholders as well as input from both staff and parent surveys and a task force formed by Montecito Union School District consisting of staff members. In the case of the COVID-19 pandemic emergency, the situation continues to be fluid; on a daily basis, we receive new information about the disease. Therefore, this plan will change as new information and new guidelines become available. The plan is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced and disseminated widely or until herd immunity is reached;
2. Santa Barbara County Public Health (SBCPH) will guide schools on re-opening based on State guidelines and local conditions related to the virus;
3. SBCPH will direct the protective measures a school district must take in order to reopen the campus to students;
4. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from SBCPH in response to local conditions, will impact local decision-making;
5. The economic impacts of the pandemic will have significant and lasting impacts on schools;
6. Students will enter the 2020-21 school year with varying degrees of unfinished learning;
7. Montecito Union School District will endeavor to provide a supportive environment where both students and staff feel safe and connected. Teachers and staff aim to work with parents, students, and members of the community to maintain an emotionally supportive environment where students and staff can heal and thrive;
8. Montecito Union School District recognizes that the Pandemic is ongoing and that individual students, entire classes/or and the school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCPH.

## DESIRED STATE AT REOPENING

In addition to having a well-thought out plan, several other tasks are required in order to be fully ready to open school in the fall. The following list was generated to help direct our preparations:

- Have action plans and procedures for employees, which provide administration, principals, teachers, staff, students, and families the necessary information to safely go to school
- Attending to the mission of optimizing educational opportunities for all students equitably and educating the whole child
- Instruction is being provided at a level that will allow students to successfully articulate to the next course or grade level
- Qualified students are receiving school meals
- Appropriate hygiene and safety protocols and practices (including hand washing and physical distancing) are in place to minimize exposure and risk to students and staff
- Prepared to respond when students and staff become ill at school
- Student and employee mental wellness supports are maintained or increased to reflect the current needs
- Prepared for class, grade, or school closures in the event of changing conditions that would warrant order by the County Health Officer
- Prepared for increased rates of absence among students and staff
- Plans conceived for before school, after school, and enrichment activities
- Providing accurate, timely, consistent, and accessible information to students, families, staff, and school boards
- Efforts are being supported logistically and financially
- Full cooperation and collaboration among the Local Education Agencies and County Public Health, County Office of Education, other school districts, the cities and County, Santa Barbara County Office of Emergency Management, and other allied agencies

## FROM HOME TO SCHOOL AND BACK HOME

Plans for school reentry encompass many factors that make up a student's day. "School" includes the in-classroom experiences among students and teachers, as well as non-classroom-based periods, such as recess and lunch.

School planning also includes the many transitions to, from, and around school. This includes arrival, dismissal, and transitions between classes.

To reduce the risk to health and safety of all students and staff, this report attempts to address many aspects of the school day, including: preparing to go to school, transporting to school, arriving and entering school, participating in classes and activities during school, moving around the school, and returning and arriving back home.

Before leaving home, specific actions must be taken by the students and their families. Safety at school actually starts at home! If any member of the family (or any Montecito Union School District Staff Member) has any of the COVID-19 symptoms, we urge them to stay home. Santa Barbara County Public Health lists the following as possible symptoms of COVID-19: sore throat, runny nose, fever, chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms (such as soft stool or stomach cramps), and a new loss of smell and/or taste.

Arriving by car, biking or walking to class, entering classrooms, transitioning between classes or activities, eating meals, and going back home all require school plans for hygiene and sanitation, face coverings, providing social distancing and limiting interaction among groups. Managing social distancing for a kindergartner is different than it is for a sixth grader. In all cases, practices and protocols will require vigilance and support by administrators, teachers, staff, students, and families.

The intent within these protective measures is to make every effort to minimize risk. No one procedure, policy, tool, or practice will create a safe environment for students; all of these efforts work together to create a safe system of support. The collective impact of the multiple layers of safety and protection reduces risk, but cannot completely eliminate it. We know that implementation will not be perfect. Therefore, the effectiveness of the plan comes in the universal understanding of the intent of each of the guidelines and the good faith efforts to implement them.

## PLANNING PHASES: INTRODUCTION

In addition to planning for the specific levels at reentry, we are planning for both the loosening and tightening of public health orders *within the 2020-21 school year*. Conditions may require some classes and/or grades to close and reopen within the academic year, and we may find ourselves engaging in varying forms of schooling. Montecito Union School District is carefully considering the multiple factors within the various planning levels for social distancing to determine how we will provide the instructional programming.

Protecting the health of our students, staff members, and community while maximizing students' time on campus takes careful consideration. The Montecito Union School District Reopening Task Force has taken into account the need to involve stakeholders while considering many factors, including:

- Safety of students, staff members, and the community
- Students' academic success
- Students' and staff members social, emotional, and physical wellbeing
- Physical space and facilities
- Student enrollment
- Staffing
- Fiscal Resources
- Policies, including possible state and federal waivers
- Programming options

Montecito Union School District Reopening Task Force members have thoughtfully considered re-entry plans and schedules, while understanding that anything that we create for the beginning of the 2020-2021 school year may need to change within the school year. Given the fluid nature of planning to date, and given the variability of factors, including those listed above, there are multiple effective approaches to school re-entry.

In order to ensure we are ready to start the year (and to make sure we can continue operations throughout the year, even if the health situation changes in our community) we have been making plans for different scenarios based on five possible phases that would be dictated by the orders of Santa Barbara County Public Health (SBCPH):

PLANNING PHASES: TABLE

Phase	Health Order	Notes
<b>Phase 1</b>	None	<ul style="list-style-type: none"> <li>Continued messaging about hygiene</li> <li>All students attend school every day on a regular schedule (8:30-2:00 for Kindergarten, 8:30-2:30 for first grade, 8:30-3:00 for second through sixth grade)</li> </ul>
<b>Phase 2</b>	No groups of a maximum number (for example, 50 or more people)	<ul style="list-style-type: none"> <li>For Montecito Union School District, this would mean restrictions in the auditorium, classrooms, etc.</li> <li>All students attend school every day on a regular schedule</li> <li>Assemblies, and other large gatherings not permitted</li> </ul>
<b>Phase 3</b>	<ul style="list-style-type: none"> <li>Some orders from phase 2 apply</li> <li>Six feet of social distancing</li> <li>Rules about hygiene and cleaning</li> <li>Mandates and/or recommendations about personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>All students attend school every day on a regular schedule</li> <li>Chorus, assemblies, large gatherings, field trips, and excursions are not permitted</li> </ul>
<b>Phase 4</b>	<ul style="list-style-type: none"> <li>Some orders from Phase 3 apply</li> <li>No groups of a maximum number (for example, 10 or more people)</li> </ul>	<ul style="list-style-type: none"> <li>If required by public health order, students would attend school every other day. At this time, we do not anticipate this health order and would only implement this if larger groups of students were prohibited.</li> <li>For Montecito Union School District, this would mean significant restrictions in the classrooms, etc.</li> </ul>
<b>Phase 5</b>	<ul style="list-style-type: none"> <li>All orders from phases 2, 3, and 4 still apply</li> <li>Stay at home order issued</li> </ul>	For Montecito Union School District, this would mean distance learning

## PHASES 1-5 OVERVIEW

What follows is a basic overview of each of the five phases. It is meant to give a quick illustration of the practices and procedures that would be put into place with each of the five phases. More detailed information may be found in the “Industry Specific COVID-19 Plan for Montecito Union School” which can be found in this document following the five overviews. This more detailed plan provides specific information about hygiene procedures, cleaning standards, health checks, and much more. Together, these two sections give a comprehensive view of Montecito Union School’s COVID-19 Plan.

### PHASE 1 (NO HEALTH ORDER) OVERVIEW

We are unlikely to start the school year in Phase 1. It is most likely that Phase 1 will only be reached when a vaccine is developed or herd immunity is well established. At this Phase, normal operations would return, though continued messages about hygiene would occur.

### PHASE 2 (NO LARGE GATHERINGS) OVERVIEW

We are unlikely to start the school year in Phase 2. It is most likely that Phase 2 will be reached when the county has no new cases (or extremely few new cases). At this Phase, most normal operations would return, but we would continue to limit assemblies and other large gatherings. Depending on the specifics of the health order, it may be that we could hold chorus rehearsals, though chorus performances and Singings would need to be done digitally. Some field trips may be possible.

## PHASE 3 (SOCIAL DISTANCE, HYGIENE, CLEANING, PPE) OVERVIEW

Based on the current SBCPH order<sup>1</sup>, the California Public Health Interim Guidance for Schools<sup>2</sup>, and the current metrics in the county<sup>3</sup>, we believe that we will start the school year at Phase 3. As a result, we have been spending most of our time planning for this phase.

At Phase 3, we would reallocate resources at the school in order to open up more classroom sections. This will allow us to more easily comply with the directive to maintain six feet of social distance, especially when indoors. Moving forward with 26 or more classes allows us to significantly lower-class sizes, and, though this may change as more students join the school, currently all classes are in the 12-16 student range. Additional classrooms will be used and new furniture will allow each student to have their own personal space in the classroom.

Students will still participate in PE, music, art, Spanish, and receive lessons from the teacher librarian. Students will continue to receive roughly the same amount of time in these areas throughout the year, but these specialist experiences will be organized differently to maintain stable, class cohorts.

As we welcome students to school, they will participate in a daily health check, which will include a daily temperature check, visual assessment, and a few questions. Handwashing or sanitization will be required before students come into class, before and after recess, before and after lunch, and whenever a student coughs, touches their face, etc. New handwashing stations will come in handy to accomplish this, as well as lots of hand sanitizer throughout the campus. Cloth face coverings will be provided to all students and staff members, though all may also bring these from home. The current health order strongly recommends that all students and staff wear face coverings, especially when social distancing is not practicable. We will provide cloth face coverings, train students in their use, and encourage their use. Students and staff may also bring their own cloth face coverings.

To further reduce person-to-person contact, we will be eliminating visitors, volunteers, and speakers coming to campus except in the case of emergencies or essential services. Increased cleaning and sanitization protocols have been developed. Additional recess and lunch periods have been added and new practices have been established. Outdoor learning will be encouraged, and windows and

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<sup>1</sup> [https://countyofsb.org/uploadedFiles/phd/PROGRAMS/Disease\\_Control/Corona/HOO%202020-12.pdf](https://countyofsb.org/uploadedFiles/phd/PROGRAMS/Disease_Control/Corona/HOO%202020-12.pdf)

<sup>2</sup> <https://covid19.ca.gov/pdf/guidance-schools.pdf>

<sup>3</sup> <https://publichealthsb.org/santa-barbara-county-reopening-metrics/>

doors will be left open to increase air flow. Students are encouraged to dress in layers. Though new shaded areas have been added, students are encouraged to wear a hat with a brim, and bring sunscreen.

At Phase 3, if a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an independent study plan (see <http://www.gamutonline.net/district/montecito/DisplayPolicy/1066102/> for our Board Policy on Independent Study). If there is a more extended condition that prevents a student from coming to school, they may be eligible for Home and Hospital Instruction (see <http://www.gamutonline.net/district/montecito/DisplayPolicy/1145812/> for more details). Documentation of this condition would be required in this instance. Families who feel they may be eligible for either of these programs should contact Superintendent Anthony Ranii directly to set up an appointment to discuss their options. Please email Superintendent Ranii at [aranii@montecitou.org](mailto:aranii@montecitou.org) with a clear subject line rather than replying to this email to ensure a prompt response.

Much more detailed information may be found in the “Industry Specific COVID-19 Plan for Montecito Union School” which can be found in this document following the five overviews. In addition, a video will be sent to all staff and parents that will help everyone be ready for Phase 3.

#### PHASE 4 (LIMITED GATHERINGS) OVERVIEW

We are unlikely to start the school year in Phase 4. It is most likely that Phase 4 would be ordered if there is a significant decline in the health indicators across the county (but not so much of a decline as to mandate a stay-at-home-order). Based on conversations with Santa Barbara County Public Health, a Phase 4 seems unlikely. That said, if this were ordered, students would come to school every other day. In each class, students would be separated into either an A or B cohort. On an “A Day” Teachers would instruct the “A Cohort” while the “B Cohort” completes independent work at home. On an “B Day” Teachers would instruct the “B Cohort” while the “A Cohort” completes independent work at home. **Again, Phase 4 seems unlikely at this time.**

## PHASE 5 (STAY AT HOME ORDER) OVERVIEW

In some cases, Santa Barbara County Public Health (SBCPH) may order a closure of a class, grade level, or the school. This could occur county wide, in the event that SBCPH issues a county-wide stay at home order. Alternatively, if a student or staff member develops COVID-19 and contact tracing reveals exposures, SBCPH may order a particular class or grade level to discontinue in-person classes. Class, grade, or school closures may necessitate a Phase 5 approach. Additionally, it is possible that the metrics in our part of the county worsen to the degree that a preemptive move to Phase 5 becomes advisable. Therefore, significant time was spent to improve our existing MUSatHome protocols. Here is an overview of how MUSatHome would work in Phase 5.

According to new state laws, attendance during MUSatHome would be mandatory for all MUS students, and daily attendance would be taken. Students would all be given MUS technology devices so that they are able to participate in instruction over Zoom. If any family does not have wireless connectivity at home, MUS would work to assist them. The majority of these Zoom sessions would be conducted within a single class setting. That is, in most lessons, the same classroom teacher that taught a class of students during “in person” instruction would teach that same group of students during Zoom instruction. These Zoom lessons would occur five days a week. Students would also continue to participate in specialist classes (physical education, music, Spanish, library, and art). In some cases, this instruction would occur in larger groups than a full class. For example, a physical education lesson could be taught to two classes of students who have been brought into the same Zoom experience. Instructional assistants would be present in the Zoom lessons as well. This not only can assist in answering student questions and promoting positive engagement, but can also assist in allowing for “breakout rooms” during which some students are working with the teacher and, just as is the case with “in person” instruction, some students are working for a time with an instructional assistant. Teachers will have the flexibility to use whole class-instruction, small group instruction, and individual student support. In addition to Zoom lessons, students will be asked to complete independent assignments. To promote this, teachers will have the ability to send home materials once a week (and to collect student work that has been completed).

Lunches would still be available for students who receive free and reduced priced lunches, and we believe these lunches would be distributed at MUS. Students with special needs will be served according to their Individualized Education Plan Goals. This may include regular attendance in the Zoom sessions, alternative Zoom sessions, alternative educational services, in person services, or a combination of all of these. Each student’s case manager will contact students’ families with plans should MUSatHome be necessary.

While the exact schedule for MUSatHome is always evolving, parents can expect a regular schedule of Zoom events that is clearly published on an internal website.

**Please note that all of these phases are possible for the coming school year, and we have plans for each phase.**

**Industry Sector:** Schools and School Based Programs

**Business Name:** Montecito Union School District (MUSD)/Montecito Union School (MUS)

COVID-19 General Checklist Items for Employers	Procedure (Write a short statement on how you will address the checklist item)	Frequency (When applicable)	Resources Needed (As applicable)	
<b>1. General Measures</b>				
1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.	We will regularly consult the daily metrics in the county by accessing <a href="https://publichealthsb.org/">https://publichealthsb.org/</a> . We will read regular reports from the governor and the state superintendent of public instruction. We will follow the local, state, and national press in order to spot trends and control measures. In addition, we will collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association, Schools for Sound Finance, and Superintendents for Progressive Educational Leadership.	Daily	Access to technology and communications equipment
2	Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources.	We will limit our external organizations that utilize our site and campus to 1) those that provide child care and enrichment services to MUS students after school, and 2) essential meetings.	Reassess monthly	None

3	<p>Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill.</p>	<p>In the event a group of classes or the entire school needs to be closed, MUS will switch to MUSatHome, described below: All students of Montecito Union School (MUS) will have access to high-quality distance learning opportunities. Student devices will be checked out to all families and support will be given to any that do not have wireless connectivity. Using these devices, students will participate in both 1) live learning opportunities and 2) independent student activities that students complete independently.</p> <p>The live learning opportunities will be conducted through Zoom by teachers and supported by instructional assistants. Sessions focus on academics based on the Common Core State Standards, with a particular focus on English, language arts, and mathematics. That said, students will also participate in science, social studies, music, art, physical education, Spanish, library, engineering, integrated subject experiences, social emotional lessons, and social experiences. These live learning opportunities will most often occur within a student’s regular class, though grade-level lessons and small group sessions also occur. Live learning opportunities occur five days a week for a total of approximately thirteen hours every five days.</p> <p>The extension activities will vary according to grade. They will focus on reading, writing, and mathematics, though other subject matter is also addressed. These assignments will range from the simple and “low-tech” (such as reading for 45 minutes) to the complex and “high-tech” (such as projects assigned through Google Classroom which require students to work in teams with connected documents and utilizing several different software programs). Students will show their progress on these assignments in a number of ways. Younger learners may “read” to their teachers by recording themselves via a</p>	<p>If distance learning required, this becomes a daily need</p>	<p>Students, teachers, and instructional assistants need access to technology devices and wireless connectivity. Technology and communications equipment needed for communications. We have replaced hundreds of student devices to prepare for this possibility.</p>
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		<p>program called SeeSaw. Older students may “hand in” assignments through Google Drive. All teachers will also utilize a math program called Dreambox.</p> <p>To assist parents and students, both the live learning opportunities and extension activities will be organized through a website. This website will be accessible only to MUS staff and families as a security precaution. Students may also receive materials, manipulatives, books, and other supplies.</p>		
4	<p>Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.</p>	<p>Students with functional and access needs that put them at a greater risk will be given specific supports according to their needs. As an example, more frequent handwashing, the use of gloves or face shields, and other steps may be needed in certain cases. The student's case manager will consult with the school nurse and administration to continue to adjust plans as necessary. When extreme, a Section 504 Plan may be written to further protect a student's health.</p>	<p>Reassess as student needs present or change</p>	<p>PPE and hygiene materials</p>
<b>2. Promote Healthy Hygiene Practices</b>				
1	<p>Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.</p>	<p>The Montecito Union Schools Foundation have purchased two portable handwashing stations which will be deployed at either end of our campus. This adds to the classroom sinks and the sinks in the many bathroom areas across the school. In addition, hand sanitizing stations will be set up around the school campus and in every classroom.</p>	<p>Restocking and checking of equipment is a daily task</p>	<p>Two hand washing stations, working hand washing equipment throughout campus, and sanitizing stations with ample supplies of hand sanitizer are required.</p>
2	<p>Develop routines enabling students and staff to regularly wash their hands at staggered intervals.</p>	<p>Students will wash or sanitize their hands 1) before entering the classroom, 2) before and after lunch, 3) before and after recess, 4) before and after entering an internal space that is not their classroom, 5) after sneezing, touching their face, coughing, or other similar actions, and 6) throughout the day.</p>	<p>Throughout the day as defined</p>	

3	<p>*Teach and reinforce use of cloth face coverings, masks, or face shields.</p> <p>*All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.</p> <p>*Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.</p> <p>*Students should be encouraged to use cloth face coverings.</p> <p>*Students and staff should be frequently reminded not to touch the face covering.</p>	<p>Students and staff members will be given cloth face coverings. Teachers will be given face shields as well. All staff will be required to use face coverings and/or face shields as much as possible during the day, and especially when six feet of social distancing is not possible. Students will be required to wear face masks, especially when six feet of social distancing is not possible. Reminders about face coverings and the recommendation to not touch one's face will be regularly given. These will include messages from administrators, teachers, signs, videos and presentations. MUS contracts with SBUSD for food services. That said, we will ensure that face coverings and gloves will be used during anytime students are present and/or food is present or being served. Office staff will utilize appropriate caution when interacting with the public. This will include reducing the frequency of direct interactions as we are significantly restricting visitors to campus to essential workers and emergencies. When direct contact with the public is required, plexiglass shields, face coverings, face shields, and gloves will be utilized according to the conditions of the interchange. Students who do not follow guidelines will be given instruction, support, and/or consequences. Staff members may be subject to discipline.</p>	Daily	<p>Cloth face coverings for all staff and students. The school has procured hundreds and will need to continue to restock</p>
4	<p>*Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.</p> <p>*Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.</p>	<p>Students and staff members will wash and/or disinfect their hands before entering a classroom or alternative inside space, before and after recess, before and after lunch, after using the restroom, after coughing or sneezing, after touching one's face, and throughout the day. Portable handwashing stations have been purchased and will be deployed at either end of campus to facilitate this, and all of our classroom and bathroom sinks have been checked and are in working order. Hand sanitizers are available throughout the campus, including in every</p>	Throughout the day as defined	<p>Two hand washing stations, working hand washing equipment throughout campus, sanitizing stations with ample supplies of hand sanitizer</p>

	<p>*Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.</p> <p>*Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single- use cloth towels) to dry hands thoroughly.</p> <p>*Staff should model and practice handwashing.</p> <p>*Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable.</p> <p>*Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.</p> <p>*Children under age 9 should use hand sanitizer under adult supervision.</p>	<p>classroom. When utilized by students, adults will be there to monitor the safe use of these tools. We will purchase and accept donations only of appropriate hand sanitizers that are safe for children. Proper handwashing technique will be taught on the first day of school, and frequent reminders will be given by administrators, teachers, and through signs and videos. This teaching will include proper modeling by staff members.</p>		
5	<p>Ensure adequate supplies to support healthy hygiene behaviors.</p>	<p>Face coverings, face shields, gloves, hand sanitizers and hand sanitizing refill packs, protective gowns, plexiglass, plastic sheeting, signage, basic first aid supplies, facial tissues, soap, and other hygiene supplies have been purchased. Supplies will be monitored and replenished as needed.</p>	<p>Stocks will be checked weekly</p>	<p>Face coverings, face shields, gloves, hand sanitizers and hand sanitizing refill packs, protective gowns, plexiglass, plastic sheeting, signage,</p>

				basic first aid supplies, facial tissues, soap, and other hygiene supplies have been purchased. Supplies will be monitored and replenished as needed.
<b>3. Intensify Cleaning, Disinfections, and Ventilation</b>				
1	Consider suspending or modifying use of site resources that necessitate sharing or touching items.	Teachers have reorganized their use of materials in the classroom and have purchased new materials in order to limit the shared use of materials by students. For example, individual pencils will be issued instead of a shared "pencil jar" in the classroom. In cases where materials must be shared, such as the sharing of student books from a classroom library, these materials will be disinfected between uses.	Most supplies re-ordered twice a year. Smaller orders done monthly	A wide variety of materials have been purchased. This includes additional learning tools, receptacles for supplies, and materials to mark out distancing requirements.
2	Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.	Each classroom will be thoroughly cleaned each evening. This will include the use of a hydrostatic sprayer with EPA-approved solutions that are proven to kill the coronavirus. In addition, throughout the day facilities will clean frequently used surfaces. In addition, each classroom will have hand-held sprayers with EPA-approved solutions that are proven to kill the coronavirus and staff will be trained in the proper use of this in case they choose to utilize this tool. This will not be a job responsibility of non-facilities workers, but is provided as an option. We do not have school busses.	Daily	Purchases include three electrostatic sprayers, two power washers, EPA approved solutions, hand-held sprayers, and a variety of other cleaning tools.
3	Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.	Not applicable as we do not have school busses.	Not applicable	Not applicable

4	<p>Frequently touched surfaces in the school include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Door handles</li> <li>Light switches</li> <li>Sink handles</li> <li>Bathroom surfaces</li> <li>Student Desks and Tables</li> <li>Chairs</li> </ul>	<p>Each classroom will be thoroughly cleaned each evening. This will include the use of a hydrostatic sprayer with EPA-approved solutions that are proven to kill the coronavirus. In addition, throughout the day facilities will clean frequently used surfaces. In addition, each classroom will have hand-held sprayers with EPA-approved solutions that are proven to kill the coronavirus and staff will be trained in the proper use of this in case they choose to utilize this tool. This will not be a job responsibility of non-facilities workers, but is provided as an option.</p>	Throughout the day	<p>Purchases include three electrostatic sprayers, two power washers, EPA approved solutions, hand-held sprayers, and a variety of other cleaning tools.</p>
5	<p>Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.</p>	<p>To make recess safe for children, a variety of steps have been taken. First, additional play times have been established to maximize social distancing. Second, students have been assigned specific play areas in some instances. Third, two sprayer systems have been purchased to quickly disinfect hard surfaces between groups of students who will play on the surface. Students will be allowed to play on playground equipment. Finally, students will wash their hands before and after recess.</p>	Daily	<p>We have purchased two power washers with EPA approved solutions that are proven to kill coronavirus.</p>
6	<p>Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.</p>	<p>Teachers have reorganized their use of materials in the classroom and have purchased new materials in order to limit the shared use of materials by students. When students need to use the same materials, hygiene protocols and frequent disinfecting will be employed. For example, individual pencils will be issued instead of a shared "pencil jar" in the classroom. In cases where materials must be shared, such as the sharing of student books from a classroom library, these materials will be disinfected between uses.</p>	Daily	<p>A wide variety of materials have been purchased. This includes additional learning tools, receptacles for supplies, and materials to mark out distancing requirements.</p>
7	<p>When choosing cleaning products, use those approved for use against COVID-19 on the</p>	<p>Our Facilities Manager approves all cleaning products in use at MUS and ensures that they all meet the requirements of the EPA. Staff in charge of cleaning are properly trained and</p>	Daily	<p>Purchases include three electrostatic sprayers, two power washers, EPA</p>

	Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.	certified when necessary to safely use the cleaning products. All Facilities team members have been trained by state-certified safety trainers.		approved solutions, hand-held sprayers, and a variety of other cleaning tools.
8	Ensure safe and correct application of disinfectant and keep products away from students.	All facilities workers will receive appropriate training from the Facilities Manager. These trainings will include in-person training and online modules as appropriate. Storage of these materials are in areas that are secured and off-limits to students.	Daily	Online training modules and technology equipment are needed.
9	Ensure proper ventilation during cleaning and disinfecting.	Proper precautions will be taken when using specialized equipment and all manufacturer precautions will be taken to protect our facilities workers, students, and staff members.	Daily	Proper masks for facilities workers are required.
10	Ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.	All drinking fountains and other potable water systems will be run before the opening of school to ensure their safe usage. A check of our water systems was done in 2019, and all the tests showed safe drinking water for our facility.	Before summer school, before the start of school, after any long-break	Wrenches and other basic plumbing equipment are needed.
<b>4. Implementing Distancing Inside and Outside of The Classroom: Arrival and Departure</b>				
1	Open windows and maximize space between students and between students and the driver on school buses where practicable.	Not applicable as we do not have school busses.	Not applicable	Not applicable
2	Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.	Students will enter the school from four main areas on campus. Each of these main areas will be staffed by at least two staff members. Staff Members will work to promote social distancing in a variety of ways. This includes markers that signify the safest path of travel as well as slowing the entrance	Throughout the day	At least two staff members at each entrance, with three needed at the main entrance. Arrows, signs, and other demarcations are required.

3	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.	to school when too many students are congregating. In order to maintain social distancing, parents and other non-student family members will be asked to not enter the campus but to drop their students off by car or by walking with the student until arriving on campus. Though the official start time for school will remain 8:30 am for all students, we will allow for drop off at school starting at 8:00 am in order to promote spacing and to limit congregations of large numbers of students.		
4	Designate routes for entry and exit, using as many entrances as feasible.			
5	Consider using privacy boards or clear screens.	Screens will be used during lunch to ensure a low possibility of germ transfer during eating times. Other types of privacy screens and barriers will be used throughout campus.	Throughout the day	Plexiglass or similar screens, plastic sheeting will be utilized.
<b>5. Implementing Distancing Inside and Outside of The Classroom: Classroom Space</b>				
1	Students should remain in the same space and in groups as small and consistent as practicable.	We have added five classrooms (going from 21 classes to 26 classes) in order to lower class sizes. Classes range in size from 12 to 16 students, though if new students join our school, we may need to add additional students into class. Students will remain in stable, class cohorts for recess, lunch, and other activities. Specialist teachers (PE, library, art, music, physical education, Spanish) will conduct lessons utilizing technology or through other means which do not disrupt the small, stable class cohorts. Cohort lists will be maintained to allow for easy sharing of information to assist in contact tracing.	Throughout the day	Resources needed include four converted classroom spaces, classroom furniture, classroom supplies, and instructional materials.
2	Minimize movement of students and teachers or staff as much as practicable.	As stated in the above section, students will participate in many activities within their homeroom. As another example, students will participate in art activities through Zoom within their homeroom. This allows students to continue to progress in their master of the arts standards while also limiting their movement and exposure. Simultaneously, the art teacher (who previously taught every student in the school) will have	Throughout the day	Technology and additional teaching and learning supplies needed.

		reduced exposure to students. Every specialist area (art, library, physical education, Spanish, and music) has a different plan according to the staffing level, needs of the discipline, and ability to teach in various locations.		
3	Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.	All student, teacher, and staff desks will be placed 6 feet apart in the classroom or other inside learning areas.	Throughout the day	In order to maintain 6 feet of distance between student desks, we have needed to purchase individual desks for all Kindergarten through third grade classrooms as these previously had larger tables that sat groups of students.
4	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.	All student, teacher, and staff desks will be placed 6 feet apart in the classroom or other inside learning areas. Many pieces of furniture have been removed from the classroom and are being stored on campus to maximize social distancing within the classroom. We have ample outdoor playspace on campus, but alternative schedules for play and designated play areas will maximize distance during outdoor activities. All students will remain in their stable, class cohorts for recess, lunch, and other activities.	Teachers and other staff members will continually review and adjust as needed	We need new furniture and ample staff to move and store existing furniture.
5	Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces.	Arrows will be placed upon the ground in high-traffic outdoor areas. Teachers will develop spacing protocols for lining up with social distancing outside. While six feet of social distancing is preferred, teachers will be authorized to have students line up with less social distancing outside if it is not possible to see all students in the line or if there are other safety concerns which warrant closer groupings. At all times, students will maintain at least three feet of distance when lining up. In the classroom, teachers will go over expectations for how to perform common tasks (such as sharpening a	Teachers and other staff members will continually review and adjust as needed	Arrows, signs, and other demarcations are needed.

		pencil) in a way that promotes social distancing. Whenever 6 feet of social distancing is not possible, students will be reminded that a facial covering is required.		
6	Implement procedures for turning in assignments to minimize contact.	Many assignments are digital in nature. When this is not possible, teachers will ask students to individually turn in assignments to a receptacle (rather than have one student collect all assignments). These assignments will be left for at least 24 hours before handling, though teachers will be encouraged to wait 72 hours before handling. Gloves will be provided to any teacher who wishes to use additional precaution.	Throughout the day	Technology devices are needed. Cleaning and sterilization supplies are required.
<b>6. Implementing Distancing Inside and Outside of The Classroom: Non-Classroom Spaces</b>				
1	Limit nonessential visitors, volunteers and activities involving other groups at the same time.	Nonessential visitors and volunteers are prohibited under current conditions. Visitors to campus will conduct business primarily from outside our main office by using the intercom. Materials will be passed through the open window.	Throughout the day	Signage is needed. Working windows and an intercom in the front of the school will be utilized.
2	Limit communal activities where practicable.	School-wide assemblies will take place on Zoom. Activities that involve more than one classroom will be permitted if six-feet of distancing is mandated and if the activity occurs outdoors. Field trips will not be allowed until health conditions improve.	Throughout the school year as long as current conditions exist	Technology equipment is required.
3	Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.	Outdoor instruction will be encouraged. Additional shading will be provided in a variety of different areas on campus to encourage outdoor learning. All classes will have a defined outdoor teaching area. All students will remain in their stable, class cohorts.	Throughout the day	New shade structures for kindergarten, first grade, and fourth grade. Refurbished lunch tables also required.

4	Minimize congregate movement through hallways as much as practicable.	Our most crowded thoroughfares will be marked to limit congregation and to promote social distancing. Additionally, specialist classes will often occur in the students' homerooms, reducing the need to move through the hallways.	Throughout the day	Arrows, signs, and other demarcations needed.
5	Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable.	All meals will be served and eaten outdoors. We will offer four different lunch times (previously we had three) in order to maximize physical distancing. We have added approximately twelve lunch tables and are limiting seating to four students per table. In addition, students will be separated by plexiglass as 6 feet of social distancing is not possible even with this reduced seating. Tables will be cleaned between uses. These combined measures will result in safe, outdoor seating during lunch. All students will remain in their stable, class cohorts for recess, lunch, and other activities.	During snack and lunch	Refurbished lunch tables and additional shading required.
6	Consider holding recess activities in separated areas designated by class.	We have added additional lunch and recess times in order to maximize social distancing. All students will remain in their stable, class cohorts for recess, lunch, and other activities.	During recess	

<b>7. Limit Sharing</b>				
1	Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas.	Commonly used learning tools are issued to each individual student when practicable. When a book or learning tool must be shared, it will be disinfected at least daily. Students will have their own spaces for storage of these materials whenever practicable.	Throughout the day	Additional teaching materials, learning tools, office supplies, baskets and other similar receptacles, and other materials are needed.
2	Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable.	Commonly used learning tools are issued to each individual student when practicable. When a book or learning tool must be shared, it will be disinfected between student use.	Throughout the day	
3	Avoid sharing electronic devices, clothing, toys, books and other games or learning aids.	Each student is issued their own technology equipment and these devices are not shared. Commonly used learning tools are issued to each individual student when practicable. Clothing will not be shared, and toys will not be brought to school. When a book or learning tool must be shared, it will be disinfected between student use.	Throughout the day	
<b>8. Train All Staff and Educate Families</b>				
1	Train all staff and provide educational materials to families in the following safety actions: <ul style="list-style-type: none"> <li>o Enhanced sanitation practices</li> <li>o Physical distancing guidelines and their importance</li> <li>o Use of face coverings</li> <li>o Screening practices</li> <li>o COVID-19 specific symptom identification</li> </ul>	All staff members have been trained in these areas, and all parents have been notified. The need for communication is ongoing, and education will be provided through emails, videos, signs, and other means. Often, materials will be available digitally and linked on our website.	Training occurs before summer school, before school, and throughout the year	Technology and access to various digital training modules are required.
2	Consider conducting the training and education virtually.			

3	Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.	The above training includes information on the proper use, removal, and washing of cloth face coverings.	Before summer school, before school, and throughout the year	Technology and access to research and presentation materials are required.
<b>9. Check for Signs and Symptoms</b>				
1	Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.	We actively discourage discrimination against students and families who are or were diagnosed with COVID-19. Any claims of discrimination will be investigated and dealt with swiftly.	Continually	Training materials are needed.
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.	We have asked that all student and staff members with COVID-19 symptoms and those who have had close contact with someone who has COVID-19 to stay home. We will continue to encourage this. In addition, we will follow the protocols and procedures from Santa Barbara County Public Health to determine steps staff and students should take in the case of direct or indirect exposure to COVID-19. As these protocols are ever-changing, we will reference current guidelines and recommendations by frequent consultation and by visiting the SBCPH website.	Throughout the year	Training materials and signs are needed.
3	Implement screening and other procedures for all staff and students entering the facility. <ul style="list-style-type: none"> <li>o Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.</li> <li>o Ask all individuals about COVID-19 symptoms within the</li> </ul>	We will conduct a daily student health check until such time as health conditions improve. This will involve the visual check for symptoms, a temperature check, as well as some simple questions when appropriate. To prepare, we have procured a large number of infrared (no-touch) thermometers and PPE, and will train staff members in the screening protocols. This will include training in how to always go about these procedures in a kind and supportive way that never puts negative attention on a student. School should be a warm and	Daily	Digital/no-touch thermometers, gloves, clipboards, fabric masks, and specialize personal protective equipment are required.

	<p>last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.</p> <ul style="list-style-type: none"> <li>o Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.</li> <li>o If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.</li> </ul>	<p>inviting place for all students. If a student appears to have any COVID-19 symptoms and the parent is still present, they will be given the option to return home or to put on masks and report to the isolation room for consultations with the school nurse. If the child's parent is not present, they will report to the nurse's office immediately. The school nurse will document any incidents of possible exposure and will report them to public health immediately. Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information. Staff members will do a self assessment, including checking their own temperature, before coming to campus each day. Staff members have been given thermometers to assist in this process as well as a checklist.</p>		
4	<p>Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.</p>	<p>Staff members have been given access to the document "Nurse's Referral Guidelines" at <a href="https://docs.google.com/document/d/1NXrRLdl6FvoB7IqWy8x3CzWeG93zbeMDdOIpB3_Pbjw/edit">https://docs.google.com/document/d/1NXrRLdl6FvoB7IqWy8x3CzWeG93zbeMDdOIpB3_Pbjw/edit</a> which defines the conditions that may be treated in the classroom, those that require a visit to the school nurse, and those conditions which warrant an immediate call to 9-1-1. This document lists all of the known COVID-19 symptoms. If these symptoms are exhibited, staff members or students will be asked to put on a mask and go to the isolation area. This isolation area is separated with physical barriers to minimize the spread of the virus through droplets or aerosolization. In addition, any</p>	Throughout the day	

		student or staff member who exhibits these symptoms will be required to wear a mask immediately, will be asked to report to the isolation room, and will wear a mask until they are off campus. For students, parents will be required to pick up their children as soon as possible once notified by the school. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will then be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. Staff members will be permitted to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus.		
5	Policies should not penalize students and families for missing class.	Staff members are trained that no student should be penalized for missing class.	Continually	Training materials are required.
<b>10. Plan for When a Staff Member, Child, or Visitor Becomes Sick</b>				
1	Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.	An isolation area has been created in the Nurse's Office to isolate a student or staff member that is showing any symptoms of COVID-19: sore throat, runny nose, fever, chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms (such as soft stool or stomach cramps), and a new loss of smell and/or taste.	Throughout the day	Digital/no-touch thermometers, gloves, clipboards, fabric masks, and specialize personal protective equipment are required. Plexiglass style barriers and a bed are needed to create isolation area.
2	Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can	This isolation area is separated with physical barriers to minimize the spread of the virus through droplets or aerosolization. In addition, any student or staff member who exhibits these symptoms will be required to wear a mask immediately, will be asked to report to the isolation room, and		

	be transported home or to a healthcare facility.	will wear a mask until they are off campus. For students, parents will be required to pick up their children as soon as possible once notified by the school. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will then be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. If your child has a fever or other symptoms that could be from COVID-19 and does not get tested OR is not cleared by your doctor, it is assumed that the child has COVID-19 and may not return to school until the 3 following criteria are met: 1) at least 24 hours has passed since recovery (no fever without the use of medication) AND 2) Child has improvement of symptoms AND 3) at least 14 days have passed since symptoms first appeared. Staff members will be permitted to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus.		
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.			
4	For serious injury or illness, call 9-1-1 without delay.	Staff members have been given access to the document "Nurse's Referral Guidelines" at <a href="https://docs.google.com/document/d/1NXrRLdl6FvoB7IqWy8x3CzWeG93zbeMDdOIpB3_Pbjw/edit">https://docs.google.com/document/d/1NXrRLdl6FvoB7IqWy8x3CzWeG93zbeMDdOIpB3_Pbjw/edit</a> which defines the conditions that may be treated in the classroom, those that require a visit to the school nurse, and those conditions which warrant an immediate call to 9-1-1. All MUS staff members are authorized to call 9-1-1 anytime they feel there is a life-threatening situation.	Throughout the day	Access to phones is required.
5	Close off areas used by any sick person and do not use before cleaning and disinfection.	When the isolation area is in use, no other student or staff member may be permitted in the isolation area, except the school nurse who will use specialized PPE equipment to maintain safety. Once the isolation space is vacated, the room will be thoroughly cleaned, including use of an electrostatic	After each use	Cleaning equipment, including electrostatic sprayers and EPA approved solutions proven to kill coronavirus, is needed.

		sprayer with an EPA approved solution proven to kill the coronavirus.		
6	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.	Parents and staff members have been advised and will continue to be reminded that we all need to work together to make sure students and staff members with symptoms of COVID-19 are not present at school. For students, parents will be required to pick up their children as soon as possible once notified by the school. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will then be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. Staff members will be permitted to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus.	After each incident	Access to phones and the Internet is required. Technology devices are required.
7	Ensure that students, including students with disabilities, have access to instruction when out of class.	If a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an independent study plan (see <a href="http://www.gamutonline.net/district/montecito/DisplayPolicy/1066102/">http://www.gamutonline.net/district/montecito/DisplayPolicy/1066102/</a> for our Board Policy on Independent Study). If there is a more extended condition that prevents a student from coming to school, they may be eligible for Home and Hospital Instruction (see <a href="http://www.gamutonline.net/district/montecito/DisplayPolicy/1145812/">http://www.gamutonline.net/district/montecito/DisplayPolicy/1145812/</a> for more details). Documentation of this condition would be required in this instance. Families who feel they may be eligible for either of these programs should contact Superintendent Anthony Ranii at <a href="mailto:aranii@montecitou.org">aranii@montecitou.org</a> with a clear subject line to ensure a prompt response. Staff members have all been asked to begin the interactive process if they feel	For each student or employee in need	Independent Study Learning Plans and Home Hospital Care plans are required. Staff is needed to support these as well.
8	Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.			

		they might be at higher risk. In this process, the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district. An employee may begin the interactive process at any time by contacting CBO/HR Virginia Alvarez at <a href="mailto:valvarez@montecitou.org">valvarez@montecitou.org</a> .		
<b>11. Maintain Healthy Operations</b>				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available.	Over the years, we have developed a list of trusted substitute employees who will be called upon as back-ups if necessary. In the case of substitute teachers, we also have a few classified employees that have an active substitute credential that may be called upon. Finally, there are a small number of certificated employees that may be pulled from their assignment temporarily in the case of significant shortages. Substitutes will follow the same protocols of MUS staff.	Daily	Substitute teachers and other substitute employees.
2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.	As reported in the two previous sections, we have written plans to ensure that those that need to be isolated are quickly identified and set apart from the general population in an isolation area.	Throughout the day	An isolation area, personalized protective equipment, and infrared/no-touch thermometers are all needed.
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.	Staff may contact Anthony Ranii at <a href="mailto:aranii@montecitou.org">aranii@montecitou.org</a> , or Virginia Alvarez at <a href="mailto:valvarez@montecitou.org">valvarez@montecitou.org</a> .	Designation once yearly, available Throughout the day	We need to maintain unfettered access to these liaisons.
4	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications	Families may self-report symptoms to Anthony Ranii at <a href="mailto:aranii@montecitou.org">aranii@montecitou.org</a> or by calling the front office at (805) 969-3249. Regular information will be given to all families, largely through our email system and website. In cases when important and timely information must be communicated, our	Continually	Access to technology, phones, an automatic-dialer, email databases, and regular contact with Public Health Officials is needed.

	of exposures and closures, while maintaining confidentiality.	automatic dialer system will be employed so that all households will be called. Texting will also be possible for all families that provided a cell-phone number to the District.		
5	Consult with local health departments if routine testing is being considered by a local educational agency.	<p>We will regularly consult the daily metrics and other COVID-19 information in the county by accessing <a href="https://publichealthsb.org/">https://publichealthsb.org/</a>. We will read regular reports from the governor and the state superintendent of public instruction. We will follow the local, state, and national press in order to spot trends and control measures. In addition, we will collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association, Schools for Sound Finance, and Superintendents for Progressive Educational Leadership. As more information or new health orders are issued, changes will be made as needed.</p> <p>Staff will be tested initially on September 8-9 2020 by Merso Labs at Montecito Union School. Each staff member will then be tested every two months by Merso Labs at the site with 50% of staff tested each month. Montecito Union School may increase the frequency of these tests but will not decrease the frequency during the pandemic. Families may volunteer for students to be tested, but testing is not a precondition of coming to school. Students and staff members will not have to pay for testing.</p>	Daily	
6	Support staff and students who are at higher risk for severe illness or who cannot safely	If a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, contracting the illness, or if the student or members of their household have another	As needed	Access to technology, phones, an automatic-dialer, email databases, and regular contact

	<p>distance from household contacts at higher risk.</p>	<p>documented high risk condition they will have an opportunity to learn through an independent study plan (see <a href="http://www.gamutonline.net/district/montecito/DisplayPolicy/1066102/">http://www.gamutonline.net/district/montecito/DisplayPolicy/1066102/</a> for our Board Policy on Independent Study). If there is a more extended condition that prevents a student from coming to school, they may be eligible for Home and Hospital Instruction (see <a href="http://www.gamutonline.net/district/montecito/DisplayPolicy/1145812/">http://www.gamutonline.net/district/montecito/DisplayPolicy/1145812/</a> for more details). Documentation of this condition would be required in this instance. Families who feel they may be eligible for either of these programs should contact Superintendent Anthony Ranii at <a href="mailto:aranii@montecitou.org">aranii@montecitou.org</a> with a clear subject line to ensure a prompt response. Staff members have all been asked to begin the interactive process if they feel they might be at higher risk. In this process, the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district. An employee may begin the interactive process at any time by contacting CBO/HR Virginia Alvarez at <a href="mailto:valvarez@montecitou.org">valvarez@montecitou.org</a>.</p>		<p>with Public Health Officials is needed. In addition, we need to continue to gather information about changing rules, laws, and ordinances by subscribing to various listservs and by joining several organizations that keep members informed.</p>
<b>12. Considerations for Partial or Total Closures</b>				
1	<p>Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.</p>	<p>We will regularly consult the daily metrics in the county by accessing <a href="https://publichealthsb.org/">https://publichealthsb.org/</a>. We will read regular reports from the governor and the state superintendent of public instruction. We will follow the local, state, and national press in order to spot trends and control measures. In addition, we will collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association,</p>	Daily	<p>Access to technology devices is needed.</p>

		Schools for Sound Finance, and Superintendents for Progressive Educational Leadership. As more information or new health orders are issued, changes will be made as needed.		
2	<p>When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, have a plan that implements the following steps:</p> <ul style="list-style-type: none"> <li>o With the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.</li> <li>o Give standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.</li> <li>o Additional close contacts at school outside of a classroom should also isolate at home.</li> <li>o Additional areas of the school visited by the COVID-19</li> </ul>	<p>When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, the following steps will be taken:</p> <p>The superintendent will consult “Santa Barbara County Protocols for Symptoms, Potential Exposure and/or Close Contact with an Individual Testing Positive for COVID-19 in a School or Classroom Setting” and will work with the Santa Barbara County Public Health Department to decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.</p> <p>We understand the standard guidance for isolation at home is at least 14 days after close contact. We understand the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.</p> <p>We understand that additional close contacts at school outside of a classroom should also isolate at home.</p> <p>We understand that additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily.</p> <p>In the event of school closure, students, parents, teachers, and staff will receive both an email and an automated phone call.</p>	As needed	Access to technology, phones, an automatic-dialer, email databases, and regular contact with Public Health Officials is needed.

<p>positive individual may also need to be closed temporarily.</p> <ul style="list-style-type: none"> <li>o Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.</li> <li>o Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.</li> <li>o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed.</li> <li>o Develop a plan for continuity of education.</li> <li>o Maintain regular communications with the local public health department.</li> </ul>	<p>The community will be notified through Montecito Journal and the Montecito Association.</p> <p>Information for staff regarding situational guidance for employees, labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies: this information is available to staff through a shared Google folder.</p> <p>If a school closure is required, parents, teachers and staff will be given emails reminding them of the importance of community physical distancing measures while a school is closed.</p> <p>Our plan for continuity of education would be launched, which includes a comprehensive distance learning framework whereby every student receives more than the minimum amount of instructional minutes as required by law, daily and synchronous contact with teachers and peers, materials distribution, district-provided technology, and weekly family meetings.</p> <p>We will regularly consult the daily metrics in the county by accessing <a href="https://publichealthsb.org/">https://publichealthsb.org/</a>. We will read regular reports from the governor and the state superintendent of public instruction. We will follow the local, state, and national press in order to spot trends and control measures. In addition, we will collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state</p>		
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		through participation in the Association of California School Administrators, the California School Boards Association, Schools for Sound Finance, and Superintendents for Progressive Educational Leadership.		
<b>13. Other Actions Taken</b>				
1				
2				
3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature:  \_\_\_\_\_

Date: July 15, 2020

Now that you have completed your plan, please:

- \*Implement your site-specific COVID-19 protection plan.
- \*Keep plan on-site and readily available
- \*Complete your industry specific checklist – print it out - fill it in.
- \*Complete the attestation and print.
- \*Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.

## APPENDIX A – CONTACT LIST

Organization / Agency	Name	Number	Email
Santa Barbara County Public Health Officer and Director	Henning Ansorg, MD, FACP Van Do-Reynoso, MPH, PhD	(805) 681-5102	N/A
Santa Barbara County Public Health	Duty Officer (24 hour)	Community Wellness Line (805) 364-2750  County Call Center (833) 688-5551 9:30 a.m. to 5:00 p.m. Monday – Friday  Community Based Testing Appointment Registration: Online: <a href="https://lhi.care/covidtesting">https://lhi.care/covidtesting</a> (888) 634-1123	N/A
County Office of Emergency Management (OEM)	Duty Officer (24 hour)	(805) 696-1194	<a href="mailto:dutyofficer@sbcoem.org">dutyofficer@sbcoem.org</a>
California Office of Emergency Services (OES)	State Warning Center	(916) 845-8911  COVID-19 hotline: 833-422-4265 M-F 8AM-8PM, Sa-Su 8AM-5PM	N/A
Santa Barbara County Office of Education	Dr. Susan Salcido, County Superintendent of Schools	(805) 698-5043	<a href="mailto:ssalcido@sbceo.org">ssalcido@sbceo.org</a>
Santa Barbara Unified School District Meal Program	Matt Dittman, Food Services Director	(805) 963-4338 x6387 (209) 202-2822 (cell)	<a href="mailto:mdittman@sbunified.org">mdittman@sbunified.org</a>

## APPENDIX B – AGE-SPECIFIC STRATEGIES FOR TEACHING HYGIENE AND ETIQUETTE

See suggestions below for age-appropriate advice and activities to prevent and control the spread of the novel coronavirus and other viruses. Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).

### Transitional Kindergarten-First Grade

- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently.
- Sing a song while washing hands to practice the recommended 20 second duration. (Children can “practice” washing their hands with hand sanitizer.)
- Develop a way to track handwashing and set up a reward system for frequent and timely handwashing.
- Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick, thereby cultivating empathy and safe, caring behaviors.
- Have children sit farther apart from one another. Have them practice stretching their arms out or “flapping their wings.” They should have enough space to avoid touching their friends.

### First Grade-Third Grade

- Make sure to listen to children’s concerns and answer their questions in an age-appropriate manner; don’t overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
  - Emphasize that children can do a lot to keep themselves and others safe.
    - Introduce the concept of social distancing (standing farther away from friends, avoiding large crowds, not touching people if you don’t need to, etc.).
    - Focus on good health behaviors, such as washing hands, and covering coughs and sneezes with tissues, handkerchiefs or elbows.
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread.
- Put colored water in a spray bottle; spray over a piece of white paper. Observe how far the droplets travel.
  - Demonstrate why it is important to wash hands for 20 seconds with soap and water.

- Put a small amount of glitter in students' hands and have them wash their hands with just water; notice how much glitter remains; then have them wash for 20 seconds with soap and water.
- Have students analyze scenarios to identify high risk behaviors and suggest modifying behaviors.
  - Pose the example: A teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands afterward with a handkerchief, then goes to class to teach. What did the teacher do that was risky? What should the teacher have done instead?

#### Fourth Grade-Sixth Grade

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
  - Introduce the concept of social distancing.
  - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands.
  - Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma.
  - Discuss the different reactions they or others may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings.
- Build students' agency and have them promote facts about public health.
  - Have students make their own public service announcements (PSAs) through school broadcasts and posters.
- Incorporate relevant health education into other subjects.
  - Science curricula may include the study of viruses, disease transmission and the importance of vaccinations.
  - Social studies curricula may focus on the history of pandemics and the evolution of policies regarding public health and safety.
  - Media literacy lessons may empower students to be critical thinkers and makers, effective communicators, and active citizens.

## APPENDIX C – NURSE’S OFFICE 2020-2021 REFERRAL GUIDELINES

### Montecito Union School Nurse’s Office 2020-2021 Referral Guidelines

#### Goals:

1. To keep students in the classroom as much as possible to optimize instruction and learning.
2. To provide a framework for the appropriate utilization of the Nurse’s Office to reduce the transmission of COVID-19 or other illnesses by minimizing exposure and by isolating sick students from healthy students.

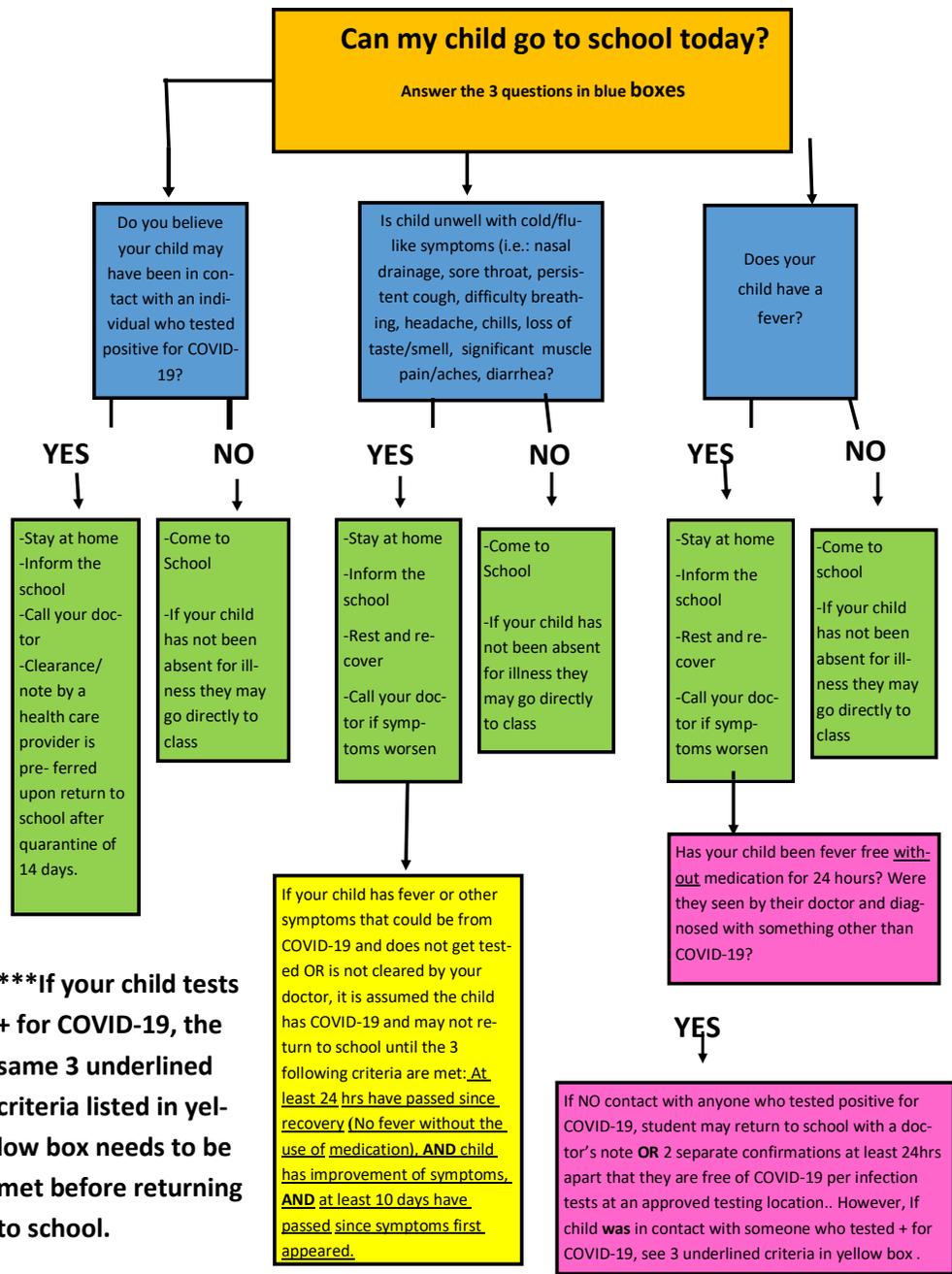
#### General Guidelines:

- Always send students with a pass. Students without a pass will be sent back to get one. This ensures that students have been screened by an adult and have permission to come to the School Nurse.
- Let students clean and bandage their own minor scrapes whenever possible.
- Avoid sending students to Nurse’s Office during the first and last 30 minutes of the school day whenever possible (exceptions: see "the Urgent" situations in table below). Parents send students to "try school" in the morning, let them try at least 30 minutes (assuming they are free of any COVID-19 symptoms). At the end of day, most aches and pains can wait until they get home.
- Do not send students for ice packs unless injury occurred TODAY. Exceptions can be made for severe swelling. Cold packs after 24 hours are of minimal value; the student can ice at home.
- Inform the School Nurse and Front Office if parents are contacted from classroom and students is going to be checked out early.
- Only send students to the Nurse’s Office who you think are truly sick or injured. If you don’t think a student is truly sick or injured, have them get a drink, use the bathroom and/or put their head down for 5 minutes. See "15 Minute Rule" below.
- The “15 MINUTE RULE”: Students with non-urgent symptoms should NOT go to the Nurse’s Office within the first 15 minutes after any passing time, including: changing classes (music/PE/library/lunch/recess), arrival or departure from school.

**Montecito Union School Nurse's Office  
2020-2021 Referral Guidelines**

<b>NON-URGENT</b>	<b>SEND TO NURSE'S OFFICE</b>	<b>URGENT</b>
Please handle in class/playground Use "15-minute Rule"	Send to Nurse's Office Send with a pass *Send with student escort	1. Call 911 2. Notify office and/or nurse to request the nurse come immediately 3. Do not move student
<b>Mild Stomach Ache:</b> Send to the bathroom for 5 minutes.	<b>Breathing difficulties; asthma symptoms</b>	<b>Choking</b>
<b>Minor scrapes and bumps:</b> Clean with soap/water or baby wipe, apply Aquaphor and band aid and then wash hands.	<b>Possible allergic reaction, exposure such as an insect bite</b>	<b>Loss of consciousness, fainting</b>
<b>Mild headache or dizziness:</b> Water; rest at desk; cool paper towel compress. Consider contacting parents.	<b>*Dizziness headache following a head injury</b>	<b>Severe bleeding</b>
<b>Mild cold symptoms:</b> Water; Rest; Kleenex, wash hands.	<b>Suspected or a confirmed fever</b>	<b>Suspected neck or back injury</b>
<b>Vague Symptoms (fatigue, malaise):</b> Water, rest.	<b>Lodged objects in any body part</b>	<b>Seizures</b>
<b>Lost baby tooth:</b> Put tooth in tooth necklace and tape closed, bite on gauze if bleeding; rinse mouth with water. Wash hands.	<b>Lost permanent tooth</b>	<b>Limb injuries that may be a sprain or break</b>
<b>Itchiness of pre-existing skin irritation:</b>	<b>Scheduled medication</b>	<b><u>Any</u> life-threatening situation</b>

Discourage scratching; cool damp paper towel compress. Apply Aquaphor and a Band-Aid. Contact parents.		
<b>Signs of Pink Eye:</b> Red sclera, drainage from eyes, itchy or blurry eyes. Contact parents.	<b>*Any serious injury, illness, or bleeding</b>	
<b>Feels hot after activity:</b> Rest; water; remove extra layers of clothing, consider temperature check. Consider contacting parents.	<b>COVID-19 Screening Symptoms:</b> sore throat, runny nose, fever, chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms (such as soft stool or stomach cramps), and a new loss of smell and/or taste.	
<b>Splinter:</b> Wash hands, apply Aquaphor, cover with Band-Aid; do not attempt to remove. Contact parents.		
<b>Chapped Lips:</b> Aquaphor on a Q-tip, remind not to lick lips, wash hands, drink water.		



**\*\*\*If your child tests + for COVID-19, the same 3 underlined criteria listed in yellow box needs to be met before returning to school.**