



2020-2021 Return to School Safety Plan

Madera Unified



April 2021

This is a fluid working document that may be adjusted as conditions and/or guidance change.

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Principal's Message

To Our Toro Students & Families,

We are eager to be able to open the doors and officially welcome you to your Matilda Torres High School campus! You all have been greatly missed. We are excited to officially offer all students the opportunity to attend school with us through either an in-person hybrid school model or to continue through our established distance learning model. Regardless of your decision, we know that you will be provided a high quality educational experience.

Rest assured that all safety and health protocols provided by the Centers for Disease Control and Prevention (CDC), state agencies, and our local community guidelines will be implemented to their fullest. To help us maintain a safe and healthy school environment, we ask all students, staff, and visitors to adhere to the following practices:

- Completion of a daily temperature check and health screener (via ParentSquare or StudentSquare)
- Use of physical distancing (staying at least 6 feet apart)
- Wearing a cloth mask (over the nose & mouth)
- Good respiratory etiquette (coughing/sneezing into your arm or tissue)
- Practice of proper hand washing hygiene (upon entering/exiting, between classes, before/after lunch, during restroom usage)
- Frequent cleaning & disinfecting of surfaces used

Our Return to School Safety Plan provides details and specific information related to our site procedures. Included you will find: health and safety protocols, student arrival and dismissal procedures, scheduling options, COVID-19 testing and reporting policies, cleaning and sanitation procedures, health screener procedures, and other resources. We ask that all community members read through the information provided.

Our number one priority is to protect the health, safety, and well-being of our entire community. Together we are all T.O.R.O.S. (Trustworthy, Optimistic, Resilient, Open-minded & Selfless) and our mission is to inspire responsible college and career ready citizens who value the importance of academic and personal achievement, so that they also become productive members of our community. Please reach out to us should you have any questions or concerns. As always, thank you so much for your continued patience and support.

We look forward to seeing you,

Sincerely,
Mrs. Rodriquez-Menke
Principal of Matilda Torres High School

Health & Safety Protocols

Supplies and Protective Equipment at each school site:

- Plexiglass office dividers
- Directional walkways
- Messaging signs and floor stickers
- Classroom thermometers
- Mobile hand-washing stations
- Sneeze guards in classrooms

The following items are available at each school based upon student enrollment and staff numbers:

- Cloth Mask -- Child
- Cloth Mask -- Adult
- Disposable Mask -- Child
- Disposable Mask -- Adult
- Gloves -- Medium and Large
- Hand Sanitizer
- Disinfecting Wipes



Face Covering and Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings. **CDPH now states that all grades K-12 must wear a mask unless they have an approved exemption.**

Students must utilize face-coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating, drinking, or during outdoor recreation)
- While leaving school
- While on the bus

Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face coverings.

- Personal, protective, face coverings will be allowed in compliance with dress code policies
- Bandanas are not allowed
- Masks or coverings with exhalation valves are not allowed
- Teachers and identified staff members will receive a reusable face shield
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service

Other Safety Considerations

- Staff members have completed mandated COVID-19 online trainings
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs)
- Staff and students will be expected to wash/sanitize their hands regularly.
- Facial coverings are required for all students and staff. They may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

Accommodations will be determined through the 504 and Individualized Education Plan (IEP) process. Parents or guardians should work with the site principal or assistant principal to discuss 504 and IEP accommodations. All students are required to wear face coverings at school, and all families may select the online learning program as an option.

- Wearing a mask is the most significant safety measure and standard of care for protecting our students and staff.
- Schools will limit the sharing of supplies between students to the extent possible and encourage students to take personal items home for cleaning.

- Students will be encouraged to bring personal/ refillable water bottles
- Classrooms spaces will be reconfigured to ensure 6 feet between staff and student desks
- Student temperature checks will be taken by parents before they enter campus.



Implementing Physical Distancing – On Campus and in the Classroom

Physical distancing will limit the spread of the virus. Schools will adhere to the following strategies as much as possible:

- Restrict non-essential visitors, volunteers, and activities involving other groups and minimize contact between adults
- Limit group activities wherever practicable (i.e., assemblies, award ceremonies, athletic competitions)
- Arrange classroom space to remove non-essential furniture, allowing for maximum space for students and staff
- Arrange student desks to face the same direction (rather than facing each other) and maintain Physical distancing
- Minimize movement of students and teachers or staff as much as possible
- Designate routes for entry and exit during transition times, as feasible
- Staggered schedules for restroom breaks and hand-washing
- Hold recess and play activities in separate areas designated by class



**PHYSICAL
DISTANCING
IN EFFECT**

STAY 6 FEET APART AT ALL TIMES



Student Arrival And Dismissal

Entering and Exiting Campus Information

Students should not arrive on campus before 8:45 a.m.

All students will enter/exit our campus through either our main administration building entrance (located off Road 26) or through our bus loading zone gate (located off Martin). Please note that only bus riders, bicyclists, and students with skateboards will be permitted to enter through the bus loading zone gate.

Each morning, staff will be stationed at each designated entrance/exit point to verify the completion of each student's daily health screener form (via Parent Square or Student Square). Paper health screeners are no longer allowable due to our contract tracing protocols. Every student/parent should complete their daily health screener prior to arriving on campus. The daily health screener is available in Student Square and Parent Square anytime after 8:00pm the evening before school and open until 10:00am each school day. Students/Parents will receive a green (or red badge) after they submit their daily health screener if they are in good health. All students must present a green badge to be admitted onto campus.

All students will be temperature checked prior to entry. Bus riders are temperature checked by their drivers. Parents are not permitted to enter the campus with their students. Families should make arrangements to meet students outside of the school gates. Students may exit at the end of the school day from any open gate.



Welcome Back!

Campus Map



Bus Drop-off and Pick-up Sites on Campus Information



Bus riders will arrive/depart off of Martin Street on the north side of our school. Students will be directed to exit the bus in a single file line maintaining a 6 feet distance while also properly wearing a face mask. As students exit the bus, they will report to the BLZ gate. Students will use hand sanitizer upon entering and be expected to show their green health screener badge. Upon entry, all students are welcome to go to the dining hall and get breakfast.

Transportation staff will:

- Complete a student temperature check prior to allowing any student to board the bus.
- Facilitate social distancing and safe spacing of all students while on the bus and during departure.

All students and staff will:

- Ensure that every student has completed a daily health screener form (via Parent Square or Student Square).
- Wear a mask (over their nose & mouth)
- Maintain hand sanitizing practices prior to entry & exit of the bus.
- Practice social distancing and safe spacing by only sitting in seats indicated by markers on the bus. Always maintain the 6 feet distance to others when boarding and departing.

Pick-up Information

Families should make arrangements to meet students outside of the school gates. Students may exit at the end of the school day from any open gate.

School Schedule for Cohort A

MATILDA TORRES COHORT A



Monday <u>In-Person</u>	Tuesday <u>In-Person</u>	Wednesday <u>Synchronous Virtual</u> <u>Instruction</u>	Thursday <u>Synchronous Virtual</u> <u>Instruction</u>	Friday <u>Synchronous Virtual</u> <u>Instruction</u>
8:45 AM- 9:15 AM Student Arrival	8:45 AM- 9:15 AM Student Arrival	9:15 AM Student's Login		
9:15 AM- 10:45 AM 1st Period	9:15 AM- 10:45 AM 2nd Period	9:30 AM- 10:10 AM 1st Period	9:15 AM- 10:45 AM 1st Period	9:15 AM- 10:45 AM 2nd Period
10:45 AM- 10:55 AM Student & Teacher Break	10:45 AM- 10:55 AM Student & Teacher Break	10:15 AM- 10:55 AM 2nd Period	10:45 AM- 10:55 AM Student & Teacher Break	10:45 AM- 10:55 AM Student & Teacher Break
11:00 AM- 12:30 PM 3rd Period	11:00 AM- 12:30 PM 4th Period	10:55 AM- 11:05 AM Break	11:00 AM- 12:30 PM 3rd Period	11:00 AM- 12:30 PM 4th Period
12:30 PM- 1:10 PM Student & Teacher Lunch	12:30 PM- 1:10 PM Student & Teacher Lunch	11:10 AM- 11:50 AM 3rd Period	12:30 PM- 1:10 PM Student & Teacher Lunch	12:30 PM- 1:10 PM Student & Teacher Lunch
1:15 PM - 2:45 PM 5th period	1:15 PM - 2:45 PM 6th period	11:55 AM- 12:35 AM 4th Period	1:15 PM - 2:45 PM 5th period	1:15 PM - 2:45 PM 6th period
2:45 PM Student Dismissal	2:45 PM Student Dismissal	12:35 AM- 1:05 PM Lunch	2:45 PM Student Dismissal	2:45 PM Student Dismissal
		1:10 PM- 1:50 PM 5th Period		
		1:55 PM- 2:35 PM 6th Period		

School Schedule for Cohort B

MATILDA TORRES COHORT B



Monday <u>Synchronous Virtual Instruction</u>	Tuesday <u>Synchronous Virtual Instruction</u>	Wednesday <u>Synchronous Virtual Instruction</u>	Thursday <u>In-Person</u>	Friday <u>In-Person</u>
		9:15 AM Student's Login	8:45 AM-9:15 AM Student Arrival	8:45AM-9:15 AM Student Arrival
9:15 AM-10:45 AM 1st Period	9:15 AM-10:45 AM 2nd Period	9:30 AM-10:10 AM 1st Period	9:15 AM-10:45 AM 1st Period	9:15 AM-10:45 AM 2nd Period
10:45 AM-10:55 AM Student & Teacher Break	10:45 AM-10:55 AM Student & Teacher Break	10:15 AM-10:55 AM 2nd Period	10:45 AM-10:55 AM Student & Teacher Break	10:45 AM-10:55 AM Student & Teacher Break
11:00 AM-12:30 PM 3rd Period	11:00 AM-12:30 PM 4th Period	10:55 AM-11:05 AM Break	11:00 AM-12:30 PM 3rd Period	11:00 AM-12:30 PM 4th Period
12:30 PM-1:10 PM Student & Teacher Lunch	12:30 PM-1:10 PM Student & Teacher Lunch	11:10 AM-11:50 AM 3rd Period	12:30 PM-1:10 PM Student & Teacher Lunch	12:30 PM-1:10 PM Student & Teacher Lunch
1:15 PM - 2:45 PM 5th period	1:15 PM - 2:45 PM 6th period	11:55 AM-12:35 AM 4th Period	1:15 PM - 2:45 PM 5th period	1:15 PM - 2:45 PM 6th period
2:45 PM Student Dismissal	2:45 PM Student Dismissal	12:35 AM-1:05 PM Lunch	2:45 PM Student Dismissal	2:45 PM Student Dismissal
		1:10 PM-1:50 PM 5th Period		
		1:55 PM-2:35 PM 6th Period		

Student Meals

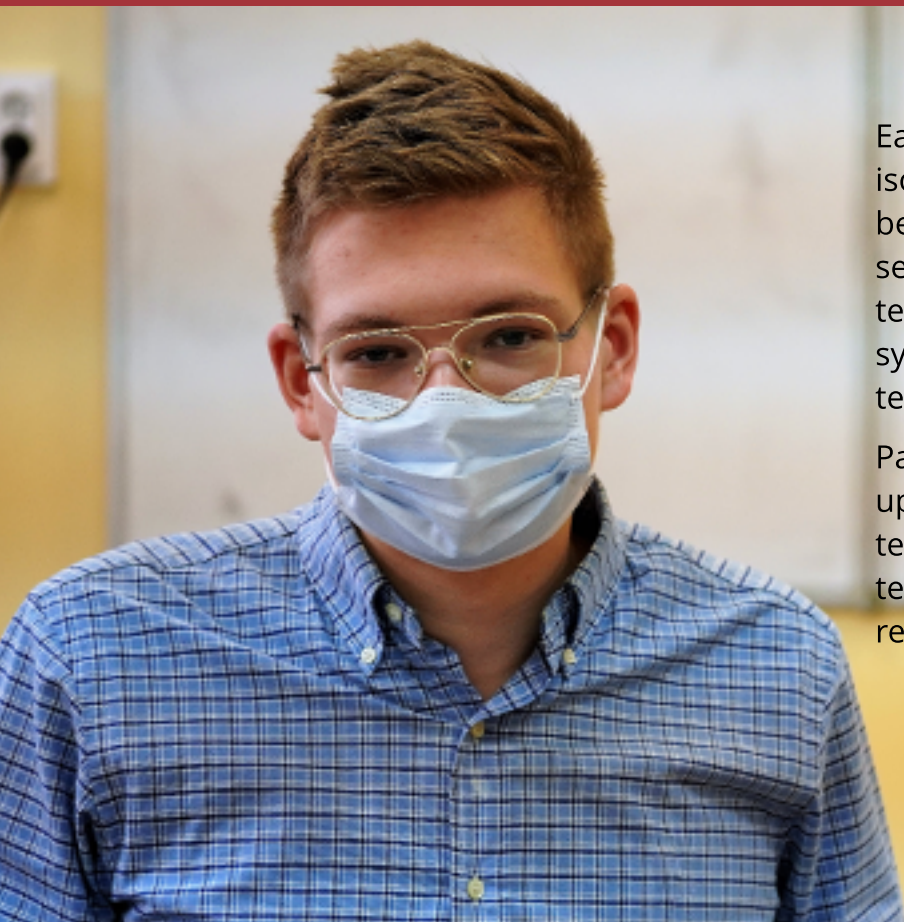


BREAKFAST AND LUNCH

Grab-&-Go Meals

BREAKFAST AND LUNCH WILL BE PROVIDED IN
GRAB-&-GO STYLE.

Isolation Room



Each school site has a designated isolation room for students. If a student becomes ill while in school, they will be sent to the isolation room where their temperature will be checked, and symptoms monitored. A student may be tested if they are showing symptoms.

Parents will be notified to pick their child up. Students will need to self-isolate for ten days or receive a negative COVID-19 test and display no symptoms before returning to in-person instruction.

#StopTheSpread

7 Steps to prevent the spread of COVID-19

Source: World Health Organization

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose, and mouth
- 03** Cover your mouth when you cough using a tissue or the bend of your elbow
- 04** Avoid crowded places and close contact with anyone who has fever or cough
- 05** Stay home if you feel unwell
- 06** Seek medical care early if you have a fever, coughs, and difficulty breathing—but call first
- 07** Get information from trusted sources

CDPH COVID-19 Testing and Reporting

- All Employees and families should report any incident of COVID-19 symptoms, close contact exposure, or positive testing results to site administration
- The principal will communicate with the COVID-19 Response Team.
- Health Services will conduct contact tracing for students.
- Positive cases of COVID-19 on a campus or District facility will be reported to the Madera County Department of Public Health.
- The school community will be notified of a COVID-19 case on the campus or facility. The notification will not name the person positive for the coronavirus but will give information regarding the date of the incident and whether a person is at low-risk or a close contact.
- If required as a condition of being funded through the Reopening Schools Incentive Grant, the District will adopt the necessary COVID-19 testing cadences for students and staff supported by the State.



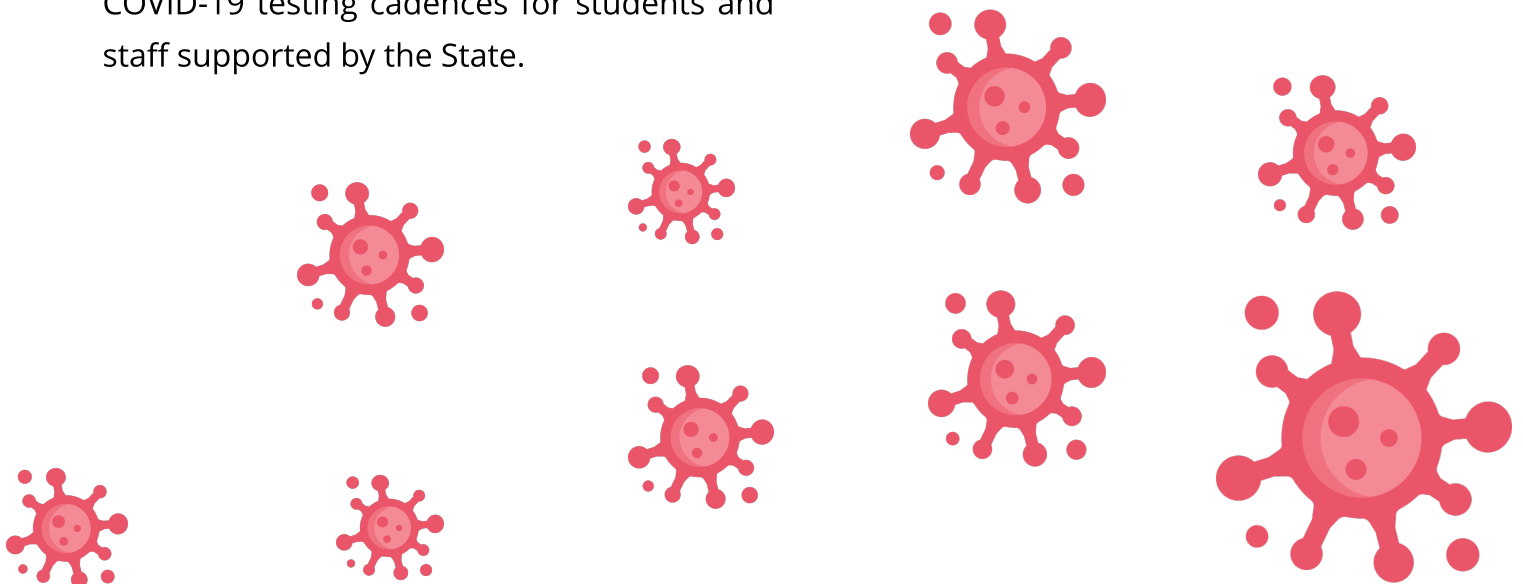
Know the COVID-19 SYMPTOMS

The following symptoms may appear 2-14 days after exposure:

- Fever 100.4 or higher in the last 24 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills/unexplained fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell



FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)



California Department Of Public Health – Action Guidelines

What are the criteria for closing a school?

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/ student/staff cases are within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools have closed due to COVID-19 within 14 days, and in consultation with the local health department.

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local health department.

*These action guidelines may change in accordance with recommendations from MDPH and the local county health officer.



Protect yourself from COVID-19 by

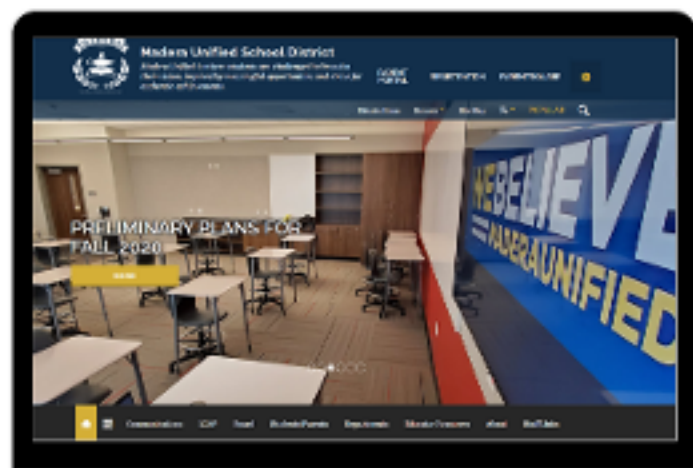
- ✓ Wearing a mask
- ✓ Keeping your distance
- ✓ Washing your hands



HOW TO LOG INTO PARENTSQUARE

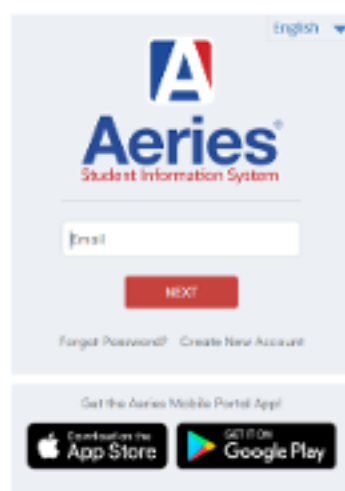
Through Parent Portal

1. Visit our website at www.madera.k12.ca.us

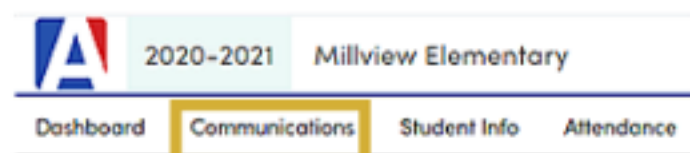


2. Access your Aeries Parent Portal account

Madera Unified School District



3. Select Communications from the menu



4. All Done! Welcome to ParentSquare!

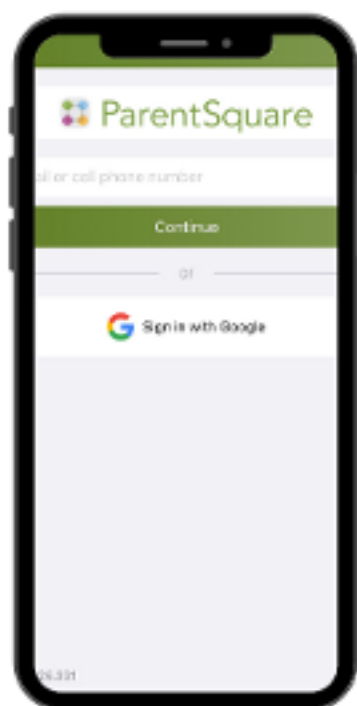
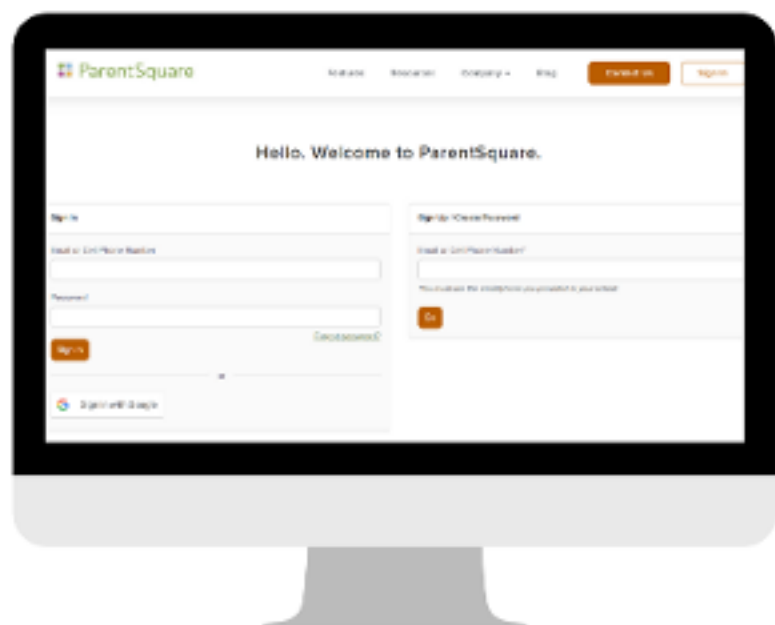
*Aeries is used to register students at the beginning of each school year.

PARENTSQUARE

How to Log into ParentSquare by Web or App

VISIT PARENTSQUARE.COM

Receive communication all in one-place. **Make sure you sign in with the same email listed in Aeries Parent Portal or Aeries Air.**



DOWNLOAD THE FREE PARENTSQUARE APP FOR IOS OR ANDROID.

Downloading the mobile app allows you to receive all Posts, Events, Sign Up Requests, Photos, and Files. Users can enable app notifications when a message is posted. **Make sure you sign in with the same email listed in Aeries Parent Portal or Aeries Air.**

*Aeries is used to register students at the beginning of each school year.

ParentSquare Health Screener



COVID - 19 Health Screener

*** The daily self-screening form must be filled out before students enter campus! Parents will be notified if a student does not have a completed form, and students will not be allowed to enter their classrooms.**

ParentSquare can be accessed by the following:

- Web
- Mobile App
- Logging into Aeries Parent Portal
 - Click on Communications

How to Complete the Screener

- Log into ParentSquare
 - A parent can complete the form for one or all children at the same time.
 - Parents can choose to select the "Answer No to all questions."
- Answer the questions
- Submit form



STUDENTSQUARE

For 9th-12th Grade Students

StudentSquare is a safe and secure communication and workflow center between educators and students. With StudentSquare, teachers can communicate with students using posts or direct messages. Students are allowed to appreciate and comment on a post and initiate direct messages with teachers and group owners. Other helpful features for students include Calendars and RSVPs, Forms, Conferences, Sign-Ups, and Student Groups. Students can use StudentSquare either on the web, the StudentSquare app, and also via email.



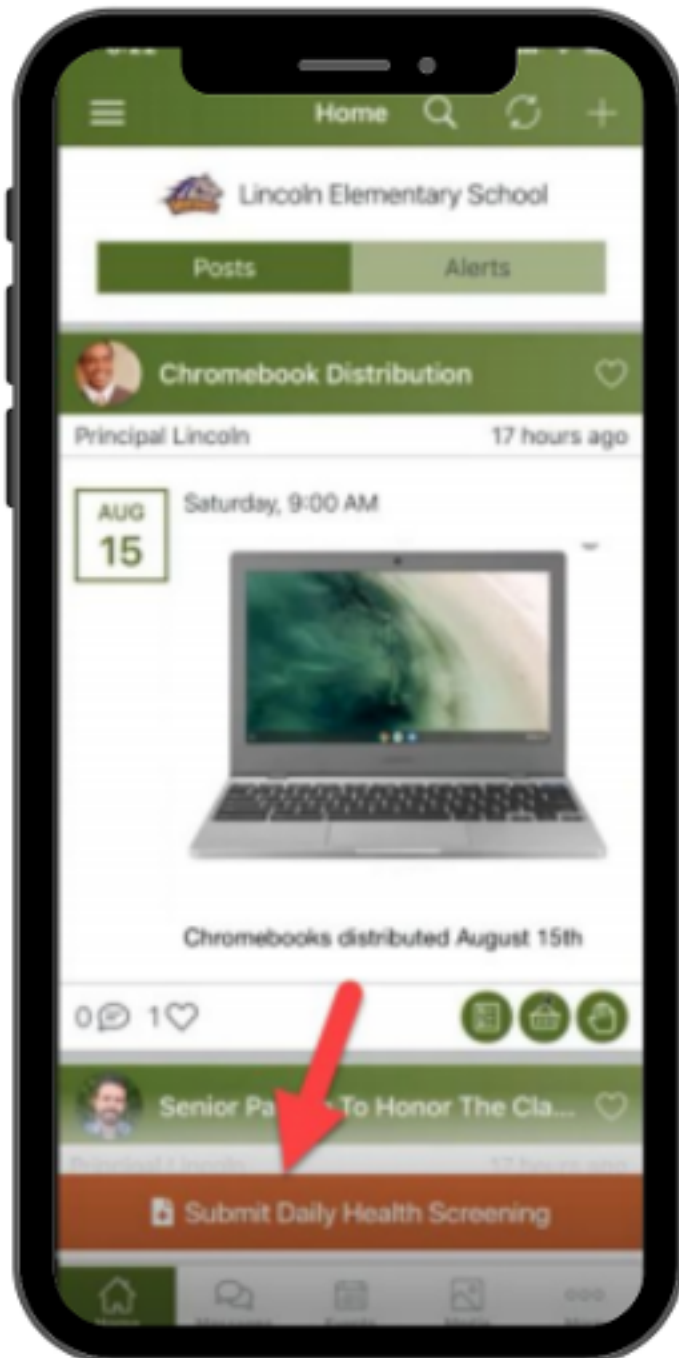
**DOWNLOAD THE APP AND
LOG IN USING GOOGLE
AUTHENTICATION
OR LOG IN THROUGH THE
AERIS STUDENT PORTAL**

WE BELIEVE
MADERA UNIFIED

StudentSquare Health Screener



COVID - 19 Health Screener



*** The daily self-screening form must be filled out before students enter campus! Parents will be notified if a student does not have a completed form, and students will not be allowed to enter their classrooms.**

StudentSquare can be accessed by the following:

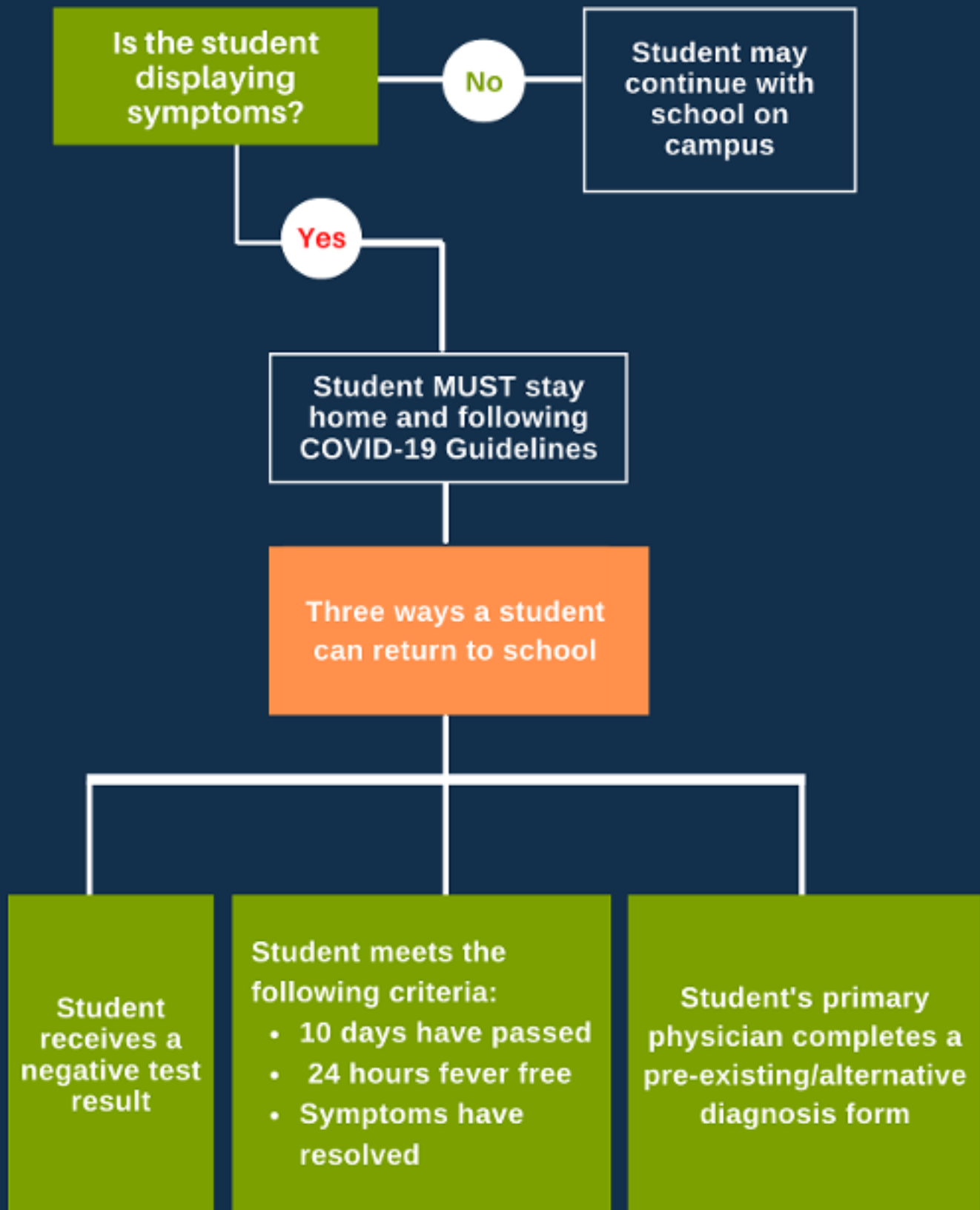
- Web
- Mobile App
- Logging into Aeries Student Portal
 - Click on Communications

How to Complete the Screener

- Log into StudentSquare
- Answer the questions
- Submit form



STUDENT SYMPTOM DECISION TREE



MY MASK PROTECTS YOU, YOUR MASK PROTECTS ME.

Tips on helping your student become comfortable wearing a mask.



LET THEM PICK IT.

Let the kids select the color, fabric, or style that they like best.



NEVER SHARE AND KEEP IT CLEAN.

Masks should never be shared or worn dirty. Cloth masks should be washed after every use.



PRACTICE WEARING IT.

Practice putting on and taking off the mask. Start at home for periods of time. Some kids adjust right away, others take time.



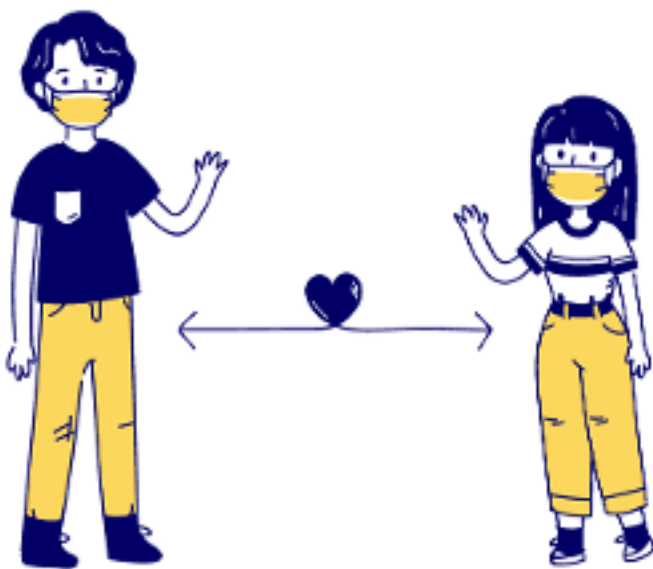
WEAR IT PROPERLY.

Wash your hands before touching your mask. Make sure it covers chin, mouth, and nose. Mask is to remain on throughout the school day.



BE A MASK ROLE MODEL.

Wear your mask and explain how it keeps you and others safe.



Facilities Cleaning & Sanitation Protocols



The safety of employees and students at MUSD is the priority. Schools have been completely cleaned and disinfected, and MUSD will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return.

CLEANING

Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

SANITIZATION

Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

DISINFECTING

Destroy or inactivate microorganisms, including bacteria and viruses on surfaces.

Common areas will be cleaned and sanitized nightly with disinfecting foggers by school site custodians. Disinfecting spray bottles and paper towels will be in all classrooms.

Sanitize The Following At Least Daily

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas

COVID-19 FAQ

What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused. If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Madera County Department of Public Health (MCDPH) on how long to remain at home and when to return to school.

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- A student may be tested if they are showing symptoms.
- The school site will work with the family to follow the Center for Disease Control Home Isolation Guidelines, as recommended by the California Department of Public Health.

What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on MUSD campus
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance without a face covering

The District Office designee will coordinate a response with MCDPH. After receiving direction from MCDPH, the District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from MCDPH. A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the District administration after consultations with MCDPH.

The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations guidelines.

How are others notified they were in contact with an individual who tested positive for COVID-19?

The District works with MCDPH to determine close contacts and low risk contacts. Individuals identified by MCDPH are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus. All HIPAA notifications and guidelines for privacy are always followed.

Additional Resources Links

- [California COVID-19 Response](#)
- [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)
- [STRONGER TOGETHER: A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS](#)
- [Helping Children Cope With Changes Resulting From COVID-19](#)
- [Madera County Department of Public Health](#)