

SECC Guidelines for Reopening Schools 3-23-21

Changes or updates since last edition are highlighted in yellow.

As schools across the SECC look to state and local agencies for guidance in how to plan for safely reopening schools, the Office of Education is providing these guidelines, lists, and other considerations based on the best and most current health information known as of this date. As new guidance and practices emerge, updates will be communicated. It is difficult to create a “one-size-fits-all” scenario for each of our schools spread across five counties. However, these guidelines follow CDC and California State (Education and Public Health Departments) recommendations of best practices, local county recommendations along with medical experts at Loma Linda University Health. Implementation should be tailored for each county. It is important, when a school is reopened, to continue to look at state and local public health authorities and the SECC for updated guidance. Any future decision in regard to discontinuing on-site instruction will be made based on local county public health department directives.

The percentage of children under the age of 18 getting COVID-19 is less than 1%. However, the SECC Office of Education and its Health and Safety Committee still feels it is very important to take the health and safety of returning students, staff and families seriously. As schools reopen for full on-site instruction they are expected to make every effort to follow the guidelines outlined below.

The Purpose of These Guidelines

The purpose of these guidelines is to provide the tools to ensure the healthiest and safest way to fully reopen schools for onsite instruction. These guidelines will accomplish the following:

- Provide checklists to do before and after reopening of schools
- Assist a school in developing and implementing a site-specific protection plan for health and safety.
 - General measures to take
 - Campus access
 - Implementing cleaning and disinfecting protocols and ventilation
 - Personal Protective Equipment (PPE)
 - Promoting healthy hygiene
 - Implementing physical distancing
 - Training of staff and students and parents
 - Communication with parents
- Provide further resources for social, mental and emotional assistance.
- Provide resources for developing a plan for alternative ways of instruction if needed again.

GENERAL MEASURES

Regularly review updated guidance from state, county agencies and the SECC Office of Education.

- Develop a plan for closing on-site instruction again if necessary, that includes communication and continuity of education.
- Develop and update a site-specific protection plan to include campus access, cleaning and hygiene practices, personal protective equipment (PPE), physical distancing, and training.
- Communication with parents/students, employees and the community is important and needs to happen repeatedly. It is required to have your COVID Safety Plan approved by your local school board as part of your communication with the community AND posted on your school website.
- Designate a staff liaison or single point leader responsible for responding to CV-19 concerns.
- Effects of COVID-19, including fear, isolation or sorrow may cause students and staff to need more social/emotional support than was provided before the pandemic.

- Expectations regarding student learning outcomes may need to be re-examined and involve identifying resources to assist meeting student needs for those who have experienced trauma due to CV-19 or experience anxiety in readjusting to new procedures in returning to school.
- Policies should be flexible for students and families for missing class due to CV-19 related issues.

CAMPUS ACCESS

*(Items with * are required)*

Implement screening and other procedures for all staff, students and visitors entering the facility.

Purchase sufficient no-touch thermometers or thermal scanner for symptom screening.

Staff

- *Have staff self-screen before coming to work to ensure temperature is below 100.4, and check for other symptoms outlined by public health officials or if they have had close contact with a person diagnosed with CV-19
- Engage in symptom screening with visual wellness checks and no-touch thermometer temperature checks as staff come on campus. **(Recommended but no longer required to screen staff upon arrival if self screen at home).**
- *Wash hands or use hand sanitizer once through temperature check upon entering worksites.
- *Create a procedure for checking and reporting if staff members develop symptoms of illness. Keep these records confidential.
- *A staff member may not return until they have met CDPH criteria to discontinue home isolation found in [Consolidated Schools Guidance.pdf \(ca.gov\)](#)
- *Notify local health officials for protocol in notification to staff and families of a possible case while maintaining confidentiality.

Students

- *Instruct parents to screen before leaving for school to ensure temperature is below 100.4, and check for other symptoms outlined by public health officials or if they have had close contact with a person diagnosed with CV-19. Have oral or temporal artery thermometers on hand with disposable probes to confirm any measurements that fall outside the expected “healthy” range. Children should not be sent home on the basis of forehead temp alone.
- Provide supervised, no-touch thermometer temperature checks as students come on campus. **(Recommended but no longer required to screen staff upon arrival if self screen at home but still recommended).**
- *All students should wash hands or use hand sanitizer after entering campus.
- *If a student is symptomatic while entering campus or during the school day, they must be separated from others immediately, isolated with a face mask and continued under supervision until picked up by an authorized adult.
- *Students may not return until they have met CDPH/CDC criteria to discontinue home isolation found in [Consolidated Schools Guidance.pdf \(ca.gov\)](#)
- *Notify local health officials for protocol in notification to staff and families of a possible case while maintaining confidentiality.

Outside Visitors and Groups

- *Limit access to campus for parents and other visitors.
- *Have signage in highly visible areas with directions for wearing face coverings, temperature checks and hand washing/sanitizing upon entry.
- *If schools have plexiglass or some sort of dividers in the reception/lobby/entry area, signs should be posted that all visitors are required to wear masks beyond that point. If they do not, signs should be posted on the doors used to enter the building that face coverings are required beyond that point.
- Screening should include verbally or filling out questionnaire with questions in regard to:
 - Fever in the last 24 hours
 - Cough or shortness of breath that is getting worse in last 7 days
 - In last 3 days, have fever, sore throat, muscle pain, vomiting, diarrhea, change in taste or smell

- In past 14 days been in close contact with someone diagnosed with CV-19
- *Establish protocol for accepting deliveries safely.

CLEANING, DISINFECTING AND VENTILATION *(Items with * are required)*

Establish a more regimented daily cleaning schedule to ensure frequent cleaning and disinfecting of surfaces following CDPH guidance.

- Consider the assignment of restrooms to specific classes.
- *If drinking fountains cannot be modified to filling stations, suspend use of drinking fountains and instead encourage the use of reusable water bottles.
- Discourage sharing of instructional items that are difficult to clean or disinfect. Acquire adequate supplies to minimize sharing of high-touch materials and objects. To the extent possible, limit sharing of art supplies, books, learning aids, electronic devices, toys, and games. But where allowed, disinfect between use and have students wash hands before and after use.
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. Consider limiting one class using playground equipment at a time.
- Limit stuffed animals and other toys that are difficult to clean and sanitize.
- Keep each child's belongings separated and in individual storage containers, cubbies, or lockers.
- *Disinfect surfaces between uses, such as:
 - Desks and tables
 - Chairs
 - Dividers
 - Keyboards, phones, headsets, copy machines.
- *Disinfect frequently touched surfaces that include but are not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
- Make sure anyone cleaning or disinfecting is equipped with proper protective equipment that could include face coverings, gloves, goggles, etc.
- Ensure the use of safe cleaning products approved for use in schools and safe for children according to the EPA and that they are stored in a restricted access area.
- Ensure proper ventilation during cleaning and disinfection.
 - *Introduce fresh outdoor air as much as possible and open windows and doors when practical.
 - Replace and check air filters in HVAC systems more regularly.

PERSONAL PROTECTIVE EQUIPMENT (PPE) *(Items with * are required)*

Staff

- *All staff are required to wear face coverings at all time when at school.
- *School administration is responsible for supplying at least one non-disposable face covering for each employee. If needed, inquire at the SECC Office of Education for financial assistance.
- Prioritize the provision and use of face masks and/or other PPE to staff based upon work assignments. Provide other protective equipment as appropriate for work assignments.
- Front office and food service employees must wear masks when appropriate and as much as possible and be provided with gloves for cleaning and disinfecting.
- Custodial staff must be provided with proper PPE for cleaning and disinfecting.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Reasonable for

those who are unable to wear face coverings for medical reasons should be made. A doctor's note is required for an exemption.

Students

- *Student in grades TK-12 are required to wear face coverings or masks at all times.
- Consider how the school will address students with disabilities who may not be able to wear face coverings.

Students and staff should frequently be reminded not to touch the face covering and to wash their hands frequently. Face coverings do not replace the need for physical distancing and frequent handwashing. Face coverings are most essential when physical distancing is not possible.

HEALTHY HYGIENE PRACTICES

*(Items with * are required)*

Teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering cough and sneezes among students and staff.

- Teach and remind staff and students to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands for 20 seconds with soap rubbing thoroughly after application, and use paper towels to dry hands.
- Staff should model and practice hand washing often. Develop routines. Frequent hand washing is more effective than the use of hand sanitizers.
- If feasible, throughout the school minimize movement and congregation in the bathrooms.
- *Ensure adequate supplies are available to promote healthy hygiene.
- When feasible and safe, leave doors open or ajar to classrooms and restrooms so that students and staff do not have to touch doorknobs.
- *Provide hand sanitizer in each classroom that does not have access to soap and water.
- *Discontinue the use of shared food and beverage equipment.
- Provide adequate supplies within easy reach including tissues and no-touch trash cans if possible.
- Increase circulation of outdoor air as much as possible by opening windows and doors when safe to do so.
- *Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.

PHYSICAL DISTANCING

*(Items with * are required)*

Implementing physical/social distancing in schools will require advance planning and involve examining every setting, transition, and activity in order to safely maintain physical distancing recommendations. **As much as possible a 3 foot (in contained stable groups) or 6 foot (for classes where students come and go every period) separation between desks is the expectation.**

Arrival/Departure

- Stagger arrival and drop off time and locations as consistently practical.
- *Place markers on the pavement to show where students should stand if a line forms
- *Designate routes for entry and exit, using as many entrances as feasible.
- *Display adequate signage for directions in following safe distances.
- *Limit the number of parents and other visitors during drop off and pick up times, that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.

In the Classroom

- To the greatest extent possible, attempt to have students remain in the same space and in stable groups throughout the day. For example, in elementary grades, consider ways to keep teachers

with one group of students for the whole day. Or keep the students in one classroom with different teachers coming and going.

- Maximize space between seating and desks. Distance teacher and other staff desks 6 feet away from student desks.
- *To the greatest extent possible, re-arrange desks/tables in the classrooms to be 3-6 feet apart, facing the same direction and assigning only one student per desk/table (3 feet for stable or cohort grouped classrooms such as elementary and 6 feet for classes that change students and teachers every period such as high school). This may mean removing other furniture in the classroom.
- *If less than 6 feet (between 3-6 feet only) where there are no stable groups or cohorts and student come and go and change groups every period, students are still required to wear masks and dividers are required. At no time are desks to be touching. There must be walking space between desks. Tables (4-6 ft length) are acceptable under the parameters listed above as long as individual work spaces are clearly defined.
- If necessary, utilize other campus spaces for instructional activities (e.g. lecture halls, gyms, auditoriums, cafeterias, outdoors).
- Place markers on the floor to show where students should stand or line up for certain activities.
- Consider redesigning activities for stable groups and rearranging furniture and play spaces to maintain separation.
- Implement procedures for turning in assignments to minimize contact.

Non-Classroom Spaces

- Minimize congregate movement through hallways as much as practicable. For example, consider establishing one-way hallways or staggered passing times. Post signage and install barriers to direct traffic around campus.
- Consider staggering recess times so stable groups are in the play areas at a time and disinfect in between uses or holding recess activities in separated areas designated by class.
- Modify food service practices to limit exposure when distributing food and when students are eating.
- Consider strategies to limit physical interaction during meals and maintain a 6 foot distance between students during meals. For example, depending on the size and shape of lunch tables, limit one student per bench or per table, or install barriers; have students eat at their desk or outside area maintaining 6 feet separation.
- Increase the number of food serving points or stagger cafeteria use.
- *Suspend use of shared condiments or buffets. Serve meals in individual containers.
- If 6 foot physical distancing cannot occur in auditoriums or gyms for assemblies and chapel programs, establish alternatives such as smaller groups in repeated sessions instead of one large group or live-streaming programs into the classroom.
- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- *Lobby/reception/entry areas to the school should have floor markings or clearly marked seating indicating physical distancing.
- Outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. physical distancing beyond 6 feet is strongly recommended for any of these activities.

Staff

- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Avoid grouping staff together for training or staff development indoors if more than 10 people. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. If more than 10 people, staff meetings must be virtual or outdoors where physical distancing is possible. The number of people for indoor meetings may vary or increase depending on the color tier the local county is in.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
- If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved.

NON CLASSROOM ACTIVITIES

Please see chart in the appendix for what activities and events are allowed in the colored tiers.

- *The SECC is not allowing any field trips or overnight trips for the remainder of the school year. This includes camping or class trips.
- For other activities such as: lock-ins, banquets, or other student association events, or other indoor events, please check the chart in the appendix for clarification on what is allowed indoors or outdoors in each colored tier.
- School athletic activities and sports should follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance and CIF Varsity Sports Guidance (links found in “Resources” below). Note that risk of infection transmission increases for indoor activities; indoor sports are higher risk than outdoor sports due to reduced ventilation. And transmission risk increases with greater exertion levels; greater exertion increases the rate of breathing and the quantity of air that is inhaled and exhaled with every breath.
- Travel Considerations for Sports:
 - Bus/van travel for members of a team may pose a greater risk. To mitigate COVID-19 transmission risk during bus/van travel, there MUST be universal masking, 6 foot physical distancing and windows to remain open the full duration of the trip. Disinfect vehicle thoroughly between use. Plan for proper communication of all travel rules, protocols and expectations to everyone in the travel party before boarding the bus.
 - If the school does not provide transportation and student have to find their own way to a game, then travel by private car is limited to only those within the immediate household.

TRAINING

*(Items with * are required)*

Train all staff, students and educate families in the following safety areas:

- *Staying home when sick
- *Frequent handwashing (practice and develop routines)
- *Coughing and sneezing etiquette (practice and develop routines)
- *Keeping hands away from face (practice and develop routines)
- *Using of face coverings (practice and develop routines)
- *Importance of physical distancing (practice and develop routines)
- *COVID-19 symptom identification
- *Procedures if a student or staff gets sick with COVID-19 or is exposed.

Protocols and guidelines for what to do if a student or employee displays symptoms, is exposed, or tests positive for COVID can be found in the appendix's of the most recent guidelines framework from the CDPH. [Consolidated Schools Guidance.pdf \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Consolidated_Schools_Guidance.pdf)

Training for families can come in flyers, letters, lists or links and communicated through mail, email, social media post, Zoom meetings or other virtual formats. Training for staff can be through virtual or appropriate in-person staff meetings, or emails. Training for students can take place in class by the teacher.

COMMUNICATION

*(Items with * are required)*

Proactive communication with all stakeholders that share information about reopening schools and identifies and addresses concerns, can help prepare staff, students and their families for return to school.

- *Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees and families should know how to contact them.
- *Provide educational materials to families in the areas of:
 - Symptoms
 - Handwashing
 - Sanitation practice
 - Physical distancing
 - Proper use of PPE
 - Screening
 - Reporting
 - Best health practices
- *Maintain a communication system that allows staff and families to report symptoms and exposures while maintaining confidentiality.
- *A COVID Safety Plan is required and must be posted on the school website.

MENTAL/EMOTIONAL SUPPORT

Some students and/or staff may be anxious about their risk when going back to school. Others may have experienced trauma during the time schools were closed. Students and staff may be struggling with depression or lack of motivation due to isolation. Mental/emotional support is vital to both students and staff:

- Plan for a positive, supportive re-entry to school focused on helping students with the transition and adjusting to changes in the school structure and schedule.
- Research and post information on the school website and on social media for parents regarding ways to help children cope with the virus and any trauma resulting from it.
- Quickly identify students, families or staff who may be experiencing problems adjusting and provide materials to help in a loving, supportive manner.
- If needed, refer those to specialized assistance (school counselor, community mental health professionals, etc.)

RESOURCES

California Department of Public Health Guidance and Framework for Reopening Schools
[Consolidated Schools Guidance.pdf \(ca.gov\)](#)

Additional Guidance for providing in-person instruction for K-12 schools
[Blueprint for a Safer Economy \(ca.gov\)](#)

Emotional Health Resources
<https://covid19.ca.gov/resources-for-emotional-support-and-well-being/>

Cohort Guidance to serve small groups of at-risk students
[small-groups-child-youth \(ca.gov\)](#)

Athletic Activities and Sports Guidance
[Outdoor and Indoor Youth and Recreational Adult Sports \(ca.gov\)](#)

CIF Varsity Sports Guidance
https://cifstate.org/covid-19/All_Sports_Guidelines.pdf

CDC: Hygiene Practices
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC: Using Personal Protective Equipment (PPE)
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

6 Steps for Safe and Effective Disinfectant Use
<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

County Public Health Contact Info
San Bernardino Department of Public Health (800) 782-4264
Riverside County Public Health (951) 358-5000
San Diego Public Health Services 858-694-3900
Orange County Public Health (714) 834-3155
Imperial County Public Health Department 442-265-1444

Dr. April Wilson, MD, MPH
Loma Linda University Health
Chair- Department of Preventive Medicine

Dr. Adrian Cotton, MD
Chief of Medical Operations, LLUH Hospitals

SECC (Allowable) School Non-Virtual, Non-Classroom Activities/Gatherings

February 10, 2021

(Subject to change as new state and county directives are released)

Widespread Tier (Purple)	Substantial Tier (Red)	Moderate Tier (Orange)	Minimal Tier (Yellow)
<p><i>Indoor school meetings are only allowed if less than 10 people. (e.g. faculty meetings, class or SA officers meetings, other committee meetings). School board meetings must be virtual in this tier</i></p>	<p><i>Indoor school meetings are only allowed if less than 10 people. (e.g. faculty meetings, class or SA officers meetings, board meeting or other committee meetings).</i></p>	<p><i>Indoor school meetings are only allowed if less than 15 people. (e.g. faculty meetings, class or SA officers meetings, board meeting or other committee meetings).</i></p>	<p><i>Indoor school meetings are only allowed if less than 20 people. (e.g. faculty meetings, class or SA officers meetings, board meeting or other committee meetings).</i></p>
<p><u>Only Outdoor – high risk</u></p> <ul style="list-style-type: none"> • Masks should be worn at all times by all individuals participating in the activity. • Social distancing measures shall be in place at all times with a minimum of 6 feet between households. • Only individually packaged food and drink at event. • Only essential (school designated) participants permitted at event. • Varsity sport events according to CIF Guidelines.* • Adhere to county guidelines. <p><i>Examples of School Sponsored Permitted Activities on Campus (except CIF approved)</i></p>	<p><u>Only Outdoor – moderate risk</u></p> <ul style="list-style-type: none"> • Masks should be worn at all times by all individuals participating in the activity. • Social distancing measures shall be in place at all times with a minimum of 6 feet between households. • Only individually packaged food and drink at event. • Only essential (school designated) participants permitted at event. • Varsity sport events according to CIF Guidelines. * • Adhere to county guidelines. <p><i>Examples of School Sponsored Permitted Activities on Campus</i></p>	<p><u>Outdoor – moderate risk</u></p> <ul style="list-style-type: none"> • Masks should be worn at all times by all individuals participating in the activity. • Social distancing measures shall be in place at all times with a minimum of 6 feet between households. • Only individually packaged food and drink at event. • Limited number of attendees permitted at event beyond essential personnel (school designated sponsors). • Varsity sport events according to CIF Guidelines. * • Adhere to county guidelines. 	<p><u>Outdoor – low risk</u></p> <ul style="list-style-type: none"> • Masks should be worn at all times by all individuals participating in the activity. • Social distancing measures shall be in place at all times with a minimum of 6 feet between households. • Only individually packaged food and drink at event. • Varsity sport events according to CIF Guidelines. * • Adhere to county guidelines. <p><u>Indoor – moderate risk</u></p> <ul style="list-style-type: none"> • Masks should be worn at all times by all individuals participating in and attending the activity.

<ul style="list-style-type: none"> ✓ Cohort standardized testing ✓ Worship, Chapels, Vespers, Weeks of Prayer ✓ Assemblies ✓ Drive-in Movie Night ✓ 5/10K runs ✓ Certain outdoor fund-raisers (check with OE) ✓ Alumni Sabbath (adhere to SECC church health and safety guidelines). ✓ Drive-by or Drive-in Graduations. ✓ Baccalaureate/Commencement combo (religious service) following church gathering guidelines.** <p><u>Not allowed</u></p> <ul style="list-style-type: none"> ○ Field Trips ○ Overnight trips ○ Camping ○ Lock-ins ○ Banquets ○ Class trips ○ SA events ○ Indoor events ○ Events or any kind at a local park (limit to only 3 households represented) <p><i>*Masks and 6 feet distancing are required during transportation for all approved CIF varsity sporting events. Limit of 1 player per car, 2 per van or 6 feet apart on a bus.</i></p> <p><i>**A school may choose to limit number of attendees if outdoor space is limited with appropriate spacing.</i></p>	<ul style="list-style-type: none"> ✓ All examples from Purple Tier ✓ Certain SA no-contact games. ✓ Graduations following church gathering guidelines. <p><u>Not allowed</u></p> <ul style="list-style-type: none"> ○ Banquets ○ Field Trips ○ Overnight Trips ○ Camping ○ Lock-ins ○ Indoor events 	<p><u>Indoor – high risk</u></p> <ul style="list-style-type: none"> ● Screening of all individuals upon entrance. ● Masks should be worn at all times by all individuals participating in and attending the activity. ● Social distancing measures shall be in place at all times with a minimum of 6 feet between households. ● Only individually packaged food and drink at event. ● Limited number of attendees permitted at event beyond essential personnel (school designated sponsors). ● Ensure good ventilation is in place. ● Adhere to county guidelines. <p><i>Examples of School Sponsored Permitted Activities on Campus</i></p> <ul style="list-style-type: none"> ✓ All outdoor examples from Purple and Red Tiers ✓ Outdoor Banquets ✓ Limited indoor SA events ✓ Limited indoor music performances <p><u>Not allowed</u></p> <ul style="list-style-type: none"> ○ Field Trips ○ Overnight Trips ○ Camping ○ Lock-ins 	<ul style="list-style-type: none"> ● Social distancing measures shall be in place at all times with a minimum of 6 feet between households. ● Only individually packaged food and drink at event. ● Ensure good ventilation is in place. ● Adhere to county guidelines. <p><i>Examples of School Sponsored Permitted Activities on Campus</i></p> <ul style="list-style-type: none"> ✓ All outdoor examples from Purple, Red and Orange Tiers and indoor example from Orange Tier ✓ Indoor Banquets (following county guidelines on number or percentage limits of attendees) <p><u>Not allowed</u></p> <ul style="list-style-type: none"> ○ Field Trips ○ Overnight Trips ○ Camping ○ Lock-ins
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