

Richmond Reopening & Staying Open  
Guidelines and Procedures  
2020-2021 School Year  
Draft 1: August 3, 2020

Background

On July 17, 2020, the California Department of Public Health and CAL OSHA released a guiding document for schools entitled, Covid-19 Industry Guidance: Schools and School-Based Programs to provide. This document, together with California State Guidelines for Reopening, together with guidance from the Lassen County Health Department, Staff and community feedback surveys, were consulted in the creation of Richmond’s Reopening & Staying Open Guidelines.

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*Special Note: Hyperlinks are indicated in blue throughout the document. By clicking the link, you will be taken to a website that provides more information for that topic.*

## 1. General Measures

### Communication between State and Local Agencies

In order to establish and continue communication between State and Local authorities and our Richmond Elementary community and family, we have worked in collaboration with the following State and Local agencies throughout the reopening process and will continue to receive guidance from these agencies throughout the 2020-2021 school year.

[Lassen County Covid-19 County Variance Documentation](#)

[Lassen County Public Health Officer Contact Information](#) (Dr. Korver)

[Lassen County Office of Education](#)

[California Department of Public Health](#)

[California Department of Education](#)

### Written COVID-19 Prevention Plan for Richmond Elementary School

In order to protect the health and safety of students and staff at Richmond Elementary, Richmond has established a Richmond Elementary COVID-19 Prevention Plan that details our plan for the prevention of COVID-19 on our campus (Appendix A).

## 2. Healthy Hygiene Practices at Richmond

On the first, second and third day of school and at least each Monday thereafter, teachers at Richmond Elementary school will teach and reinforce [washing hands](#), avoiding [contract with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.

Richmond Elementary School has hand sanitation stations inside each classroom and provided additional pump stations in high-frequency areas throughout campus and next to all bathrooms.

Richmond Elementary School has purchased disposable cloth facemasks for students who do not bring them from home.

Richmond Elementary School provided families and staff with the [California Department of Public Health's Guidance](#) so that they are aware of our policy on face coverings.

Richmond Elementary School must provide and ensure all face coverings in accordance with [California Department of Public Health Guidelines](#).

### 3. Face Coverings

Students

Face coverings must be used in accordance with [California Department of Public Health Guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Richmond Elementary School will teach and reinforce use of [face coverings](#), or in limited instances, face shields.

Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.

Information on proper use, removal, and washing of cloth face covering is [here](#).

Richmond Elementary Cloth Face Mask Requirement	
Age	Face Covering Requirement
2 years old to second grade	Strongly encouraged
3 <sup>rd</sup> grade to high school	Yes, unless exempt

A cloth face covering can be removed for meals and snacks in the cafeteria or gym only, naptime, or outdoor recreation when social distancing is possible, or when it needs to be replaced by communicating with the teacher about the need and allowing the teacher to decide the best location for a replacement. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag provided by the school (marked with the student's name and date).

**According to the California Department of Public Health, in order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under California Department of Public Health Guidelines and refuse to wear one provided by the school. Richmond will offer distance learning for students who are excluded from campus.**

If a student inadvertently fails to bring a face covering to school, a disposable one will be provided to them.

## **Staff**

All staff must use face coverings in accordance with [California Department of Health Guidelines](#) unless Cal/OSHA standards require respiratory protection.

In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.

Staff must return to wearing a face covering outside of the classroom.

Workers or other persons handling or serving food must use gloves in addition to face coverings.

Disposable gloves use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

## **4. Teacher and Staff Safety**

Richmond will ensure the following:

Staff maintains physical distancing from each other is critical to reducing transmission between adults.

Staff uses face coverings in accordance with California Department of Public Health guidelines and Cal/OSHA standards.

Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.

Staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.

Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

Teachers and staff will participate procedures for daily symptom monitoring for staff.

## **5. Intensified Cleaning, Disinfections, and Ventilation**

Richmond will suspending or modifying use of site resources that necessitate sharing or touching items.

For example, Richmond will temporarily suspend the use of drinking fountains and instead encourage the use of reusable water bottles with two new touchless refill stations (Gym, Cafeteria). Students will be encouraged to bring their own reusable water bottles.

Staff will clean and disinfect frequently-touched surfaces at school throughout the day by trained custodial staff.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables o Student Desks o Chairs

Richmond will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable if such items cannot be cleaned after each use. When shared use is allowed, clean and disinfect will be used between uses.

Richmond will install high-efficiency air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces, including leaving the building doors open as much as possible.

## **6. Implementing Distance Inside and Outside the Classroom**

### **School Arrival and Departure**

Richmond will minimize contact at school between students, staff, families and the community at the beginning and end of the school day by keeping groups of students in common locations and put in place other protocols to limit direct contact with others as much as practicable.

- K, 1, 2: In Multi- Purpose Room (shared restrooms at location)
- 3, 4, 5: In their wing (shared restrooms in main office)
- 6, 7, 8 In their wing (shared restrooms in the gym)

Richmond will prioritize minimizing contact between adults at all times, including those on campus and visitors on campus.

Richmond will designate routes for entry and exit, using as many entrances as feasible.

Richmond implement health screenings of students and staff upon arrival at school.

## **Classroom Space**

To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.

Richmond Cohorts:

Cohort 1: Kinder, 1<sup>st</sup> grade, 2<sup>nd</sup> grade

Cohort 2: 3<sup>rd</sup> grade and 4<sup>th</sup> grade

Cohort 3: 5<sup>th</sup> grade and 6<sup>th</sup> grade

Cohort 4: 7<sup>th</sup> grade and 8<sup>th</sup> grade

Richmond will:

- Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable.
- Maximize space between seating and desks.
- Distance teacher and other staff desks at least six feet away from student desks.
- Establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
- Activities that involve singing must only take place outdoors.
- Implement procedures for turning in assignments to minimize contact.

## **Non-Classroom Spaces**

Richmond will limit nonessential visitors, volunteers and activities involving other groups at the same time.

Richmond will limit communal activities where practicable.

Alternatively, where necessary, Richmond will stagger use, properly space occupants and disinfect in between uses.

Richmond will consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.

Richmond will minimize congregate movement through hallways as much as practicable and:

- Establish more ways to enter and exit a campus
- Create staggered passing times when necessary or when students cannot stay in one room
- Create guidelines on the floor that students can follow to enable physical distancing while passing.
- Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable.
- Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating.
- Serve individually plated or bagged meals.
- Avoid sharing of foods and utensils and buffet or family-style meals.
- Hold recess activities in separated areas designated by class.

## **7. Limit Sharing**

Richmond will...

Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas.

Ensure belongings are taken home each day to be cleaned.

Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

Where sharing occurs, clean and disinfect between uses.

## 8. Training All Staff and Educate Families

Richmond will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- [Proper use, removal, and washing of face coverings](#)
- Health Screening practices
- How COVID-19 is spread
- [COVID-19 specific symptom identification](#)
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
- For workers, COVID-19 specific symptom identification and when to seek medical attention
- The employer's plan and procedures to follow when children or adults become sick at school.
- Consider conducting the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

## 9. Check for Signs and Symptoms

Richmond will...

- Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home.
- Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
- Implement screening and other procedures for all staff and students entering the facility.
- Conduct visual wellness checks of all students, using a no-touch thermometer.
- Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).



- If a student is exhibiting symptoms of COVID-19, the superintendent/ principal will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Richmond policies should not penalize students and families for missing class

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

Richmond has identified an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Richmond will:

- Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
- Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, Richmond staff may wait 24 hours you cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable.

- Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Richmond will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

## 11. Maintain Healthy Operations

Richmond will...

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- The superintendent/ principal will act as a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
- Provide routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection).

## 12. Reopening and Partial or Total Closures

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with [COVID-19, please see the COVID-19 and Reopening Framework for K-12 Schools in California](#).

Richmond will...

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations frequently.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and will implement the following steps:
  - In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
  - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional [information on government programs supporting sick leave](#) and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and 18 presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - 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.
  - Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  - Maintain regular communications with the local public health department.

APPENDIX A:

## Richmond Elementary COVID-19 Prevention Plan

Lassen County Health Department

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Richmond Elementary School District staff and students follows the [California Department of Public Health](#) for the use a cloth facemasks while at Richmond Elementary School. If a student of staff member has a medical condition that prevents them from wearing a cloth face covering, they will need to provide written verification from their doctor and be require to wear a face shield that has a cloth covering below the face shield to prevent airborne droplets from spreading.

**Training:** Staff will be trained on this COVID-19 Prevention Plan on August 18, 2020  
**Evaluation of Plan: Richmond Elementary** will review this plan each Monday during staff meetings, beginning Monday, August 24, 2020.

**Posting of Plan:** This plan will be posted in all classrooms and the main office.

**Investigating COVID-19 Illnesses:** Whenever possible, all positive COVID-19 illness will be investigated by the Superintendent/ Principal to determine if any work-related factors could have contributed to the risk of infections. If so, this plan will be modified and all staff and student families provided written notice via email.

**Outbreak of COVID-19 at Richmond:** The process and protocols from the [California Department of Public Health](#) will be followed by the Superintendent/ Principal if there is an outbreak at Richmond.

**Contract Tracing:** Whenever possible the Superintendent/ Principal will conduct contract tracing and notify anyone who may have been in contract (within six feet or more for 15 minutes or more) with a student/ staff member who receives a positive COVID-19 diagnosis.

**School Closure:** Failure to adhere to these guidelines may result in workplace illness which may cause classrooms or the entire school to be temporarily closed or limited.