Natomas Unified School District

COVID Safety Procedures Guideline & School Site Plans
Introduction

The Natomas Unified School District has created the following implementation plan and associated addendums based on the most recent State and Sacramento County Department of Public Health guidelines. This guidance is for in-person programs at individual school sites and events throughout the Natomas Unified School District and will be updated to reflect new guidance as appropriate. The posting of NUSD’s COVID Safety Procedures Guide and School Site plans meets the requirement of posting a written plan prior to beginning in-person instruction. State and county Public Health guidance is reflected in this written plan. In addition, the date of the most recent update is noted in the footer of each page of this document.

Purpose: To provide guidance for necessary in-person student supervision and instruction and targeted support services and for those service providers, including school site staff and others, to understand the required health and safety practices needed to prevent the spread of COVID-19 in their settings.

This plan is NUSD’s first version and was written to share with the public regarding actions being taken in compliance with state and county guidance and to prepare for small cohort in-person instruction. At the current time, we are planning to open small cohort in-person instruction at 5 NUSD campuses for a very limited group of students. An outside organization will be providing the staff to support these 5 programs. NUSD certificated staff will continue to provide the instruction through Distance Learning and the Non Public Agency (NPA) will support the classroom in-person while the teacher is teaching remotely. When the time comes for NUSD to expand and/or prepare for a larger return of students, including a hybrid program, this plan will be a foundation for future program expansion.

NUSD’s implementation plan is split into two sections, 1) District-wide guidance that applies to all school sites and district buildings; 2) Individual site based addendums that highlight specific procedures at each school site. Links have been provided to access each of the individual site based addendums.

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Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
Section 1: Health and Wellness Procedures

Face Coverings

- All staff and students must wear face coverings except when eating and drinking
- All visitors must wear face coverings
- Face coverings are personal and should not be shared
- NUSD has purchased a variety of styles of masks/face coverings to meet the needs of
our diverse learners and staff. If a student or staff member requires a non-traditional mask, they need to reach out to their supervisor for assistance.

Resources: Face Coverings
Visit the NUSD Website to view
- Videos on How to Wear Face Coverings
- How to Safely Wear and Take off a Face Covering

Healthy Hygiene Practices
Plan to teach and reinforce hand washing, contact with eyes and mouth, covering cough and sneezes, etc

- Plans for frequent hand washing throughout the day
  - Wash hands for 20 seconds with soap
  - Before and after eating
  - After coughing/sneezing
  - After being outside
  - Before and after using the restroom
- Schedule frequent handwashing breaks throughout the day (elementary)
  - Hand Washing Schedule - Scholars will wash their hands in all of these situations
    - Before entering classroom in morning
    - When leaving classroom for recess, lunch, or specials
    - When returning to the classroom from recess, lunch or specials
    - When leaving school at the end of the day
    - Anytime the scholar sneezes or coughs
  - Provide regular and frequent access to handwashing facilities
- Plans for bathroom use and supervision
  - See Individual School Site Plan Addendums
  - CDC Handwashing What You Need to Know
  - CDC Hand Washing Page
  - Hand washing poster
- Use fragrance free hand sanitizer
  - Ethyl alcohol based are preferred when used by unsupervised students
  - Children under 9 should use sanitizer under adult supervision only
- Use tissue to wipe nose and to cough/sneeze into elbow

Resources: Washing your hands
Visit the NUSD Website to view
- Videos on How to Wash Your Hands
- How to Wash Your Hands Guidelines

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
First Aid on Campus
First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation, possible cross exposure and to keep otherwise healthy students out of the clinic where they can be exposed to illness.
- Provide classrooms with a supply of gloves, band-aids, etc.
- To the extent possible, students provide self-care with staff direction and physical distancing.
- If staff is uncertain, call for the nurse or health assistant to come to the classroom, if applicable.

Classroom-Based Services
- Scheduled medications - designated school staff may be trained in the administration of medication to students. (Will need to have lockable storage in the classroom.)
- Health services personnel visit classrooms and administer medication to the student (similar to hospital model).
- To the extent possible, students self-administer medication that may be self-carried by law.
- Health concerns that students should be able to care for with direction in the classroom:
  - Minor Toothache / Primary Tooth comes out
  - Small paper cuts, abrasions, picked scabs.
  - Wound care/ Ice pack for small bumps/bruises
  - Localized bug bites.
  - Minor headache or fatigue with no other symptoms.
  - Mild stomach ache or nausea.
  - Readily controlled nosebleeds, where the student can deliver self-care.
  - Anxiety/stress/psychological issue- try calming techniques and/or contact school psychologist or counselor

School Nurse Visit
- Symptoms of COVID-19
- Scheduled medications that may not be delivered by classroom staff; allow physical distancing; stagger times
- Avulsed tooth (traumatic loss of tooth)
- Scheduled Specialized Physical Health Care Procedures
  - Diabetic care
  - Catheterization
  - G-Tube Feedings
- Altered levels of consciousness/concussion
- Difficulty breathing

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
- Head injury/complaining of neck pain- DO NOT move, keep the student calm. Call 9-1-1
- Sudden vision impairment
- Diabetic “lows” or unconscious
- SEVERE bleeding or other traumatic injury; Call 9-1-1
- Severe abdominal/groin pain
- Seizure (uncontrolled movement) do not hold down, remove objects that may cause injury
- Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, hands, and feet.

**Nurse’s Office Procedures**

**General Waiting**
- Students waiting to be triaged, unscheduled needs
- Students with non COVID-19 symptoms (e.g., injury, assessments)
- Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.
- Physical distancing marked off
- Staff conducting triage may consider wearing gloves and masks, depending on the level of COVID-19 community transmission. Plexiglass or plastic barriers may be in place.
- Students sanitize/wash hands,
- Clean area after students leave

**Scheduled Medical Needs**
- Area for Well Students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs).
- Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.
- Physical distancing marked off
- A trained staff member or school nurse provides care.
- Staff delivering care may need to consider wearing gloves and masks.
- Students sanitize/wash hands,
- Clean area after students leave

**Student/Staff with COVID-19 Symptoms**
- Student/Staff with possible COVID-19 symptoms; will be isolated from others
  - Each site will designate a COVID-19 Isolation Room
  - Physical distancing marked off or in separate rooms
  - Additional non-health compromised staff may be necessary to monitor students in areas not visible by the school nurse or health technician. Staff should wear gloves and masks. Restroom facilities need to be nearby for sick students (separate space) as younger students may have GI symptoms
- Steps to Take
  - Student/Staff sanitize/wash hands
  - Student/Staff put on masks
  - Non-contact thermometers
  - Separate phone (disinfect)
  - Separate restrooms

*Updated on September 21, 2020 - See Introduction for additional context on elements of the plan*
• Procedures for safely transporting anyone sick home or to a healthcare facility.
  ○ If you call 9-1-1, please share with the dispatcher if the individual has signs or symptoms of COVID-19.
• Notify NUSD Staff, following NUSD Health Plan Protocols
• Document information and log - **Action: Follow District Health Plan**
• Ventilate the room to outside air after student leaves
• Clean area when leaving and request deep clean/disinfection.

**Personal Protective Equipment (PPE), Supplies and Signage**

**Classroom supplies**
• Each teacher will get a PPE kit that includes disposable masks, hand sanitizer, gloves, zip lock bags, wipes, etc
• Each site will have hand sanitizer in all classrooms, offices and on the bus
• Soap will be available at all sinks
• Hand washing stations will be available at each site
• Facial tissue will be available in all classrooms, office areas and on the bus
• Extra face coverings will be available in the classrooms, office areas and on the bus
• Extra garbage cans will be distributed to each site
• Disposable water bottles and/or cups in each classroom

**Face Coverings**
• The District requires the use of facial coverings (masks or shields) by all staff, students and visitors in accordance with state, and local guidelines
• Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield with a neck drape.
  ○ Face shields should be worn by individuals with breathing, health and sensory restrictions
  ○ Face shields should be worn by individuals who are not able to wear face masks properly, with training
• If a student(s) requires visual access to the individuals face during instruction/speech (phonological processing, students/staff with hearing impairment), a face shield with a neck drape should be worn
• Mask or shields will be available at school sites for any staff/student that does not have one

**Thermometers**
• Non-touch thermometers (digital) are available at all District properties

**Gloves**
• Gloves are not recommended for teachers or students for general use.
• Gloves are required for anyone cleaning, providing first aid or in food service (eg: health assistants, nurses, office staff, any additional staff caring for a symptomatic individual, food handlers, and custodial staff)

**Social Distancing**
• Directional signs and arrows to assist with social distancing will be installed at each site (eg: one-way passage ways, arrows and circles that say “stand here”)

*Updated on September 21, 2020 - See Introduction for additional context on elements of the plan*
Screening Protocols

Passive screening
- Students and staff will self-screen at home prior to getting on a school bus or coming to school. If the following apply, do not come to school:
  - Temperature (at or above 100.1 degrees)
  - Fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell (COVID-19 symptoms)
  - Report symptoms to your supervisor and the COVID Response Team

Active Screening
- Non-touch temperature will be taken prior to getting on a bus or at school if family does not have a thermometer
- Non-touch temperature scanner for staff/student/all outside service providers to use at school if individual did not screen at home
- Staff will ask if the individual being screened has experienced any of the COVID-19 symptoms
- At any time during the day, staff may conduct a visual screening and determine whether an Active Screen shall occur
- If staff/student has a temperature of 100.1 or higher or is exhibiting COVID-19 symptoms, Protocol for Symptomatic Individual at School will be implemented

Visual Screening
- Staff/student/visitor does not look healthy (eg: pallor, chills, sweating, excessive coughing/nose blowing, etc) or is complaining of not feeling well, staff/student/visitor will report to the Health Room for an Active Screen
- If staff/student has a temperature of 100.1 or higher or is exhibiting COVID-19 symptoms, Protocol for Symptomatic Individual at School will be implemented

Athletics
- Staff will take the temperature of all students with a non-touch thermometer and ask if they have exhibited, or been exposed to, the following symptoms: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell (SCOED2020-21)
  - If no symptoms or temperature, student passes the screen
  - If a temperature of 100.1 or higher, and/or the student is exhibiting any of the above symptoms:
    - The student or staff will be relocated to an isolated area
    - The student or staff will be required to wear a face mask
    - The coach will immediately notify the Athletic Director, who will then notify the Principal and the COVID Response Team. The principal will notify the Superintendent’s Office.

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
The coach will notify the parent/guardian and monitor the individual until support arrives (parent/guardian).

- Staff will call 911 when symptoms are severe, including persistent pain, pressure in chest area, confusion, bluish lips or face
- Communication and cleaning protocols will be implemented as directed.
- The student or staff will not return to athletics for 14 days, or until cleared by a medical professional.
- Coaches will suspend further activities until given direction.

If a student or staff has a positively confirmed diagnosis of COVID-19:
- The coach will contact the Athletic Director, who will then notify the Principal. The principal will notify the Superintendent’s Office and the COVID-19 designee.
  - Superintendent Designee will contact the Sacramento County Public Health for next steps 916-661-7331.
  - Communication and cleaning protocols will be implemented as directed
  - Coaches will suspend further activities until given further direction.

Vulnerable students
- Health compromised students considered at risk include:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease
- Review all student health plans and identify medically fragile students
- Engage the staff/family in determining accommodations to best assist the staff/student with unknown concerns in the classroom/non classroom environments
- Offer the option of (attending or teaching) the IS/hybrid program
- If the student opts for IS/hybrid program, an addendum will be written to outline how instruction, related services, and accommodations will be provided. The necessary use of assistive technology will be determined
- If a student already has an IEP or 504 Plan, to ensure a Free and Appropriate Public Education, an amendment will be written to reflect all adjustments to the services provided.
  - The LEA model of instruction will be used in the amendment (traditional, hybrid, Distance Learning, independent study)
  - The offer of FAPE may be different than the offer pre COVID-19
  - The offer of FAPE is for the duration of the requirement to implement health and safety guidelines for COVID-19
- If the staff/student attends the school site:
○ Wear a face covering
○ Ensure proper handwashing- with hand washing on regularly scheduled intervals
○ Ensure the classroom and all frequently touched surfaces are cleaned nightly. Use environmentally approved cleaning products from the EPA approved list “N”
○ Encourage minimal change in grouping of students (cohort the students)
○ Minimize movement/travel around the campus
○ Maintain social distancing on campus and the bus
○ Use of barriers if available
○ Limit use of shared resources such as drinking fountains, shared playground equipment, supplies
○ Eliminate cloth furniture and stuffed animals from the classroom
○ To the extent possible, maximize fresh air in the classroom

School Site & District Cleaning Procedures
1. Restrooms: disinfecting and cleaning (DAILY)
   • Door Knobs or handles
   • Light switches and cover plates
   • Paper towel dispenser knobs or handles
   • Faucet handles
   • Toilet and urinal flush levers
   • Toilet and urinal partitions, doors (including knobs, levers or slides)
   • Restock all soap and paper towel dispenser
   • Restock all hand sanitizers or replace

2. Cafeteria: cleaning and disinfecting w/kitchen area cleaned (DAILY) & larger cafeteria space cleaned (DAILY) with tables and benches disinfected between use
   • Refrigerator door handles
   • Microwave door handles and buttons/keypads
   • Table tops Door Knobs or handles
   • Light switches and cover plates
   • Vending machine buttons
   • Drinking fountain covered-not in use
   • Student lunch tables and benches seats
   • Restock all soap and paper towel dispenser
   • Restock all hand sanitizers or replace

3. Locker room: cleaning and disinfecting weekly while not in use or after each use
   • Door Knobs or handles
   • Light switches and cover plates
   • Lockers
   • Partition walls in restrooms
   • Sinks
   • Drinking fountains

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
4. Classroom: cleaning and disinfection of room (DAILY)
   ● Door Knobs or handles
   ● Light switches and cover plates
   ● Desk tops
   ● Table tops
   ● Countertops and sinks
   ● Soap dispensers
   ● Paper Towel dispensers
   ● White board trays

5. Other locations: cleaning and disinfecting (DAILY)
   ● Elevator call and operating buttons
   ● Stairway handrails, doorknobs, light switches
   ● Hallway door knobs, handles, drinking fountain faucets
   ● Vehicles’ steering wheels, door handles, shift knobs, dashboard controls (NIGHTLY)

Isolation room cleaning
Procedure for cleaning an Isolation Room or Classroom of symptomatic individual
   ● Cleaning suits, goggles and/or face shield, gloves and N95 masks available for cleaning
     the isolation room and a classroom of symptomatic individual(s).

Playstructure Cleaning and Access
After careful consideration, NUSD has decided to temporarily close playground structures. 
These structures are often crowded, making social distancing guidelines difficult to follow. To
avoid the possible spread of Covid-19, NUSD will also be dividing our playgrounds into sections
in order to maintain social distancing requirements. Below are some examples of how we plan
to address Covid related playground safety issues.

Temporary Chain Link style fencing will be used on hardscape surfaces such as asphalt or
concrete
Temporary snow safety style fencing will be used on softer surface such as grass or bark.

Playgrounds may be divided into zones (see example in picture above) to assist students to maintain social distancing requirements and for proper supervision by staff (see individual site addendums for further information).

**Student Enrollment**

Protocol for new enrollment

- From out of country (any international travel)
  - All students coming from out of the country must quarantine for 14 days prior to enrollment
- All others:
  - Ask if exposure to anyone who has a positive diagnosis or symptoms of concern
    - If yes- quarantine for 14 days
    - If no- continue to screen and follow daily protocol

**Transportation (if applicable)**

Transportation staff will be cleaning the busses and vans two times a day. The cleaning will include using the Geneon machine to disinfect the vehicles thoroughly.

- after the morning run
- after the afternoon run

**Loading Students**

- Seating students one to a seat
- Medically fragile will skip a sit
- Starting from the last seat and moving forward.

*Updated on September 21, 2020 - See Introduction for additional context on elements of the plan*
• No two students will sit in the same spot that another student sat before we have a chance to clean the seats.

Dropping off Students
• Following the same guidelines, students that get dropped off last on the route, will load up first and sit in the last seat moving forward
• Students who are scheduled for drop-off first will sit towards the front of the bus
  ○ The idea behind this is to avoid students walking past each other which will help prevent the spread of viruses.

The first group of students sit where the X is located, the second will sit where the O is located.

Waterstations

Water fountains will be taped off, but refill stations will be used. Additional water bottles will be available in the health office for students who need them.

Section 2: COVID-19 Exposure
Students/Staff who have been exposed to someone who has tested positive for COVID-19 must self-quarantine for 14 days from the last exposure to the individual who tested positive.
  • This includes someone in the household with regular daily exposure
  • This includes someone in passing with minimal contact/exposure
  • If unable to isolate completely then the quarantine period extends for 14 days from the 10th day of isolation of the person who tested positive.

Three Degrees of Separation
Action plan based on type and degree of exposure to COVID-19. Any person who fits the description of person A or Person B must notify the school as soon as possible and should not come on campus until they are cleared to do so- either after being symptom free for 14 days or until they are cleared by the COVID response team or Sacramento County Public Health.

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
Close contact is one or more of the following:
- contact with Person without a mask
- standing less than 6 feet away
- in contact with the person for more than 15 minutes

<table>
<thead>
<tr>
<th>CONFIRMED CASE OF COVID 19 Person A</th>
<th>1 DEGREE OF SEPARATION Person B</th>
<th>2 DEGREES OF SEPARATION Person C</th>
<th>3 DEGREES OF SEPARATION Person D</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="STOP" /></td>
<td><img src="image" alt="STOP" /></td>
<td>ATTEND SCHOOL BUT MONITOR FOR SYMPTOMS</td>
<td>ATTEND SCHOOL</td>
</tr>
<tr>
<td>Person A has a confirmed case of COVID-19</td>
<td>Person B has been in direct contact with Person A.</td>
<td>Person C has been in direct contact with Person B.</td>
<td>Person D is the brother of Person C and has not had contact with anyone who has been tested and/or quarantined</td>
</tr>
<tr>
<td>Person A is quarantined. DL will be provided if it is feasible for the student</td>
<td>Person B is quarantined. DL will be provided.</td>
<td>Person C is able to come to school unless/until Person B becomes positive.</td>
<td></td>
</tr>
<tr>
<td>NOT ALLOWED INTO SCHOOL</td>
<td>NOT ALLOWED INTO SCHOOL</td>
<td>ALLOWED INTO SCHOOL</td>
<td>ALLOWED INTO SCHOOL</td>
</tr>
<tr>
<td>NO RETURN UNTIL MINIMUM OF 14 DAYS QUARANTINE AND A NEGATIVE TEST.</td>
<td>NO RETURN UNTIL MINIMUM OF 14 DAYS QUARANTINE and a NEGATIVE TEST TAKEN AT THE END OF THE 14 DAYS</td>
<td>PERSON C CAN RETURN TO SCHOOL UNLESS PERSON B TESTS POSITIVE</td>
<td></td>
</tr>
</tbody>
</table>

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Protocol for a Symptomatic Individual at School
Staff will ensure FERPA guidelines are followed for staff/student confidentiality

- **STAFF 1: Principal will contact the District office** - Action: Follow District Health Plan
  - STAFF 2: Principal Designee
    - Contact site nurse for immediate return to the site
    - Contact parent/guardian/family member to pick up student/staff
  - **STAFF 3: Health Assistant/Nurse will:**
    - Put on PPE including gloves, mask, gown
    - Have the person exhibiting symptoms wear a face mask
    - Support the student in the “designated area” at the school site through which others do not regularly pass
    - Separate the individual from others as much as possible and make arrangements for the individual to go home
    - Keep the person in the sick room until they are able to leave
  - **STAFF 4: Student Classroom:**
    - Student classroom may be evacuated and the students relocated to the multi-purpose room or other available space without violating social distancing requirements

Protocol for a Symptomatic Individual to Return to School
- The student/staff who is sent home with symptoms (1 or more) must self-isolate for 10 days (counting starts day after the staff/student goes home), including:
  - 3 days with no fever, and no symptoms
  - 10 days since the symptoms first appeared
- To return:
  - Staff/students must be symptom free for 3 days without medication, and
  - Have a negative test on or after the 10th day since onset of symptoms, or
  - A note from a health care provider
- Distance Learning work will be provided to the student during self-isolation. Employees will be able to work remotely or take leave as approved by the supervisor and HR.

Returning to School After a Positive COVID-19 diagnosis
The student/staff who has a positive test must self isolate for 10 days AND:
- 3 days with no fever, and no symptoms without medication, **and**,
- Minimum of 10 days since the symptoms first appeared, **and**,
- Documentation of positive test date and or onset of symptoms.

Section 3: Student Safety and Behavior Policies/Procedures
Tier I Strategies - Focus on Teaching Expectations and Training
- Parent Education:
Through district messaging regarding Reopening of School expectations
COVID-19 expectations added to parent/student handbooks

Student Education:
Student will view educational videos on:
- Social distancing guidelines
- Purpose and appropriate use of face coverings
- Hygiene topics such as handwashing

Staff Training:
- Trauma Informed Practices Training
- Social-Emotional Learning & Restorative Practices Training
- Bully Prevention Manual

Tier I Concepts
School Wide Behavior expectations defined and posted in all areas of school
Plans developed for teaching school wide expectations
- Review of school site student handbook, to teach School wide expectations during the first 3 days of school
Acknowledgement/Reward system for students engaging in desired behavior
Use of school site tiered interventions, that provides consistent expectations and response/consequences to minor discipline issues in all classes (e.g. - Classroom Management Steps: Warning, Private Conversation, Refocus Desk, Phone call home/detention, Referral to office)

Tier II Strategies - Alternatives to Suspension
- Check-in/Checkout Behavior Slips & Mentoring
- Behavior Contracts
- Counseling referral
- Behavioral Planning/Reinforcement Strategies for Expected Behaviors
- Teacher or Peer Mediation
- Student Support Team (SST) Meeting to develop further interventions
- Disciplinary actions that include a teaching component/restorative conversations (Social skills, conflict resolution, bully prevention)

Tier III Strategies - Alternatives to Suspension
- School service/community service (for example, assisting custodial staff with after school clean-up, lunch clean-up, etc)
- Loss of privileges (like lunch, recess, social time, etc)
- Counseling referral - School Psychologist
- Referral to community mental health services
- Functional Behavioral Assessment/Behavior Intervention Plan (Behaviorist or School Psychologist Conducts)
- In-school suspension that include a teaching component/restorative conversations (Social skills, conflict resolution, bully prevention)

*For serious behaviors that impact safety, traditional discipline procedures will be followed in accordance with Ed Code. When a student returns from a suspension, the following procedures will be followed:
- Student and family will meet with the school administrator or the SST team prior to returning to school

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
● The school team/administrator or designee will develop a written plan that describes the strategies/interventions to be put into place to teach and/or reinforce expected behaviors, and reduce the likelihood of the student reengaging in repeated behavioral problems.
● Click here for Re-Entry Procedures/Written Plan Template

Potential Behavioral Concerns when Schools Reopens and Suggestions for Interventions to Support Students during this transition.¹

● Students having difficulty sustaining their attention
  ○ Allow for movement/brain breaks
  ○ Utilize more learning activities that include student interaction
  ○ Include learning games in lessons

● Students forgetting mask at home
  ○ Provide student with a disposable mask (provide by school/district)
  ○ If student repeatedly forgets mask, contact parent
    ■ Determine if parents have the means to provide a mask. If not, school will provide a mask.
    ■ Consider leaving mask at school to access each day

● Student refusing to wear a mask
  ○ Provide student with a disposable mask (provide by school/district)
  ○ If a student refuses to put on the mask, restate the rule/expectation and provide the option to put on the mask, contact parent, or referral to counselor or administrator for a restorative conversation.

● Students wearing masks with inappropriate messages or images
  ○ Provide student with a disposable mask (provide by school/district)
  ○ If a student refuses to put on the mask, restate the rule/expectation and provide the option to put on the mask, contact parent, or referral to counselor or administrator for a restorative conversation.

● Students ignoring social distancing guidelines
  ○ Use this as a teachable moment. Restate the expectation and importance of social distancing guidelines.
  ○ For repeat offenders, assign a research paper related to health guidelines, science behind social distancing, and/or impact of covid-19
  ○ Students can watch educational videos related to covid-19 and have a discussion with a staff member regarding the importance of social distancing
  ○ Work with the students family to discuss the importance of social distancing and alternative actions that can be taken to keep all students safe on campus.

● Students teasing others by saying they have COVID-19
  ○ It is important that staff do not ignore teasing
  ○ Address teasing and harm of teasing during a class meeting
  ○ For repeated teasing, teacher/staff will hold private conversation with student
    ■ Make parent aware if teasing continues

¹ Each incident will be handled on a case by case basis
If teasing continues, assign a consequence, such as meeting with site administration and family, that will focus on educating students on the harm of teasing

- COVID-19 related racially motivated verbal attacks on Asian-American/LatinX/Or any group
  - Refer student to administrator, counselor, or designee to have an educational/restorative conversion or learning activity regarding the impact of hate motivated speech against and particular protected class (e.g. - basis of sex; any group which shares a common race, religion, color, or national origin; people over 40; and people with physical or mental handicaps) and the consequences if the behavior continues.
  - Contact parents regarding the incident and document behavioral referral and conversation in Infinite Campus.
  - For this offense, if the behavior continues, administrators can consider a suspension under Ed Code 48900(r) if the administrator can show that “other means of correction” failed to bring about proper conduct (AB667).

- Students purposefully coughing on or exposing another student to bodily fluids
  - For obvious reasons, the student’s age and intellectual/development level, need to be taken into account when applying consequences and corrective measures, such as:
    - Consider a referral to the school nurse for an educational discussion regarding that potential harm of exposing others to bodily fluids.
    - Students can watch educational videos related to covid-19 and/or how to stop the spread of contagious diseases.
    - For older students, the administrator could also consider assigning a research report related to stopping the spread of infectious diseases.
    - Contact parents regarding the incident and document behavioral referral and conversation/corrective action in Infinite Campus.

Services for the
- For any behavioral incident in which another student is victimized in some way, the victim will be referred for counseling support services with the school counselor, school social worker, or school psychologist.
- For Restorative Justice sites, the site RJ team will follow the protocol for Repairing Harm Circles.

Section 4: Checklist for Small Cohort, In-Person Learning
Starting on September 28, 2020 NUSD will operate 5 small cohort, In-Person learning programs. These 5 programs will be located at Natomas High School, Natomas Middle School, Heron School, American Lakes School and H. Allen Hight Elementary School. NUSD certificated staff will continue to provide the instruction through Distance Learning and the Non Public Agency (NPA) will support the classroom in-person while the teacher is teaching remotely.

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan
## Guidance

### Consideration of Small cohorts for In-Person learning

<table>
<thead>
<tr>
<th>Guidance</th>
<th>Plan in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>No more than 25% of the total population of the individual school site will be enrolled in-person small group.</td>
<td>X</td>
</tr>
<tr>
<td>Maximum of 16 people to each cohort: A cohort is defined as 14 students and 2 adults, however, if a student needs additional support, an additional adult can be provided but the total number of individuals in the cohort can not exceed 16.</td>
<td>X</td>
</tr>
<tr>
<td>Cohorts cannot intermingle. They must stay in their own space, including meal service and break/recess.</td>
<td>X</td>
</tr>
<tr>
<td>Parents/Guardians will have a designated pick up/drop area and will not be allowed access to the cohort (except in the case of an emergency).</td>
<td>X</td>
</tr>
<tr>
<td>Speciality staff, such as related service providers, behavior specialists, and site administration, may pull a student out of the cohort for 1:1, either for related services or safety concerns. The Team will minimize the interruptions to the cohort as much as possible.</td>
<td>X</td>
</tr>
<tr>
<td>Cohorts group sizes can vary based on need, however the total number of individuals in the cohort across the week cannot exceed 16. For example, the group on Monday may have 4 students and 2 adults, Tuesday a different 4 students and the same two adults and Wednesday, Thursday, and Friday and have the same 6 students with the same two adults. This is a total of 14 students and two adults.</td>
<td>X</td>
</tr>
</tbody>
</table>

### Precautions and Considerations

<table>
<thead>
<tr>
<th>Precautions and Considerations</th>
<th>Plan in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face covering is required for staff and students (students age 2+) unless CDC requirements for adaptations and accommodations for medical conditions, mental health or severe disabilities are met. This includes social distancing, plastic barriers, very small group sizes, and active screening.</td>
<td>X</td>
</tr>
<tr>
<td>Social distancing of 6 feet is required</td>
<td>X</td>
</tr>
<tr>
<td>Parents/Guardians will passive screen, which includes temperature check (less than 100.1) and symptoms assessment (cough, congestions, difficult fever, respiratory symptoms, etc.). Once students arrive and throughout the day, staff will do a visual screen and if necessary complete an active screen.</td>
<td>X</td>
</tr>
<tr>
<td>Each individual school site has a free-standing temperature scanner and hand-held touchless digital thermometers. Students transported by district transportation will have an active temperature screen as they enter the vehicle/bus.</td>
<td>X</td>
</tr>
</tbody>
</table>

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Section 5: Individual School Site Addendums

- American Lakes School
- Bannon Creek School
- Discovery High School
- H. Allen Hight
- Heron School
- Leroy Greene Academy
- Inderkum High School
- Jefferson School
- Natomas High School
- Natomas Middle School
- Natomas Park Elementary
- Paso Verde School
- Two Rivers Elementary
- Witter Ranch Elementary

Updated on September 21, 2020 - See Introduction for additional context on elements of the plan