

Maxwell Unified School District

School Reopening Plan

Fall 2020

Maxwell Unified School District Schools will reopen for in person attendance on September 8, 2020.

Distance Learning will be an option for those students whose families choose not to send their child back to school due to COVID-19 concerns.

This plan addresses the safety measures that will be put into place at our school sites to protect the physical and social-emotional needs of our students.

We understand the need to provide a safe and healthy environment for our students and staff. We also believe that everyone has the opportunity and right to choose which safety protocols should be put in place for their own children and selves. We will provide all personal protective equipment for students, staff, and guests on campus.

Please note that conditions are changing rapidly, and this plan can be adapted to meet new conditions as they arise.

MUSD Meets the California Department of Education's Checklist for Reopening Schools

- **Staff Training and Family Education**
- **Healthy Hygiene Practices**
- **Health Screenings for Students and Staff**
- **Physical Distancing**
- **Cleaning and Disinfection**
- **Face Coverings and other Essential Protective Gear**
- **Cohorting**
- **Entrance, Egress, and Movement within the School**
- **Identification and Tracing of Contacts**
- **Testing of Students and Staff**
- **Communication Plan**
- **Triggers for Switching to Distance Learning**

Section 1: Staff Training and Family Education

Please see our Site Specific Plans for Maxwell Elementary, Maxwell Middle School and Maxwell High School, located on the school website at <https://maxwell-ca.schoolloop.com/>. Plans have been distributed to all staff.

Person Responsible for implementing this plan:

Summer Shadley, Principal at Maxwell High School and Staci deWit at Maxwell Middle and Elementary School are responsible for implementing the plan.

Risk Assessment:

Maxwell Unified School District Employees are classified as medium exposure risk per the OSHA Classifications.

Control Measures to Prevent the Spread of the Virus:

(Click on the underlined items below to go on CDC.CDPH/and other source)

1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site. [Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage Frequent hand washing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#)
Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- h. Visitors & members of the public will use face masks/covers.

2. Cleaning & Disinfecting Protocols

- a. Perform cleaning and disinfecting of frequently touched surfaces and in high traffic areas. [Frequently disinfect commonly used surfaces and personal work areas.](#)
- b. Clean and sanitize shared equipment between each use.
- c. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- d. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
- c. In-person meetings, if they are necessary, to ensure physical distancing.
- d. Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- e. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced, if needed.

For most recent county information contact: [Colusa County Public Health](#)– phone number (530)458-0380 website: <https://ca-colusacounty2.civicplus.com/771/COVID19>

Employee and Family Training:

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC (Centers for Disease Control):

1. Employees shall watch safety video “COVID-19: How to Protect Yourself and Others” on TCSIG safety training videos which covers the information below. **Click on** the underlined items below to go to CDC/CDPH/ and other source.
 - a. [Information on COVID-19](#)
 - b. [Preventing the Spread](#)
 - c. [Vulnerable/High Risk Individuals](#)
 - d. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
 - e. [Sick Employees](#):: The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - f. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. **This list is not all possible symptoms.* Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
 - g. [The importance of hand washing](#)
 - h. [The importance of physical distancing](#), both at work and off work time.
2. Face Coverings
 - a. [Face coverings, masks, and respirators](#)– Information & Overview
 - b. [Face coverings, masks and respirators](#)– Handout
 - c. [Use of cloth face coverings to help slow the spread of COVID-19](#)– CDC Recommendations
3. Employees are assigned the flowing safety videos on [Healthy Schools Act](#)- Integrated Pest Management Training. This video is assigned [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

Additional training materials below contain COVID-19 awareness as well as optional supplemental information on Coping with Stress and Anxiety techniques and other COVID-19 information

- Optional Training: “Managing Stress and Anxiety during the Coronavirus Pandemic”
- Optional Training: “COVID-19: How to Clean and Disinfect Your School”

Employees can find additional resources at:

These additional training videos can be found on your TCSIG safety video portal. You will find these videos under “Available Courses” in alphabetical order. Please see your site administrator If you have any questions.



Section 2: Healthy Hygiene Practices

- Hands should be washed often with soap and water for at least 20 seconds especially if you have been in a public place, after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid touching your eyes, nose and mouth with unwashed hands. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Section 3: Health Screenings for Students and Staff

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

This document provides guidance to K-12 schools on COVID-19 symptom screening as part of a school reopening process. The guidance detailed here is intended only for **students in K-12** school settings. The number of reported children with SARS-CoV-2 (the virus that causes COVID-19) infection who experience symptoms, the types of symptoms they experience, and the severity of those symptoms differs from adults. Additionally, the consequences of excluding students from essential educational and developmental experiences differ from excluding individuals from other settings. Therefore, the considerations described here are different than those for other settings and populations.

We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information. As our knowledge and understanding of COVID-19 evolves, this guidance may change. **However, based on the best available evidence at this time:**

- **CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.**
- **Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day.**
- **Students who are sick should not attend school in-person.**

Passive screening will take place at Maxwell Unified School District

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Use the CDC Self-checker to help you. <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>
- Take your temperature daily before coming on to campus or district vehicle.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Each classroom and office will have a touchless thermometer to use on students and staff who appear to have a fever.
- If you are sick.....STAY HOME and notify the school immediately.

Section 4: Physical Distancing

- To the degree practicable, all student desks and tables should be arranged to allow for maximum student to student distancing.

- All students should face the same direction rather than sitting in groups or facing each other.
- In shops, gyms, etc. consider taking attendance and providing instruction in larger spaces or outdoors rather than classroom seating.
- Large band, choir, etc. classes may want to make arrangements for larger spaces or outdoor practice when possible.
- Classrooms need to be free of any additional or unnecessary furniture or clutter that may get in the way of distancing or disinfecting practices.
- During this time consider assignments and projects that reduce the need for collaboration and sharing of materials.
- Barriers will be placed in school office, library and cafeteria to have barrier between staff who see multiple cohorts
- Areas will be clearly marked with reminders to distance along with general safety.
- Students in close proximity or close physical contact will be asked to separate.
- Lines will be marked for distancing.
- Dining in the cafeteria will be thoroughly spaced to limit close contact.
- Food lines will not require touching a keypad. Students will give their number to the Food service worker.

Section 5: Cleaning and Disinfection

MUSD Maintenance and Operations takes great pride in the care and cleanliness of our facilities. Detail as to all cleaning practices and procedures can be found in our district custodial guide and in our Injury and Illness Prevention Program (IIPP). In this plan we highlight some key areas on which we are focusing, and additional procedures, equipment, and practices being added to ensure a safe return to school due to COVID-19.

- Hand Sanitizing Stations in all classrooms, gyms, labs, offices, etc.
- Disinfecting Spray Bottles and paper towels in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.
- Disinfecting staff and student bathrooms, sinks, light switches, etc. every two hours.
- Disinfecting pump sprayers on site for daily disinfecting.
- Soap and paper towel dispensers checked and stocked regularly.
- Notices posted for disinfecting where needed.
- Classroom furniture arrangements to improve distancing capabilities where possible.
- Student and staff face coverings available for those who request or require them for their own personal use at school or work.
- Removal of unnecessary furnishings and clutter from classrooms and office areas.
- Ensure equipment cleaning and disinfecting practices by students and staff in gyms, labs, and shops are followed.
- Disinfecting solution and towels will be in every classroom, office, and common area for staff to sanitize areas as needed.

Section 6: Face Coverings and other Essential Protective Gear

- Students in grades TK-2 are not required to wear face masks but are encouraged to.
- Students in 3rd-12th grade should wear face masks when social distancing is not an option.
- All staff on campus should wear face masks.
- Face masks and other PPE will be provided by the District.
- Face masks are available in all school offices, classrooms, and other gathering areas.

Masks are a preventive measure and are **most** essential in times when social distancing is difficult. If masks cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including

social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#feasibility-adaptations>

Students and staff on campus with a medical, sensory sensitivities, and/or mental health conditions should consult with health care provider for advice on wearing masks. If students in class are not able to wear a mask the unmasked students will be seated together in a location that prohibits them from breathing toward masked students/staff.

Section 7: Cohorting

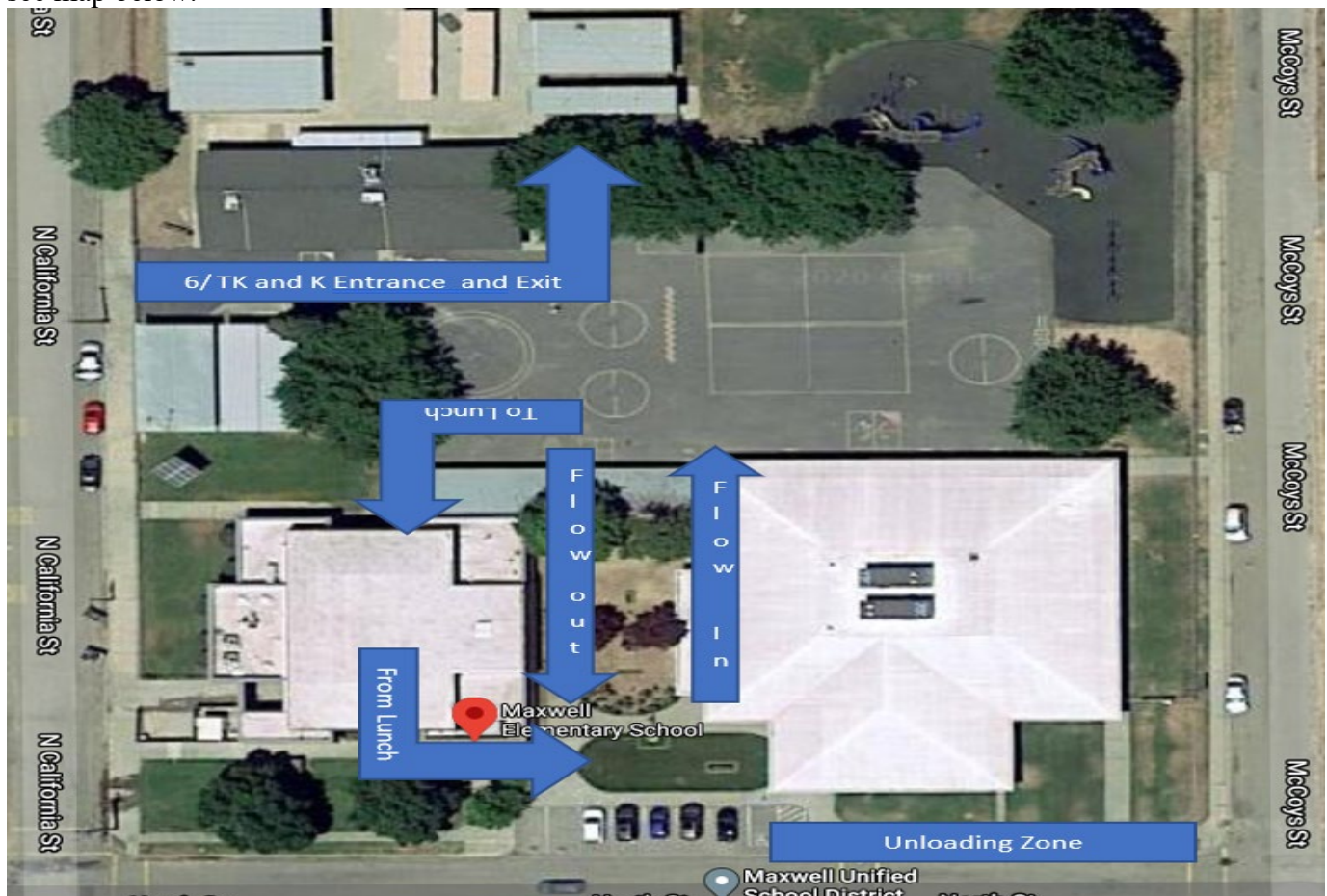
Students will be in the following cohorts (Max numbers below as some students will opt to remain distance learning:

- Tk/K- 17 students
- 1- 22 students
- 2- 24 students
- 3A- 16 students
- 3B- 16 students
- 4- 25 students
- 5- 33 students
- 6- 23 students

Students will have recess and lunch with their prospective cohorts. Students will report directly to their classrooms in the morning to prevent cross contamination of cohorts. Students on Stonyford and Valley Bus routes will be identified as a cohort and will belong to more than one cohort.

Section 8: Entrance, Egress, and Movement within the School

We will have one-way entrance and exit into the school for drop off, pickup and in the cafeteria. Please see map below.



School Bus:

- Disinfecting and cleaning after each route.
- Hand sanitizer on each bus. Students will be given hand sanitizer while entering the bus.
- Open windows on buses as much as practicable, weather permitting
- Seat students with siblings when possible
- Seat students at least every other seat or in an arrangement that allows for the most social distancing

Section 9: Identification and Tracing of Contacts

Superintendent, Summer Shadley, is the designated contact person to support Public Health with contact tracing. She can be reached at 530-438-2052 or by email at summershadley@maxwell.k12.ca.us.

Section 10: Testing of Students and Staff

Maxwell Unified School District will not be requiring testing of students or staff. If a student or staff member is sick with COVID-19 symptoms, staff and students will be directed toward Public Health or their primary doctor for testing. If the District believes an employee has been exposed to COVID-19 the District may require the employee to be tested prior to returning to work.

Section 11: Communication Plan

The COVID-19 virus is spreading throughout our community and will continue to do so until either a vaccine or herd immunity ends the spread altogether. As we learn more and more about the virus, we now know that our youth are least affected and generally recover quickly. We also know much more about how the disease spreads and for how long a person may be contagious. With that knowledge, we are well prepared for what to do when a student or staff member exhibits symptoms or tests positive for COVID-19. Students, staff, and parents need to remember to self-screen daily. If they are exhibiting symptoms, they need to stay home and schedule an appointment with their health care provider to determine if they need to be tested. The CDC offers this Self-Checker to aide in this decision:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If a student, staff member, or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with Colusa County Public Health Guidelines.
2. Alert the school administration as quickly as possible to ensure the student can be provided with resources and to get started on Independent Study.
3. Student should not come to school until they have been cleared to do so by your healthcare provider. If a family member is the one who is sick, you must follow the guidance from Colusa County Public Health prior to returning to school.

If a student becomes sick while at school or begins to exhibit any symptoms:

Student will be sent directly to the office where they will be:

- a. Evaluated by administrator or designee.
- b. Recommended for testing for COVID-19. School will contact public health to determine next steps.
- c. Asked whom they have been in close physical contact with (i.e. shared food or beverage, sports, hugged, etc.)
- d. Held in isolation area until a parent/guardian come to pick them up.
- e. Holding room will be sanitized along with classroom and common areas on campus immediately after identification.
- f. Asked to remain home until test results either clear the student to return or confirm a positive case.

Guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none"> Individual who has had close contact (< 6 feet)** for ≥15 minutes*** 	<ul style="list-style-type: none"> Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation). <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times Self-monitor for symptoms <ul style="list-style-type: none"> Check temperature twice a day Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19 Avoid contact with people at higher risk for severe illness from COVID-19 Follow CDC guidance if symptoms develop
All U.S. residents, other than those with a known risk exposure	<ul style="list-style-type: none"> Possible unrecognized COVID-19 exposures in U.S. communities 	<ul style="list-style-type: none"> Practice social distancing and other personal prevention strategies Be alert for symptoms <ul style="list-style-type: none"> Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19 Check temperature if symptoms develop Follow CDC guidance if symptoms develop

Students sent home for exhibiting symptoms or awaiting test results will be provided Distance Learning opportunities (Short-Term Independent Study) while they are out. Only students who were in close physical contact with any student who tests positive or exhibits symptoms will be monitored by health staff. Being in the room with someone who was ill does not constitute close physical contact.

Section 12: Triggers for Switching to Distance Learning

Superintendent will remain in close contact with Colusa County Public Health (CCPH) should a potential exposure occur. With the help of CCPH we will determine if a cohort should be quarantined. If this is the case, the cohort would switch to distance learning platform using Google Classroom and Zoom just as we did the start of the school year.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (+), quarantine & exclude exposed contacts (likely entire cohort (++) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

Sample Letter Notifying Families About Exposure to COVID-19

Maxwell Unified School District

P. O. Box 788 / 515 Oak St., Maxwell, CA 95955

Phone (530) 438-2052 Fax (530) 438-2693

Summer Shadley, Superintendent

Date:

Dear _____,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in a student or staff person at _____. Cleaning and disinfecting of the exposed location have been completed. We urge you to take necessary precautions to limit coronavirus spread in our community.

How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the spread of the coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- **Stay home when you are sick.** Anyone with symptoms consistent with COVID 19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- **Wash your hands often with soap and water for at least 20 seconds.** Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- **Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.** If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- **Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.**
- All students and staff should **wear a mask or face covering while in the Educational Setting.**

Health screenings of COVID-19 performed at home prior to students and staff arriving on campus will help keep our educational setting safe. If you do not have a thermometer at home please make arrangements with the school office to have your child's temperature taken before entering the classroom.

Public Health Actions

All confirmed cases should be isolated and close contacts quarantined for 14 days from last exposure in order to prevent illness in new persons. "Close contact" means being a household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case; within 6 feet of the confirmed or suspected COVID-19 case for more than 15 minutes, even if wearing a non-medical face covering; or having unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy.

For additional questions about COVID-19, please visit the Colusa County Public Health Department COVID-19 webpage at: at <http://www.countyofcolusa.org/99/Public-Health>.

If you have any questions or concerns please contact me directly at 530-438-2052, extension 12155.

Sincerely,

Summer Shadley
Superintendent

Schedule for In-Person Instruction for TK-6th Grade:

MUSD In-Person Instruction Schedule for TK-6 Grade

	TK/K	1	2	3	4	5	
Instruction	8:15-9:00 (45)	8:15-9:00 (45)	8:15-9:15 (60)	8:15-9:30 (75)	8:15-9:45 (90)	8:15-10:00 (105)	
Recess	9:00-9:20 (ASES) (20)	9:00-9:15 (15)	9:15-9:30 (15)	9:30-9:45 (15)	9:45-10:00 (15)	10:00-10:15 (15)	
Instruction	9:20-10:20 (60)	9:15-11:00 (105)	9:30-11:15 (105)	9:45-11:30 (105)	10:00-11:45 (105)	10:15-12:00 (105)	
Recess	10:20-10:40 (ASES) (20)	11:00-11:15 (15)	11:15-11:30 (15)	11:30-11:45 (15)	11:45-12:00 (15)	12:00-12:15 (15)	
Instruction	10:40-11:15 (35)	11:15-12:05 (50)	11:30-12:05 (35)	11:45-12:10 (25)	12:00-12:30 (30)	12:15-12:45 (30)	
Lunch	11:15-11:45	12:00-12:30 (30)	12:05-12:25	12:10-12:30	12:30-12:50	12:45-1:00	
Required		180	230	230	230	240	240
In Person		180	230	230	235	255	270
6th Grade							
Instruction	8:15-9:15 (60)						
Recess	9:15-9:30 (15)						
Instruction	9:30-10:30 (60)						
Recess	10:30-10:45 (15)						
Instruction	10:45-11:45 (60)						
Study Hall	11:45-12:15 (30)						
Lunch	12:15 (grab and go)						
Required		240					
In Person		240					

Created: 7-10-20
Updated: 8-24-20
Updated: 1-28-21