



TEMPORARY CLOSURES DUE TO COVID-19



RUSD STAFF

SPRING 2022

Temporary Closures: Overview



Safety and wellness continues to be our priority. While other school districts in California have closed temporarily due to COVID-19 outbreaks, our District has been fortunate to remain open. Our team understands that it is vital to have a plan in the event the need arises to close a classroom, school, or the District. A temporary closure will take place only when it is determined that COVID-19 positive case rate is such that the safety and wellness of students and staff are highly compromised. In the meantime, the District will continue to take all the necessary steps to remain open, as staff firmly believes that students deserve to experience campus life that includes in-person instruction and daily activities.

Closures

1. What warrants the consideration for closure of a classroom(s)?

When there are six or more positive COVID-19 cases or 25% of the total classroom population (including adults) test positive within a 7-day period.

2. What warrants the consideration for closure of a school?

The District uses a tiered system approach when considering a closure. When a school reaches the **Red Tier** and other mitigating factors have been implemented or in consultation with the San Bernardino County Department of Public Health:

- **Yellow Tier**- Positive cases 15% of school population
 - » Action: Initiate formal monitoring
- **Orange Tier**- Positive cases 20% of school population
 - » Action: Initiate testing and continue monitoring
- **Red Tier**- Positive cases 25% of school population
 - » Action: Close school

3. What warrants the closure of the District, in part or in whole?

When the District reaches the **Red Tier** and other mitigating factors have been implemented or evaluated in discussion with the San Bernardino County Department of Public Health:

- **Yellow Tier**- Positive cases 15% of District population
 - » Action: Initiate formal monitoring
- **Orange Tier**- Positive cases 20% of District population
 - » Action: Initiate testing and continue monitoring
- **Red Tier**- Positive cases 25% of District population
 - » Action: Close District, in part or in whole

COVID-19 Testing

In the event the District or a school site moves into the **Orange Tier**, District and school administration will identify and train members of the COVID-19 Response Teams. These teams will provide families and staff guidance on test registration and home test kit distribution.

The District will continue to provide access to COVID-19 testing through clinics and will continue to distribute individual test kits as needed and while supplies last.



Instructional Model



ELEMENTARY

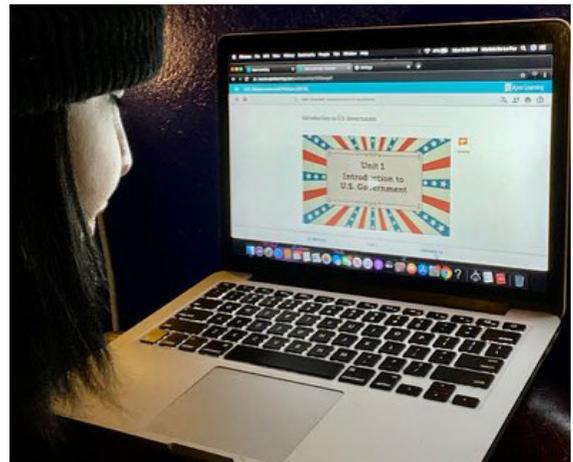
5-day Short-term Independent Study

- Daily live (synchronous) check-in will be provided for students in TK-5. Students will be assigned independent study which will be accompanied with learning units. This will allow time for staff to pivot to a “long term” independent study model, if necessary.
- Staff will:
 - » Print and provide independent learning units
 - » Distribute a schedule for the independent work
 - » Provide instructional materials
 - » Provide and distribute technology resources
 - » Provide Independent Study Master Agreements
- Independent Study Master Agreements will need to be signed by all families.

Elementary Schedule: Monday - Friday

8:15 AM - 8:30 AM

Live Check-in Interaction: Students check in with a teacher and are assigned independent learning units for the remainder of the instructional day.



Instructional Model (Cont.)

5-day Short-term Independent Study

- Daily live (synchronous) instruction will be provided for students in TK-5. Instruction will be conducted virtually through Google Meet.

Monday Schedule

8:15 AM - 9:15 AM	Live Interaction: Students are assigned learning for the remainder of the instructional day
9:15 AM - 12:00 PM	Teacher Preparation, Professional Development, Collaboration and Staff Meetings
12:00 PM - 3:00 PM	Staff lunch and prep time at home

Tuesday - Friday Schedule

8:15 AM - 12:15 PM	Synchronous Instruction: <ul style="list-style-type: none"> K-1st = 45 minutes 2nd-3rd = 60 minutes 4th-5th = 90 minutes 
12:15 PM - 1:00 PM	Lunch
1:00 PM - 2:20 PM	Synchronous Instruction: <ul style="list-style-type: none"> K-1st = 45 minutes 2nd-3rd = 60 minutes 4th-5th = 90 minutes 



Staff Placement

1. Classified staff, not assigned to a classroom, will continue to report to their assigned work location, unless otherwise indicated by their Service Area Lead.
2. Instructional staff may work from home unless otherwise indicated. Administration has the discretion to request that a staff member return to the school site on a case-by-case basis.



- **School Administrators, School Psychologists** will continue to work from the school site to provide services and support students and the community as needed.
- **Counselors** will continue to work from the school site to provide services and support students and the community as needed.
- **District and Site instructional Coaches, Strategists, Reading Specialists, TOSAs, Program Specialists** will continue to work from the school site to provide services, develop plans, support students and the community as needed.
- **Special Education Teachers (MM/MS; Autism; BIS)** will work in-person and continue to support students in their current or temporary District location.
- **Instructional Technology Assistants (ITA), Instructional Assistant-Computer Assistants, Educational Technology Technicians (ETT)** will continue to work from the school site in order to ensure that support is available for staff, students, and families.
- **English Learner (EL) Aides and Instructional Assistants-II (RSP Aides)** may work from home and must attend class sessions during synchronous instruction.
- **Instructional Assistants- II & III (SDC MM/MS programs; 1:1), Behavior Support Aides, and Workability Liaison Aides** will work in-person and continue to support students in their current or temporary District location.



Technology

To ensure a smooth transition from in-person instruction to online learning, staff should consider the following:

- Student devices must be checked out in Destiny and taken home each day.
- Pre-K-2nd grade teachers shall send a copy of the student's Clever Badge home.
- Teachers shall take their Surface Pro and charger home daily.
- Teachers shall add students to their active Google Classroom account.
- Student teachers and long-term substitute teachers shall be given a Google Classroom account and access to Synergy for attendance purposes.
- Support staff, including instructional aides, shall check out a Chromebook from the school site.



Hotspots

- ITAs will inventory devices to determine number of devices with SIM cards and hotspots currently on site.
- Students will check out devices with SIM cards or hotspots from the school site for connectivity at home.
- If additional hotspots are required, the site ITA shall submit a service ticket to Technology Services to coordinate pickup.
- Teachers working remotely can request hotspots from administration, as needed.

Technical Support

- If technical support is needed, staff should complete a Google Form which is available on school and/or District websites.
- The ITAs and ETTs will monitor the Google Form output and provide support, as needed.



Instructional Materials

- As a proactive measure, teachers will upload lesson plans to Google Classroom. These lesson plans will be uploaded by Friday afternoon prior to the instruction for the following week.
- Instructional learning units (similar to current short term independent study) will be given for the first five instructional days. School sites shall work in collaboration with Education Services for the printing of learning units.
- The learning units will be distributed prior to students being released on the day of closure. If that is not possible, the learning units will be distributed on the following school day. Instructional learning units will also be available to download from the school's website and on Google Classroom.
- School sites will ensure textbooks and other hands-on materials are taken home by students on the day of closure. If that is not possible, the textbooks will be distributed on the following school day.
- School sites will ensure devices are sent home with students on the day of closure and that students are familiar with how to access their digital textbooks and instructional platforms. If that is not possible, the devices will be distributed on the following school day.
- Classroom teachers will send Remind messages to families regarding instructional routines and schedule during any closure.
- Google Classroom and Google Meet family/student resources will be added to the EdTech webpage/District page.
- Office hours in Instructional Technology will be set up to support teachers.



Professional Development

- Google Training
 - » Within the first five days of a class or school closure, teachers will need to review the following videos:
 - ✓ Google Classroom and Google Meet Integration
 - ✓ Using Google Meet for Virtual Learning
- Teachers shall review attendance and auditing requirements via a Keenan video and will utilize the following engagement logs to track student weekly engagement/attendance record
 - » Work samples
 - » Weekly assignments
 - » Tracking participation
 - » Apportionment credit via work submitted



Special Education

- If a student receives services in a Special Day Class (Moderate-Severe and Mild-Moderate Programs), the instructional model will remain the same at a designated location. However, if there are positive cases in the **Orange** or **Red Tier**, one of the following options will apply:
 - » **Option 1:** Students will be moved to a classroom, library, etc. on the current campus.
 - » **Option 2:** If there is no available space at the current site, students will be moved to a temporary location within the District.
- If a student receives RSP services, he or she will follow the same instructional models as general education students.
- Transportation Services
 - » If a student currently receives transportation services and is relocated, services will continue. If a student does not currently receive transportation services and is relocated to a new location, transportation services will be provided.
- Nutrition Services
 - » If a student is on a special diet and he or she is relocated, his or her meals will be delivered to the new location.
- Health Services
 - » If a student receives health services and is relocated, services will continue at the new location.

Maintenance & Operations (M&O)

- When a closure due to COVID-19 occurs, site custodial staff will clean and disinfect the closed area(s).
- Should additional custodial staff be needed, M&O's Floating Crew and Supervisors will provide support. The area will remain unoccupied for 24 hours.
- If a temporary relocation of an area becomes necessary, M&O will assess the amount of electricity needed to support the relocation workload for staff.
- Any information concerning the temporary relocation of students or staff will be shared with Warehouse or IT Services in order to assess the need for accommodations of furniture or technology.
- The District will replace the air purifiers and HVAC filters in affected areas, as needed



Warehouse

- Warehouse has sufficient levels of PPE available to provide to the schools.
- In the event of a temporary relocation of classrooms or workspaces, the Warehouse will provide air purifiers and sanitizing stations, as needed.
- Administrators will communicate with Warehouse staff in order to maintain an adequate supply of PPE.

Nutrition Services

- In the event of a Central Kitchen closure, all Nutrition Services employees will be relocated to Carter High School and/or Eisenhower High School.
 - » The menus will be adjusted to accommodate equipment located in each kitchen.
- Employee work hours may have to be adjusted due to production needs.
- Multipurpose rooms would be required to handle the additional staffing, storage, and production.
- Preschools and K-5 site staff will create a production schedule.
- The Chavez/Huerta Center for Education will house the additional supplies needed for emergency purposes. Additional portable storage and refrigeration may be required.
- Students placed in independent study will receive weekly drive-through meal service at a designated location. Only students on independent study will be able to pick up meals at these locations.

