

Safe School Re-Opening Plan  
Mike Choate Center for Early Childhood  
407 S. Mission Rd., Fallbrook, CA 92028  
School District - California State Preschool Program  
July 2020

This plan was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs/ Child Care Programs and Providers. Use of this plan is recommended to demonstrate compliance with Section 4 of the county public health order, and may change based on guidance from public health.

**General Measures**

1. The school has a COVID-19 Safe Reopening Plan webpage that includes the school's:
  - a. Safe Reopening Plan
  - b. Plans describing each of the elements described below
2.
  - a) District Nurses will keep the site administrators and supervisor aware of COVID-19 guidance from CDHP, CDE, SDPHS, and SDCOE with a weekly update. Site Supervisor will also monitor CDE Management Bulletins from the Early Childhood Education Department.
  - b) The Mike Choate Center will not be used for external community organizations, while we are under COVID-19 guidance.
  - c) Only district staff/ students will be allowed on campus daily, the campus will limit non essential visitors. Visitors on campus will be held to all COVID-19 screening, must have a scheduled appointment and will be escorted by staff. Visitors will need to comply with all board policies regarding their visitation and approval of the visit must be deemed essential for student or staff benefit.
3. School has plans to describe how it will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:
  - a) Teachers/staff are regularly reviewing student health plans to identify students who may need additional accommodations. Teachers/staff annually are trained by district nurses to support students with specific health needs, how to manage epi-pens, blood borne pathogens, and manage students with diabetes.
  - b) MCC families all participate in personal in-take meetings, where needs are assessed and discussed confidentially.
  - c) Additional accommodations:
    - i) MCC has identified all students with special needs, three self contained classrooms where students have additional personnel. Additional training and protocols have been put in place to match the needs of the students and their IEPs.

- ii) See above
- iii) See above

4. All MCC staff have been trained:

- a) Through the JPA all staff participated in Cal-OSHA training to understand hazard assessment
- b) Staff understands how to appropriately use and store supplies provided and the types of protections needed based on material use.

5. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

This plan includes lesson plans, daily hand washing routines, and clear signage as reminders.

The plan describes how the school will teacher students and remind to:

- a) Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- b) Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom
- c) 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
- d) Use fragrance-free hand sanitizer when handwashing is not practicable
  - i) Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - ii) Do not use hand sanitizers that may contain methanol which can be hazardous when ingested.
  - iii) As all children at the Mike Choate Center are under age 9, they shall use hand sanitizer under adult supervision only. Poison Control will be called if consumed: 1-800-222-1222, along with other appropriate authorities.

6. The school has developed plans to ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day. The plan describes how the school will:

- a) Routines that provide regular and frequent access to handwashing facilities (classroom sinks, handwashing stations, and restroom sinks) inside or near classrooms
- b) Prevent congregations in bathrooms by providing appropriate adult supervision in and near the restrooms at all times
- c) Implement routines enabling students and staff to regularly wash their hands at staggered intervals
  - i) Upon arrival at school, before snack/meals, after water play, as a part of transitions
- d) Implement routines enabling students and staff to use hand sanitizer when necessary

7. The Mike Choate Center has developed plans to teach and reinforce use of cloth face coverings, masks, or face shields. The plans include, but are not limited to:

- a) Requirements for all employees, classified and certificated, and visitors to wear a face cover at all times
- b) Staff will wear face coverings at all times
  - i) Facial shields or face coverings will be worn when classroom teachers and assistants are working directly with students

- ii) Students will wear face coverings as outlined:
    - 1) Pre-k - strongly encouraged as much as possible
    - 2) A face covering or shield should be removed for meals, snacks, or outdoor recreation. They should be stored in a clean paper bag.
  - iii) Physical distancing may not be practicable when transitioning to the classroom through the office area at drop off and pick up, the drop off and pick up staging area in the front of the school, or when transitioning to the lunch area or outdoor restrooms, and, if applicable, school buses.
  - c) Facial shields will be allowed in place of face coverings when interacting and working directly with students either in the classroom or during outdoor play activities.
  - d) Information regarding proper use, removal, and washing of cloth face coverings will be reviewed at the return to school training and staff meeting with written instructions provided and with parents at their individual annual in-take meeting and return to school first day orientation. The parent handbook will also include written information regarding all policies and procedures related to COVID-19 Health and Safety.
8. The School has and will continue to stock adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with 60% ethyl alcohol for staff and children who can safely use hand sanitizer.
- a) The Fallbrook Union Elementary School district will work with the California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) to ensure continued support with procurement and distribution of personal protective equipment for staff that require it. FUESD currently has appropriate PPE supplies needed for staff.
9. The Mike Choate Center will provide a reusable face cover to all students, staff, and visitors who request one.
10. The school is prepared to provide disposable masks to all students, staff, and visitors who forget to wear a face covering.
11. The Fallbrook Union Elementary School District has a sufficient supply of personal protective equipment (PPE) necessary to protect employees, who require it, and to implement plans. The plans specify that the district has established PPE requirements for various employee types and has made distinctions for employees who require face covering and/or facial shields and/or PPE Masks, when applicable.
- a) This list of employee types is available upon request from the district office Human Resources Department.
  - b) Employees will be trained upon return to work regarding levels and types of PPE and facial covering will be required for all.

### **Intensify Cleaning, Disinfection, and Ventilation**

12. All drinking fountains have been disabled at the Mike Choate Center.
- a) Refillable water bottles will be encouraged and this information will be shared with parents during in-takes and at return to school orientation.
  - b) Classrooms will also provide single use water cups for students who forget or did not have a refillable water bottle.

13. The Fallbrook Union Elementary School District has developed plans that describe how frequently-touch surfaces within the school will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff and the additional custodians assigned to the school. Frequently touched surfaces include, but are not limited to:

- a) Door handles
- b) Light switches
- c) Sink handles
- d) Bathroom surfaces
- e) Tables
- f) Student desks
- g) Chairs
- h) Outdoor play equipment

14. The Fallbrook Union Elementary School District has developed plans that describe how:

- a) Frequently-touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff
- b) Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- c) Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

15. The plan for cleaning and sanitation incorporates the following elements:

- a) Primary cleaning products used are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instruction.
- b) To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list “N” with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- c) Depending on supply chain availability, FUESD will attempt to avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- d) Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- e) Custodial staff with the responsibility of cleaning and disinfecting the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- f) FUESD has established increased cleaning and disinfecting schedules in order to avoid both under and over use of cleaning products.

### **Implementing Distancing**

16. The school has developed plans that describe the measures that will be used to maintain social distancing between students in the following setting, as practicable. If the school

determines social distancing is not practicable in a setting, a description of the measures that will be used to maximize the space between students will be provided:

- a) School bus stops - Students will wear face coverings and line up in single file at a minimum of arms distance
- b) School buses -facial coverings or face shields as needed will be worn to provide the least risk for student and driver.
- c) During daily symptom and temperature screening of students masks will be worn and place markers will be visually provided to support distancing
- d) While students are entering campus and waiting for their first class to begin, students will be assigned outdoor assistants to walk them to class and help students maintain social distance in an assigned area.
- e) During meal times, students will be assigned a specific area designated only for their stable group with staggered transition times to support social distancing to the greatest extent possible.
- f) During recess, designated zones will be assigned to stable groups to support social distancing
- g) During passing periods, if other groups will be transitioning simultaneously, students will wear facial coverings.
- h) Classrooms and other instructional spaces will have desks and tables arranged to support social distancing to the greatest extent possible. Carpet markers will be used to support social distance spacing with the the stable group, and students within the stable group will be assigned small group play centers allowing for social distance
- i) Restrooms will be monitored to ensure that students will not congregate and only one student will use the sink at a time. This will also allow for frequent cleaning and sanitizing between stable groups, as possible.
- j) During transitions, drop off and pick up, or traveling through office space masks will be worn and a limit will be placed on how many people will be allowed in the office areas to ensure social distance to the greatest extent possible.
- k) Extracurricular and co-curricular activities will not be allowed to ensure limited group sizes and ensure that student groups remain stable to the greatest extent possible.

17. The school's plan for scheduling students uses the following measures to the greatest extent practicable:

- a) Staggered schedules for recess/outdoor activities
- b) An arrival and departure routine that is outdoors and limits visitors on the campus has been created to minimize scheduling challenges for families
- c) The Mike Choate Center has plans in place to escort students for drop off and pick up limiting visitors on campus and exchanges between stable groups. By maintaining stable groups the center is limiting the number of staff and adults direct contact with students as well as student to student contact.
- d) Other protocols will be in place to limit direct contact with others as much as practicable.

18. The school's plan to limit student mixing uses the following measures to the greatest extent practicable:

- a) Students will remain in the same “stable” group in assigned spaces, as consistently as practicable. These stable groups will be made up of the small group of students and classroom teachers, to the greatest extent possible.
- b) There will be minimal movement of students and teachers or staff as much as practicable. Teachers will remain with the same group of students for an entire session. Specific staff will be assigned as outdoor staff, with facial covering protocols, to support mixing of staff and to support limited interactions between staff members. Due to the age group of students social distancing will need to be supported by escorts throughout the campus.
- c) Activities will be re-designed to stagger schedules, assign play zones, and support student groups to maintain stable groupings. Furniture and play spaces will be designed to maintain separation to the greatest extent possible.
- d) Staff has developed instructions and been trained to maximize spacing and ways to minimize movements in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- e) Students are assigned their own individual cubbies for turning in work and storing instructional materials.
- f) Schedules and plans have been developed to minimize congregation on campus and movement between groups. Entrance and exit routes for the main office and campus have been designated.
- g) Outdoor play zones have been created, so that individual classes can be assigned a designated area.
- h) Common areas will only be used when social distancing is practicable. Common areas will be used in a staggered, scheduled manner with properly spaced occupants and disinfecting in between uses.
- i) Meals will be served in classrooms or outdoors, on designated days. All meals are individually served, sharing of food, utensils and other meal items is prohibited.
- j) Visitors and volunteers on campus will be limited. Campus visits are outlined in board policy and the parent handbook and will require adherence to COVID-19 Health and Safety protocols.

19. The school has developed plans to maintain physical distancing to the greatest extent possible between employees, and between employees, students, and approved visitors. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, three to six feet between desks, partitions between desks, marking on classroom floors to promote distancing or arranging desks in a way that minimizes face to face contact. The plan describes:

- a) How physical distancing will be maintained
  - i) Classrooms - small group size, visual spacing reminders, designated play areas, tables, and student material cubbies
  - ii) School buses, when applicable, drivers and students will be distances appropriately based on seating arrangements to the greatest extent possible

- iii) Outdoor tables and play zones will be established, and staff will be assigned to support students with maintaining appropriate distance and maintaining each stable group.
- b) Plexiglass and other barriers will be used to support the main office reception area, and the quarantine space.
- c) When employees are working directly with students, including students with disabilities or students that require physical redirection, appropriate protective measures will be employed.

### **Limit Sharing**

20. The Mike Choate Center has developed and trained staff in a plan to limit shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. Frequently shared objects include but are not limited to toys, games, art supplies, learning aids, books, electronic equipment, and playground equipment. The school's plan describes:

- a) Each child's belongings will be stored separately in their individual storage cubby area. Personal belongings will be limited on campus and will be taken home each day to be cleaned.
- b) Individual student supplies are available to minimize sharing of high-touch materials, such as crayons, glue, art supplies, etc, to the greatest extent practicable.
  - i) All classroom supplies will be limited to the use of the classroom stable group only
  - ii) In between each session or stable group of students shared items will be cleaned and disinfected between uses.
  - iii) Protocols will be established for removal of items from circulation, indoor or outdoor, that require immediate attention (toys or items placed in student mouth, etc)

### **Train All Staff and Educate Families**

21. The school has a plan that describes how it will train all staff and provide educational materials to families in the following safety actions:

- a) Enhanced sanitation practices - annual staff is trained in appropriate practices at the initial staff meeting, new staff receive individualized training upon arrival at site, if they did not attend the initial staff meeting. Substitutes upon check in to site the first time review all COVID-19 protocols required at the site for the position they are filling. Parents are made aware of practices at the "return to school orientation day".
- b) Physical distancing guidelines - will be a part of initial staff training, and reviewed with parents at individual in-take meetings and orientation. Signage will be posted on campus.
- c) Use of face coverings - will be reviewed with staff at initial training, and with parents at in-take meetings and orientation. Signage will be posted to remind campus employees and visitors of this practice.

- d) Screening practices - will be reviewed with all employees prior to their return work, parents will be made aware of daily active screening practices at individual in-take meetings and during orientation.
- e) COVID-19 specific symptom identification will be shared with both staff and parents prior to the return to school. Staff and parents will receive updates as needed and information regarding COVID-19 will be provided at a Parent Advisory Council Meeting, as well as made available on our school website.
- f) Proper use, removal and washing of cloth face coverings will be shared with staff prior to their return to work and parents at in-take meetings and orientation.

22. To the greatest extent possible, training and education will be provided virtually. If an in-person option is provided physical distancing will be maintained to the greatest extent possible. Orientation will also be posted on our school website, so materials will be available following the first day of school.

### **Check for Signs and Symptoms**

23. The Mike Choate Center has developed and is ready to implement daily symptom and temperature screening of all students, staff, and visitors prior to admitting them to the school campus or school bus. The plan includes the following elements:

- a) Actively encouraging students and staff who are sick or who have been in close contact with a person with COVID-19 to stay home
  - i) FUESD policies encourage sick staff and students to stay at home without fear or reprisal, and ensure staff, students, and students' families are aware of these policies.
- b) Temperatures will be taken with infra-red no touch thermometers
  - i) Staff will be asked to temperature check at home prior to coming to work, and staff temperatures will be taken upon signing on to the shift, along with a visual wellness check. Staff reporting to work will be affirming that they have not experienced or been exposed to COVID-19 symptoms or a positive test.
- c) All individuals will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
  - i) The Mike Choate Center will be using a digital touchless system (Learning Genie) to allow parents to submit answers on symptoms and exposures electronically before or at student drop off prior to releasing the student to the screening area. The screener will have direct access to this information via a mobile device at the time of the students screening.
  - ii) The procedures for parents to monitor symptoms and temperature check at home will be shared.
  - iii) Student temperature checks will be conducted at home prior to drop off at school or going to the bus stop. If taken at school, use of a no-touch thermometer.

- iv) Preschool students are required to be physically signed in and out daily by parent or guardian, this digital touchless system will also be used for the sign in/out requirement.
  - v) Student temperature checks will be conducted by school staff if needed, however parents will be asked to do this at home.
- d) FUESD will use the San Diego County Public Health (PHS) and SDCOE temperature and screening criteria. This criteria will be maintained and updated by SDCOE in consultation with PHS
- i) Students and staff with fever, symptoms, or exposure to COVID-19 will be sent home in accordance to the county criteria.
- e) All staff will be trained to conduct visual wellness checks throughout the day to monitor staff and students intermittently for signs of illness.
- f) If a student is exhibiting symptoms of COVID-19, the health technician and/or site supervisor will 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, and if the symptoms are new/not typical
- g) Hand-washing stations or hand sanitizer will be made available and required for use immediately following screening
24. FUESD and the school have plans that describe how it will 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, as required under FERPA and state law related to privacy of educational records.
- a) District Nurses' have developed protocols and procedures for communicating possible exposures and will work closely with the school sites to inform families immediately of any positive cases of COVID-19. Families will be notified in writing.
25. FUESD and the school have developed plans to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.

### **Plan for When a Staff Member, Child or Visitor Becomes Sick**

26. The school has developed a plan for responding when a staff member, child, or visitor becomes ill. The plan describes how the school will:
- a) Use a quarantine area to separate anyone who exhibits symptoms of COVID-19
  - b) Any student or staff exhibiting symptoms will immediately be required to wear a face covering and will be required to wait in the quarantine area until they can be picked up by their guardian/caregiver for transport home or to a healthcare facility, as soon as practicable.
    - i) Sick staff members and the student's parent/or guardian will be advised not to return until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
  - c) The parent/guardian will be asked to provide a safe transport home or to a healthcare facility, as soon as practicable, when a student is exhibiting COVID-19 symptoms. If a parent needs further assistance the district will work with families individually.

- d) In cases of serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face 9-1-1 will be contacted. FUESD will seek regular updates and further details regarding symptoms.
- e) Once the quarantine area has been vacated by a sick individual, the area will be closed off and will not be used before cleaning and disinfection has occurred. In serious cases and to reduce exposure risk the space should remain closed for 24 hours prior to disinfecting, if practicable. If not possible, waiting as long as practicable is advised. Ensure a safe and correction application of disinfectants using PPE and ventilation recommended for clearing. Disinfectant products will be kept away from students and out of reach of children.
- f) The school site will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

### **Maintain Healthy Operations**

27. The school has plans that describe how it will:

- a) Monitor staff absenteeism and have a roster of trained back-up staff - Staff absenteeism is monitored through AESOP and appropriately trained back-up staff is assigned through this system to the school site, upon arrival at the school site additional training and protocols are reviewed with the back up staff by the site supervisor.
- b) The site supervisor and the on site health technician monitor types of illnesses and symptoms among students and staff to help isolate them promptly. The site staff is also in regular contact with district nursing staff for support and guidance regarding illness and COVID-19 symptoms.
- c) The site supervisor and the health technician clerk has been designated as the liaisons for responding to COVID-19 concerns. Employees are made aware of who they are and how to contact them prior to the staff return to work. The liaisons will be trained to coordinate documentation and tracking of possible exposures, in order to notify the district nurses who work with public health officials and then to notify staff and families in a prompt and responsible manner.
- d) Local public health officials will be notified and with guidance provided by the district nurses' all staff and families will immediately be notified of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
  - i) Parent Letter English/Spanish
- e) Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will be provided with educational options such as virtual learning or independent study.

### **Considerations for Partial or Total Closures**

28. Fallbrook Union Elementary School District and the Mike Choate Center have developed plans for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19 and has exposed others at the school, including:

- a) In consultation with the local public health department, the process for determining:

- i) Whether total or partial closure of the school is warranted and length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
    - ii) Identifying close contacts at the school who self-isolate at home for 14 days
      - 1) From classroom, office, or activity where the infected person was based
      - 2) Other close contacts
    - iii) Additional areas of the school visited by the COVID-19 positive individual visited that may also need to be closed temporarily for cleaning and disinfection.
  - b) FUESD and the school site will implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community using various methods of communications, such as the district website, the emergency all-call system in our student information system, Learning Genie, remind, and paper letters.
29. The school has developed a plan that describes how it will provide continuity of education:
- a) When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19
    - i) The school site will provide independent study plans a week at a time, along with online learning resources and a check-out device if needed.
  - b) During a school closure
    - i) The school site will provide one week to monthly independent study plans with a suggested daily schedule, along with age appropriate online learning resources and access to a check-out device if needed.
30. The Fallbrook Union Elementary School District and the school site have developed a plan that describes how it will provide continuity of nutrition services:
- c) When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19, such as drive thru/grab and go meal pick up and/or sack meals from a central meal location
  - d) During a school closure, meal service will be provided at designated site locations through drive thru or grab and go meal pick up services
31. The Mike Choate Center has developed plans to provide a continuum of services that are provided in the regular school setting through alternative means, such as distance learning, as needed.
32. FUESD and the school site have a plan and will provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. This information will be provided in writing, sharing information regarding COVID-19 best preventative practices, via social media, paper USPS mailed letters, and on the district designated webpage.
- a) [Parent Checklist](#)
  - b) Staff Checklist