

ESSER III Safe Return to In Person Instruction Plan

Objective: Safely reopen University High School so it can provide its educational program on a daily basis to students who will be asked to attend school every day.

Rationale: Schools are deemed an essential service and are asked to reopen when it is safe to do so to provide instruction. Schools like UHS serve both a student and community need. Distance learning and hybrid educational programs work, but are not as effective for all students as face-to-face learning. If UHS can reopen with enough layers of protection to keep students safe, it will attempt to do so. This plan is designed to adequately provide the safety measures necessary to reopen the school.

The following reopening plan is based on the California Department of Public Health's COVID-19 INDUSTRY GUIDANCE: Schools and School Based Program (1-14-21), and the Fresno County Department of Public Health: K-12 Return to School Guidance (9-30-22). The latter document contains more detailed information, considerations and discussion on how to implement everything listed in our UHS plan.

Update for Fall, 2023:

The following procedures will take place:

- Regulations in regards to COVID-19 are continually updated, according to the latest guidance from CDPH and Cal-OSHA
- COVID-19 Tests (take home type) are available from the UHS office and the Fresno State Student Health & Counseling Center, Library, USU, and Housing Atrium.
- Masks are recommended, but optional
- Fresno State will continue to disinfect and sanitize the bathrooms and common areas once during the school day
- Social distancing is not required in the classrooms or outside

All classrooms and office areas will be equipped with hand sanitizer, masks, sanitizing spray, sanitizing wipes, and any other reasonable PPE request

Update for Spring, 2023:

The following procedures will take place:

- Regulations in regards to COVID-19 are continually updated, according to the latest guidance from CDPH and Cal-OSHA
- COVID-19 Testing is available on the Fresno State campus
- Take home tests are available from the UHS office
- Masks are recommended, but optional
- Fresno State will continue to disinfect and sanitize the bathrooms and common areas once during the school day
- Social distancing is not required in the classrooms or outside

- All classrooms and office areas will be equipped with hand sanitizer, masks, sanitizing spray, sanitizing wipes, and any other reasonable PPE request

Update for Fall, 2022:

University High School will return to 100% capacity for the 2022-23 school year.

The following procedures will take place:

- Masks are recommended, but optional
- Fresno State will continue to disinfect and sanitize the bathrooms and common areas once during the school day
- Social distancing is not required in the classrooms or outside
- All classrooms and office areas will be equipped with hand sanitizer, masks, sanitizing spray, sanitizing wipes, and any other reasonable PPE request

A. Open the 2020-21 UHS School Year with Distance Learning

- UHS will use a distance learning format until it has been deemed safe to return to campus.
- All UHS teachers have been trained in various online formats (zoom, Google Classroom, Google meets, PearDeck, etc.).
- Students will be required to login daily and use their cameras so that teachers can view them.
- Teachers will record at least one class period and post the video in a secure location via Google Classroom, which is approved by FERPA.
- Teachers will take attendance daily for each period and the UHS attendance clerk will call home for absences to help with contact tracing and maintaining student attendance.

B. General Measures to Return to Face to Face Instruction

- Continue communication with local and State authorities to determine current disease levels and control measures. After approval from local and State authorities to return to in-person instruction, UHS will:
 - Survey parents and students
 - Survey staff
 - Request a visit from the county health officer to visit UHS to view safety measures
 - Receive Board Approval to return

C. Return to School COVID-19 Safety Precautions: Check for signs and symptoms

- Students will return to campus in a phased manner, beginning with 25% of the school population at the beginning of the spring semester in January, 2021, provided that the provisions of state and county threshold tiers allow for return. The phased in process will increase in percentages each week and in accordance to safety guidelines and Fresno County Public Health Department

recommendations and approval. (This process has been postponed due to the high numbers of COVID-19 in the Fresno County area and the Stay-at-home order issued by the State of California.)

- b. Inform parents and students on the use of a daily health screen that all students will be asked to use before deciding if they are healthy enough to attend school. Screening tool is located on the front page of our website. The website is:

https://fresnostate.co1.qualtrics.com/jfe/form/SV_2f4UxLt4tbr8YvP

- c. All employees are to use the health screening tool before they arrive on campus each day.
- d. Actively encourage both students and staff to stay home if feeling sick.
- e. Change student policies to encourage absenteeism if a student is feeling ill.
 - i. Offer students access to teachers daily lessons via zoom or equivalent.
 - ii. Require grade policies to not penalize students staying home.
- f. Twice daily temperature checks by teachers in two of their designated classes (first or second period and then after lunch).
- g. Monitor all absent students to determine their health status and to ensure they are not simply being truant.
- h. Keep a list of students/staff with COVID-19 like symptoms for future contact tracing.
- i. Document/track incidents of possible COVID-19 exposure and notify local health officials, staff and families immediately of any health provider documented positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- j. Change teacher 'sick day' policy so that if teachers stay home for COVID-19 related concerns they will not have to use one of their annual allotted 'sick days'. (Board approved new policy on 10/1/2020)

D. Cleaning, Disinfection, and Ventilation

- a. UHS will develop a cleaning protocol and schedule for all non-classroom spaces used by students and a schedule for all classrooms. Fresno State Plant Operations has committed to disinfecting the student restrooms and vending room twice during the day in addition to the nightly cleaning.
- b. Teachers will develop a cleaning protocol for their classrooms that meets the specific class needs and includes student desks/chairs, shared items and commonly touched areas like doors.
- c. Teachers will be encouraged to simplify classroom cleaning by reducing shared items, and by going green (reducing paper needs or paper turned-in assignments)
- d. Regarding cleaning:
 - i. All teachers and students will be trained on the use of the cleaning/disinfecting solutions used by the school (teachers via Cal/OSHA required online training, students via teacher instruction).
 - ii. To reduce the risk of asthma related to disinfecting, UHS will aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). UHS will aim to avoid products that mix

these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

- iii. The cleaning schedule created by UHS and Fresno State will be designed to avoid both under- and over-use of cleaning products.
- e. Classroom and bathroom doors will be left open as much as possible to increase ventilation and reduce student touching.
- f. Fans will be used as necessary to increase ventilation within confined spaces.
- g. UHS will be using extra custodial help and student assistance in the cleaning and disinfecting of the campus, especially in the widely used student spaces, such as the computer lab, vending room, public bathrooms, and outdoor seating areas. (UHS already employs students, consider offering cleaning jobs to students)
- h. Extra hand washing stations will be placed around campus, if possible. Fresno State Plant Operations has denied this request, but UHS will look at other possible options. Free standing hand sanitizer dispensers have been ordered from Fresno State Plant Ops and will be delivered when students return to campus.
- i. In the music wing, students will be asked to enter and exit music classrooms via the exterior doors as a new system to minimize student congestion in the interior hallway.
- j. The office staff will wipe down admin areas more frequently (counseling area, bathroom door handles, kitchen, copy machines).
- k. Consider closing drinking fountains and promoting reusable water bottles.
- l. Every teacher/classroom has a disinfecting kit supplied by Fresno State in order to disinfect desks, doors, materials, etc.
- m. Every teacher/classroom received a bag of PPE which includes 3 face shields, 1 bag of cloth masks, 1 non-contact thermometer, 1 half gallon of hand sanitizer, 1 automatic hand sanitizer machine, 10 disposable masks, and 1 bottle of disinfecting wipes.
- n. Look into additional disinfecting and sanitizing, in addition to the cleaning services provided by Fresno State. (i.e., First Link Disinfecting)
- o. UHS is working with Fresno State Plant Ops to purchase and install air purifiers for all classrooms and the office.
- p. The UHS elevator had a cab air purification system that uses bipolar ionization technology installed in January, 2021.

E. Social Distancing

- a. Students are required to wear masks on campus. Every UHS student will be given a UHS gaiter with their class graduation year on it, along with disposable masks.
- b. Staff are required to wear masks or face shields with drapes.
- c. Extra masks will be available in the office for students if they forget their mask.
- d. On a case-by-case basis, consider canceling some inter-group events, field trips, extracurricular activities and club activities. Currently, there are no in-person activities planned that do not follow state cohort guidelines or are in a drive through manner.
- e. Limit student gatherings to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission

areas and redesign large group events like parent orientation, freshmen orientation, registration, teacher staff development, etc.

- f. Scheduling changes
 - i. Use open Fresno State classrooms that are larger than UHS classrooms (request denied)
 - ii. For large ensemble classes, students will be broken into sectionals
 - iii. The master schedule was made to make class sizes as small as possible
 - iv. Stagger the beginning and ending times for classes (including lunch) to reduce student congestion in heavy trafficked areas and increase passing time
- g. Rearrange/adjust standard operating procedures to reduce the required movement of all staff and students on campus (for example, have mail delivered to teachers, do more copying for teachers, conduct more business over zoom to restrict in-person meetings). Create a situation where teachers can go to their classroom each day and not have to leave it except when they go home or choose to leave (for those teachers who want this option).
- h. Restrict locker use to times when others are not around.
- i. Create specific traffic patterns on campus to reduce student confrontations (e.g. stairways, upstairs landing, entrance and exit to counseling center or main office). The staircase on the west side of the campus near the office will be the “up” staircase with traffic in the upstairs hallway traveling in an easterly direction; the staircase on the east side of the campus will be the “down” staircase.
- j. Arrange classroom furniture so all desks are faced the same direction and maintain distance (room 209 chairs need to have designated resting spots).
- k. Plexiglass has been installed in the office and plexiglass stands have been ordered and received for classrooms with tables as desks.
- l. Give all staff a classroom first aid kit to handle minor band aid situations in the classroom. Make Band-Aids readily available in several places. First Aid products have been ordered and received; the kits have been dispersed to each teacher/classroom.
- m. Add signage to promote physical distancing in high traffic areas, such as the staircases, vending room, and bathroom.
- n. Limit student sharing
 - i. Encourage students to keep personal items in backpacks.
 - ii. Have drop boxes in classrooms and the front office to leave documents/lunches/etc.
 - iii. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single person) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
 - iv. If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
 - v. Avoid sharing electronic devices, books, other games or learning aids.

F. Managing Potential COVID-19 Symptoms on Campus

- a. The nurse's area will be the designated isolation room for anyone that exhibits symptoms of COVID-19; a curtain rod and curtain has been purchased to be able to block off the area from the rest of the office.
- b. Privacy, confidentiality, and protected health information must be maintained.
- c. Inform all Visitors and Volunteers that they will need a temperature check/screening before entering the school site. (No volunteers will be allowed on campus until further notice. Any visitors (i.e., parents) must report immediately to the office. No other visitors are allowed on campus until further notice.)
- d. Survey ill student/staff for COVID-19 like symptoms to determine if the student/staff needs isolation; take a temperature; maintain confidentiality and send to the front office.
- e. Contact the front office before sending students up if ill with COVID-19 like symptoms.
- f. All students identified during the day of having COVID-19 like symptoms should wear a mask, be isolated, and wait until they can be transported home.
- g. Ill students must be supervised until pick-up.
- h. All areas inhabited by a sick person will be disinfected; close off infected areas until they can be disinfected.
- i. Students/staff sent home with COVID-19 type symptoms need clearance from a Medical Provider to return.
- j. Monitor all staff/students with COVID-19 like symptoms to determine COVID-19 testing outcomes.
- k. All students/staff with positive symptoms will be asked to notify a health provider for clearance. The health provider will recommend appropriate COVID-19 testing and public health will be notified by the health provider if the student has a positive COVID-19 test. If high risk exposure or positive symptoms, the staff/student will remain in home isolation for 14 days and/or determination of the health department.
- l. Per Health Department guidelines, persons with COVID-19 may return:
 - i. 24 hours have passed since recovery-defined as resolution of the fever without medication assistance and improvement of respiratory symptoms such as cough and
 - ii. At least 10 days since the symptoms first appeared.
 - iii. Documented clearance from a Health provider.
- m. Once a positive case is verified by the Health Department, notify staff and all families immediately of any health provider determined positive cases of COVID-19 while maintaining student confidentiality.
- n. Identify a staff member that will monitor all absenteeism and the status of all staff/students who are home sick. (UHS Office staff and Vice Principal)
- o. Because keeping teachers safe is essential to the functioning of our school, sick day policies and employee handbook info will need to be changed. (Board approved teacher sick policy on 10/1/2020.) Teachers will be provided with any reasonable PPE requests.

G. Plan for moving from face-to-face instruction to online instruction if necessary.

(School Closure may be due to "epidemic of cases in the school site" or exposure issues.)

- a. Check State and local health department notices about COVID-19 transmission in the area and adjust operations accordingly as information changes daily.
- b. In the event a person diagnosed with positive COVID-19 is determined to have been in the building and poses a risk to the community, the Superintendent may consider closing for a short time (1-2 days) for cleaning and disinfection.
- c. Programs may consider closing for 1-2 days if a significant number of students/staff have been exposed to a positive COVID-19 case. Exposure is determined to be someone with active symptoms within 6 feet of space for more than 10-15 minutes. (such as an outside volunteer, parent, etc)
- d. All students/staff with positive symptoms will be asked to notify a health provider for clearance. The health provider will recommend appropriate COVID-19 testing and public health will be notified by the health provider if the student has a positive COVID-19 test. If high risk exposure or positive symptoms the staff/student will remain in home isolation for 14 days and/or determination of the health department. Per Health Department guidelines persons with COVID-19 may return:
 - i. 1 day or 24 hours have passed since recovery-defined as resolution of the fever without medication assistance and improvement of respiratory symptoms such as cough and
 - ii. At least 10 days since the symptoms first appeared.
 - iii. Documented clearance from a Health provider
- p. If a documented positive case of COVID-19 by a health provider, UHS students/staff will be notified of exposure. Privacy and confidentiality of students/staff must be maintained at all times.
- q. Based on the recommendations of the health department, students/staff may be dismissed for 2-5 days to gain a better understanding of the situation impacting the school and if further time is needed away from school.
- r. If more than 1-5 students are exhibiting COVID-19 symptoms at one time (outbreak), a deep cleaning of the school may be considered.
- s. The Fresno County Department of Public Health will determine under what conditions the school would close and move to distance learning. Currently, the rate is 5% positivity rate for staff and students within 14 days.
- t. Be ready to provide Independent Study plans to students who will be home.
- u. Provide guidance to parents, staff, and students, while remaining confidential, in the event of a shutdown for cleaning or closure and return to distance learning.

**PROCEDURES AND PRECAUTIONS SET UP TO START SCHOOL IN AUGUST
(previous work that has been completed)**

H. Immediate administrative decisions to resolve

Talk to Fresno State Plant Operations about custodial cleaning plan, and installation of potential washing stations. What will their role be in keeping students safe? **Resolved: As per zoom meeting on 6/22/20, Plant Ops has committed to giving UHS disinfecting kits to each teacher (quantity = 21) and will have a custodial staff member clean and disinfect the UHS bathrooms and vending room twice a day.**

What and where do we acquire the hand sanitizer and handwashing stations we want placed around campus? Additional hand washing stations (quantity = 3) are currently being reviewed by Plant Ops; see picture. Hand sanitizer stations have not been able to be purchased by UHS or Fresno State at this time. Tinnah Medina said that she will include UHS in her purchasing if she is able to buy hand sanitizer stations. Request for sinks denied by Plant Ops on 7/6/2020. We would have to use a type of sink that uses its own water supply and drainage if we want to add them. Individual automatic hand sanitizers purchased for all classrooms and the office. 7/20/20



Determine what (if any) Fresno State's rooms on campus we want and will be allowed to use. In process: As per Debbie Adishian-Astone's email on 6/30/2020, she stated that UHS would not be allowed to use any Fresno State classrooms. A reply was sent to her asking for the use of MUS 127 for choir classes if a release of liability was signed. Denied as of 7/6/2020; Debbie suggested that we could use the SSU, but for a fee. I sent an email to Derek Walters at the Student Rec Center asking to use the gym there (7/8/2020).

What UHS facilities (if any) will be off limits to students without reservations or permission (weight room, vending, practice rooms, computer lab, counseling center)? Resolved: As per the UHS Covid Committee, the practice rooms and weight room would be closed except for classroom and teacher use. The vending room, computer lab, and counseling center will use signage and staff supervision to promote physical distancing.

Write and post all cleaning and usage protocols for all public spaces we will be allowing students to use (vending room, computer lab, practice rooms, counseling office, classrooms, eating areas). In process: Signage will be ordered from Fresno State (see pic) and posters will be created and/or downloaded and posted before return in August.



What issues/arrangements arise when our students are taking online courses from Fresno State in addition to their in-person classes? (computer access?) In process: Registrar and Principal are in contact with MCLL, Linguistics, and Comp Sci departments about synchronous and asynchronous online classes in order to create a plan for UHS students and their Fresno State classes.

Determine, and then identify and mark, all student traffic flow patterns on the school campus (how students will enter and exit classrooms, utilize stairs, enter music wing, sit for lunch, and utilize public spaces in a way that maintains social distancing?) Resolved: The two UHS staircases will be one way only. The upstairs hallway will also be one direction. Signage will show the correct direction to travel.

Create parent/student daily health self-assessment (do we use current health department employee protocol)? In process: Conversation currently about creating/downloading an app for student cell phones or having students fill out a daily google form. Zoom meeting on 7/8/2020 with Sue Shaw about creating the app for UHS. Sue is going to adjust the Fresno State app for us and create it for UHS.

Identify online staff training including required OSHA training on using disinfectants and bloodborne pathogens. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings and gloving. Have we identified and made available the training links to send to teachers? Resolved: CRMA, our risk management group, has contracted with a new company (Public School Works) and Jen has reviewed the new training modules for staff to view. Staff will be able to watch them during the month of August.

What will be the non-negotiable rules all staff and all students must follow?

1. Teachers must be able to live stream, post recording, or post agenda of class daily.
2. Grading policies must not be punitive for absent students.
3. All classrooms must be cleaned between classes.
4. All students must wear masks on the school campus except when stationary eating.
5. All teachers must wear masks or face shields in class, indoors (e.g. office) and out of class when students are present.

Do we have adequate supplies to ensure proper disinfection/cleaning? Resolved: Plant Ops is providing Disinfecting Kits for each classroom and will refill supplies as needed.

What labor related work policies need to be communicated to the staff?

What and where do we want to post notices regarding how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering? Resolved/In Process (needs to be printed): Use CDC Posters for front doors, bathrooms, food areas, etc.

- Handwashing/Use of hand sanitizer
- Masking
- Signs of COVID-19
- Protective measures, etc.

Other miscellaneous information:

- Items purchased/ordered:
 - Gaiters for all students w/ class years (7/1/2020)
 - First aid kits for all classrooms (7/2/2020)
 - Disinfecting kits provided by Fresno State Plant Ops, received (6/30/2020)

- Ordered 22 non-contact thermometers from Amazon (7/6/2020)
- Ordered 23 non-contact hand sanitizer bottles for liquid hand sanitizer (7/8/2020)
- Ordered 75 plexiglass units for classrooms with tables (7/8/2020)
- Need to resolve:
 - Awaiting shipment from State of PPE items via FUSD
 - Half order picked up on 7/21/2020

I. Summertime and first weeks before school opens.

- v. Communicate via website, emails and registration packets the school reopening plan including:
 - i. Measures taken by the school to protect students
 - ii. Expected parent and student behavior required to attend UHS
 - iii. How parents/students can utilize self-assessment before deciding if healthy enough to attend school.
 - 1. Chart or screening tool-turn in each week? Month?
 - iv. Importance of adhering to school protocols for safety of the entire school community.
 - v. What happens if positive symptoms..who to report to.
 - 1. COVID-19 signs and symptoms
 - 2. Protocol for students with positive symptoms per CDC guidelines
 - 3. Protocol as to when to return to school-per CDC guidelines
 - 4. What is Exposure?
- w. Communicate to staff the school reopening plan including:
 - i. Mandated online trainings, including trainings COVID related
 - 1. Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings, as well as info on first aid/infection prevention/gloving with teachers.
 - 2. 'Reopening Plan' details as they relate to teachers classroom, teacher safety measures, teachers' personal protective equipment
 - 3. Mandated school safety rules (non-negotiables all staff must follow).
 - 4. Consider using the Fresno County reopening document as a resource.
 - 5. Other required trainings (mandated reporting, suicide prevention, sexual harrassment, Health)
 - 6. Update Injury and Illness Prevention Plan (IIPP) and make sure all staff take required training associated with using disinfectants.
 - 7. Update School Safety Plans ...fire, etc
 - 8. Update First Aid/CPR guidelines, esp. Masking.
 - 9. Train Staff Emergency protocols-how to take a temp, etc.
- x. Check health records to determine students that are at greatest risk of being on campus and talk to those parents (explain plan and offer reassurance).
 - i. Develop Individualized Health Safety Plans (Nurse)
- y. Have individual meetings with teachers as needed, when their teaching assignment involves special circumstances.
- z. Call subs to determine who is active for this year to work.
- aa. Determine student wifi and tech capacity early in the fall so school is prepared to distribute loaner computers, etc if closing is necessary.

- bb. Plan a Webinar or Zoom parents' orientation meeting before the first day of instruction in lieu of the usual in person Parent Orientation meeting.
- cc. Design staff training in August around new protocols and mandates.
- dd. Decide how/train teachers to provide live stream or zoom access or recordings of classes students miss on a daily basis.