



NUSD
REOPENING PLAN
2020-2021



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CONTACT INFORMATION

Name of School/District completing this application (Local Educational Agency or Equivalent):

Newark Unified School District

School type:

Traditional Public Schools

Name of person completing this application:

Mark Triplett Ed. D.

Phone Number of person completing this application:

510.818.4112

Email Address of person completing this application:

mtriplett@newarkunified.org

Date of Submission:

1/11/2021

Superintendent (or equivalent) name:

Mark Triplett Ed. D.

Email of Superintendent (or equivalent):

mtriplett@newarkunified.org

Address Line 1:

5715 Musick Avenue

City:

Newark



ZIP Code:

94560

Name of COVID-19 liaison for my school/district:

Agnes Lopez

Title of COVID-19 liaison for my school/district:

District Nurse

Phone Number of COVID-19 liaison for school/district:

510.818.4209

Email Address of COVID-19 liaison for my school/district:

alopez@newarkunified.org

Date of proposed reopening:

TBD - Elementary Students (K-2)

TBD - Elementary Students (3-6)

TBD - Middle and High School Students (7-12)



GENERAL INFORMATION

School Site Information

NAME AND ADDRESS OF EACH SCHOOL	
Elementary Schools	<p>Birch Grove Primary School, Grades TK-2nd 6071 Smith Ave., Newark, CA 94560</p> <p>Birch Grove Intermediate, Grades 3rd-6th 37490 Birch St., Newark, CA 94560</p> <p>Graham Elementary School 36270 Cherry St., Newark, CA 94560</p> <p>John F. Kennedy 35430 Blackburn Dr., Newark, CA 94560</p> <p>Lincoln Elementary 36111 Bettencourt St., Newark, CA 94560</p> <p>E.L Musick 5735 Musick Ave., Newark, CA 94560</p> <p>A.L.Schilling Elementary 36901 Spruce St. Newark, CA 94560</p> <p>Snow Elementary 6580 Mirabeau Dr., Newark, CA 94560</p>
Secondary Schools	<p>Newark Junior High School 6201 Lafayette Ave., Newark, CA 94560</p> <p>Newark Memorial High School 39375 Cedar Blvd., Newark, CA 94560</p> <p>MacGregor Sites 35753 Cedar Blvd., Newark, CA 94560</p>



NUMBER OF STUDENTS ENROLLED FOR EACH SCHOOL	
Birch Grove Elementary Primary	417
Birch Grove Elementary Intermediate	453
Graham Elementary	359
Kennedy Elementary	392
Lincoln Elementary	382
Musick Elementary & Preschool	272
Schilling Elementary	369
Snow Elementary	285
Newark Junior High	791
Newark Memorial High	1,748
MacGregor:	
• Bridgepoint High School	65
• Crossroads Independent Study	31



NUMBER OF CERTIFICATE & CLASSIFIED STAFF		
	Number of Teachers	Number of Support Staff
Birch Grove Elementary Primary	17	10
Birch Grove Elementary Intermediate	16	13
Graham Elementary	13	11
Kennedy Elementary	16	15
Lincoln Elementary	15	10
Musick Elementary & Preschool	10	22
Schilling Elementary	15	8
Snow Elementary	11	12
Newark Junior High	40	25
Newark Memorial High	79	36
MacGregor:		
• Bridgepoint High School	9	3
• Crossroads Independent Study	13	3



INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the classroom. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Alameda County Public Health Commission (ACPHC). Regular updates will be made to this plan based on information provided by the CDC, ACPHC, and applicable federal, state, and local agencies.

Our Commitment

Newark Unified School District is committed to getting all our students and staff back to school sites in an efficient and most importantly safe manner. To do this, we will continue to work together to reduce the number of COVID-19 cases in our city and state by observing all the precautions suggested by health experts. Given the reality that COVID-19 will remain a very real threat for the foreseeable future, we stand committed to a plan of what will get us through this period working together!

NUSD and its staff are committed to:

- Comply with social distancing requirements to the maximum extent possible in order to avoid the spread of COVID-19 and remain safe.
- Provide in-person learning to as many students as we can, focusing on students needing specialized support services and those at a higher risk of further learning loss or not participating in distance learning.
- Create a safe and healthy workplace for our employees and learning environment for our students and families.
- Do what we can to increase student, parent, and staff confidence that returning to school is as safe as we can make it, operating with transparency, honesty, and respect.
- Acknowledge that as we design creative solutions within a system we may encounter limitations.
- Value and maintain the strong partnerships and relationships that exist between our community and our staff, ensuring that our connections and respect are stronger as a result of having gone through this together.

Covid-19 will remain a very real threat for the foreseeable future. Due diligence and proper planning will be the strategy that will guide our work.



Guiding Principles

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. Employee And Student Safety Measures
2. Health Guidelines
3. Support For Families

Section 1: Stages And Timelines

Information and direction about the stages and timeline will be communicated to all employees, students, and parents before implementation. Please see below for a summary of the stages and timelines.

Stages	Timing	Items
Planning	August - October	<ul style="list-style-type: none"> ● Supplies, equipment ● Prepare a detailed work schedule for phases ● Prepare building for reopening with a thorough cleaning
Stage 1	October- November	<ul style="list-style-type: none"> ● Present and implement social distancing protocols and open facilities with limited access/use
Stage 2	January- February	<ul style="list-style-type: none"> ● Expand use of school, based on recommendations and data from CDC, CDPH, ACDPH, CalOSHA, and any other applicable state and local agencies ● Polling of families to determine the number of initial students who will be returning to in-person learning and the number who remain in distance learning. ● Based on polling numbers, make a determination of whether to initiate Phase I or Phase II of hybrid learning model (see appendix). ● Registration for Hybrid Model begins ● Send Communication to staff & families
Stage 3	TBD	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, CDPH, ACDPH, CalOSHA, and any other applicable state and local agencies ● Determine what restrictions/guidelines stay in place



CLEANING, DISINFECTION, AND VENTILATION

The Newark Unified School District has entered into a Memorandum of Understanding with the California School Employees Association, Chapter #208 that addresses a return to in-person/hybrid learning under a “red tier.” Cleaning and disinfection have been a priority and language was developed to ensure appropriate cleaning and disinfection protocols are in place. A Memorandum of Understanding with the Newark Teachers Association is currently under negotiation.

Before Returning to Campus Cleaning

In order to have classrooms ready for occupancy, our Maintenance Department has ensured the cleaning of all school buildings with the following details:

- All furniture thoroughly cleaned
- Carpets cleaned
- Tile floors stripped
- High areas wiped clean
- Surfaces cleaned and disinfected

Planned Return to Campus

Just prior to students' and staff's return to campus, the following cleaning protocols will be enacted:

- Classroom surfaces will be cleaned and sanitized.
- Using electrostatic sprayers, critical care disinfectant will be applied which offers up to 90 days of protection from bacteria, mold, and viruses.

Cleaning And Disinfection

Per COVID-19 Industry Guidance: Schools and school-based program staff should clean and disinfect frequently-touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.

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

- Door handles
- Light Switches
- Sink handles
- Tables
- Students desks
- Chairs



CUSTODIAL PROTOCOLS

In accordance with CDC guidelines and ACPHD, NUSD custodians will complete the cleaning and disinfecting of classrooms and offices at each campus as follows:

1. Wear all applicable PPE (mask to be worn at all times while cleaning, mask to cover nose and mouth)
2. Inform maintenance if running low on any PPE.
3. Make sure the space to be cleaned is properly ventilated, windows open and/or HVAC unit on and/or restroom exhaust is on.
4. Classrooms/MPR- daily clean and disinfect tasks (scheduled frequency to be cleaned: after each use, the same day or at the latest, to be cleaned the following morning)
 - a. Empty trash and recycling
 - b. Check paper towel, soap dispenser and hand sanitizer dispenser, and if needed, refill. Inform maintenance if you are low on refills.
 - c. Vacuum carpet
 - d. Using a clean towel for each room, with soap and water, clean all soiled surfaces. (typical soiled surfaces are table, counter, desk tops, door handles/panic bars, door touch points)
 - e. Using a clean towel for each room, disinfect using EPA approved anti-bacterial/virus cleaning products on all high touch surfaces. (typical high touch surfaces are tables, counters, desk tops, chair backs, door knobs, door touch points, window handles, light switches, sink faucet, drinking fountain, phones, keyboards)
 - f. If VCT floor is present, mop and clean/disinfect
5. Work spaces/Offices- (scheduled frequency to be cleaned: after each use, the same day or at the latest, to be cleaned the following morning)
 - a. Empty trash and recycling
 - b. Check paper towel, soap dispenser and hand sanitizer dispenser, and if needed refill. Inform maintenance if you are low on refills.
 - c. Vacuum carpet
 - d. Using a clean towel for each room, with soap and water, clean all soiled surfaces (typical soiled surfaces are table, counter, desk tops, door handles/panic bars, door touch points)
 - e. Using a clean towel for each room, disinfect using EPA approved anti-bacterial/virus cleaning products on all high touch surfaces. (typical high touch surfaces are tables, counters, desk tops, chair backs, door knobs, door touch points, window handles, light switches, sink faucet, drinking fountain, phones, keyboards)
 - f. If VCT floor is present, mop and clean/ disinfect



6. Restrooms- daily clean and disinfect tasks (scheduled frequency to be cleaned: multiple times per day, clean before staff arrive in the AM, after breaks, after lunch, and after classes end). Face shield or protective goggles should be worn when cleaning toilets or urinals.
 - a. Empty trash
 - b. Check toilet paper, paper towel and soap dispensers
 - c. Using a clean towel for each restroom, with soap and water, clean all soiled surfaces. (typical soiled surfaces are door handles, door touch points, toilet partition doors and handles and walls)
 - d. Using a clean towel for each room, disinfect using EPA approved anti-bacterial/virus cleaning product, all high touch surfaces. (typical high touch surfaces are door knobs, door touch points, window handles, light switches, sink faucet and sink surfaces, paper towel/toilet paper, and soap dispensers, toilet-urinal handles and surfaces, toilet seats)
 - e. Using microfiber, wipe and disinfect all restroom tile walls
 - f. Mop/disinfect restroom tile floors

7. Electrostatic sprayers

Electrostatic sprayers with Vital Oxide RTU (an EPA and OSHA approved product) are to be used to supplement the aforementioned CDC recommended custodian cleaning protocol or to be used in high turnover/occupancy spaces such as restrooms. They will be used between designated groups of students and between 3-5 times a week. The checklist/protocol to prep and use the electrostatic sprayers are as follows.

- a. Make sure the sprayer is in good condition and charged prior to each use. Remove battery from the sprayer after every use and place it in the charger.
- b. Always use a mask and disposable gloves while using the sprayer. Make sure no other person is in the room while you are spraying. Make sure the exhaust fan is on and/or windows open, and/or the HVAC fan is on in the room you are spraying. The room may need up to 15 minutes to dry and/or ventilation time before reoccupying
- c. Spray distance should be 2-3 ft away from the surfaces.
- d. When finished, spray warm water through the sprayer, then remove the reservoir and spray all water out of the machine. Never leave water in the reservoir when storing.

Cleaning and Disinfecting Protocol if Covid 19 positive or potentially positive case (person with symptoms) is discovered at a site:

1. Immediately close down the space or spaces where the person was working (minimum closure time is 24 hours)
2. After minum 24 hour period, Custodian to then re-enter in full PPE, disposable gloves, wear N-95 or KN95 mask, face shield or goggles and gown
3. Clean and disinfect space per aforementioned CDC recommended guidelines.
4. Use electrostatic sprayer per aforementioned guidelines
5. Wait until the next work day to re-occupy the space



Air Ventilation and Filtration

The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

The District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

HVAC air filters shall be equipped with MRV-9 filters and changed according to Cal-OSHA recommendations. All filters shall be checked and changed to meet these standards before Hybrid Learning can begin. In addition, ionization units will be provided which, together with the MRV-9 filters, meet or exceed Cal/OSHA ventilation and air circulation standards.

Portable classrooms and/or other classroom spaces or workspaces without adequate central HVAC shall be equipped with low noise portable HEPA air purifiers-with a large enough capacity and flow rate for the square footage of the room.



COHORTS OF STAFF & STUDENTS

To the extent possible, and as recommended by the CDC or as directed by the NUSD Board of Education, the District shall attempt to create smaller student and educator cohorts to minimize the mixing of student groups throughout the day.

Cohort: a stable group of students with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) in order to prevent the spread of infection and illness arising from COVID-19. Classroom cohort sizes supersede class size language in the current contract for in-person learning during the life of the MOU. The size of cohorts cannot exceed 15 students and will be determined by the size of the classroom based on the ability of students and teachers to maintain a distance of at least 6 feet. The maximum capacity for each room will be posted on the door of each classroom.

Furthermore, the Alameda County Department of Public Health has provided additional guidance regarding cohorting:

As practicable, students should remain in the same space and in groups as small and as consistent as possible. When it is not possible to remain in stable cohorts within the same space (e.g. secondary school), face coverings and limiting group gatherings are a higher priority.



PHYSICAL DISTANCING

Social distancing is an effective way to prevent potential infection. NUSD employees, students, parents, and visitors will be asked to stay approximately 6 feet away from others.

Traffic Flow – Signage on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet

- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visits are not permitted.

Inside

In general, whenever occupying indoor spaces, each individual should maintain a physical distance of 6 feet or greater between themselves and others. This includes classrooms, offices, hallways, restrooms, multi-purpose rooms, and other indoor facilities.

Outside

The physical distancing of 6 feet will also be required for outdoor areas such as playgrounds, blacktops, fields, and outdoor walkways.



ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Traffic Patterns

NUSD will ensure as much as possible that movement through buildings is unidirectional in order to maximize physical distancing, when possible.

NUSD will place directional markers at all school sites where needed.

NUSD will place physical distancing markers at school sites in high traffic areas where needed.

NUSD will designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.

The District agrees to develop a plan that ensures physical distancing among staff in their work environment to reduce the spread of virus which includes:

- Avoiding the direction of staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Avoiding the direction of grouping staff together for training or staff development. Virtual training and distancing measures shall be considered.

In accordance with Cal/OSHA regulations and guidance, the District shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.

Where possible, the District shall rearrange workspaces to incorporate a minimum of six feet between employees and students.

If physical distancing between workspaces or between employees and students/visitors is not possible, the District agrees to install physical barriers to separate workspaces.



FACE COVERINGS AND OTHER PERSONAL PROTECTIVE EQUIPMENT

All individuals, including staff, students, and visitors, must wear face coverings on campus that cover the mouth and nose consistent with local public health guidance. Face coverings will not be required for anyone who has trouble breathing in an emergency situation or is incapacitated or otherwise unable to remove the covering without assistance. If they are unable to wear a face covering, then they will be required to wear a face shield. Reasonable accommodations will be made for students with an IEP, as necessary, or anyone who is unable to wear a face covering for medical reasons. The parties recognize that coverings are not a replacement for physical distancing, but they must be used to mitigate virus spread when physical distancing is not feasible in addition to plexi-glass barriers.

STUDENTS ENTERING CAMPUS

Prior to entering the campus, students will self-screen at home given the regulations on the form noted below. No paper form will be required as we will be screening students upon entry.

There will be staggered entrance times based on grade levels. These entrance times are to be staggered in order to avoid congestion at the three entry points as defined by each school's site entry plan.

- [Birch Grove Primary](#)
- [Birch Grove Intermediate](#)
- [Graham Elementary](#)
- [Kennedy Elementary](#)
- [Lincoln Elementary](#)
- [Musick Elementary and Preschool](#)
- [Schilling Elementary](#)
- [Snow Elementary](#)
- [Newark Junior High School](#)
- [Newark Memorial High School](#)
- [MacGregor Alternative Education Program Sites](#)

At each entry point a member of the staff will be available to:

- Ensure students are wearing a mask
 - There will be disposable masks available to students and staff who forget to bring their own.
- Ensure students use hand sanitizer
- Screen students with a touchless thermometer
- Ensure a visual wellness check of each student upon arrival time. They will ask health questions when concerned.
- Students who appear ill or whose temperature is high will be asked to wait in an isolation room until they get pick-up.



EMPLOYEE AND STUDENT SAFETY VISITOR RESTRICTIONS

While we greatly value our parent and community volunteers, we cannot have visitors on our campuses at this time. If students need to be picked up from school before scheduled dismissal, parents/guardians must contact the school's office prior to their arrival in order to make arrangements.

NUSD sites will not allow normal visitation to any of its campuses. All parents and visitors, must have an appointment and fill out a COVID screening visitor form prior to coming to district facilities. Appointments will be limited and all visitors will be required to practice the established safety and health protocols.

Visitors with any symptoms consistent with COVID-19 shall be denied entry. Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on-site pending travel home.

FACE COVERING AND OTHER ESSENTIAL PROTECTIVE GEAR

Comprehensive PPE Inventory List

This is a list of items that have been distributed by MOT for COVID protection - They were delivered to each site for distribution purposes.

- Disposable Masks - 8 per person for those needed when forgetting masks
- Cloth Mask - 5 each per person
- Protective Shields 2 each per person
- Alcohol Wipes 1 pkg of 50 per person
- Hand Sanitizer 1 16.9 oz bottle per person
- Vinyl gloves
- Touchless Thermometers
- Plexiglass guards have been hung in office areas, School offices, Kitchen/cafeterias
- Individual desk shields have been distributed to the Special Ed Department for assessment purposes
- Portable shields for students to add an additional layer of protection
- Gates where needed to keep visitors from coming into a workspace

Employees shall alert their site office or administrator responsible for ordering PPE when they have one week of materials remaining so that it can be reordered in a timely fashion.



HEALTH SCREENING FOR STUDENTS AND STAFF

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to all employees and students will be required to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19
- Share whether you have been tested (or received test results) for the Corona Virus since your last Daily Health Checklist Questionnaire (*Stanford Medicine - National Daily Health Survey for Coronavirus*).

These screenings include an online form being completed, prior to entry into the school. All screening information will be kept confidential by Site Administrators, the District Nurse and Human Resources.

Health Screening Protocols

All NUSD schools will screen students and employees for exposure to and symptoms of COVID-19 each day before being allowed to enter any District facilities. The purpose of screening is to limit the spread of COVID-19 among students and staff.

Isolation room

If an employee or student becomes ill on-campus/district, he/she will immediately report to the school's isolation room.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. This is to help protect other employees/students from the spread of the potential virus.

The site administrator must conduct the following procedures:



- Call emergency contact on file for students to go home as soon as possible.
- Contact COVID-19 Liaison/District Nurse to complete protocol for a suspected COVID-19 case and call the local health authority and seek advice.
- The nurse and others attending the suspected infected person must wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or have someone in the office call the parent of the student to be picked up and go home.
- The nurse and campus supervisor must identify persons who may have come in contact with the suspected infected person.
- Unless required by the local health authority, the name of the employee or student must always be confidential and should not be provided.
- HR will advise employees that may have been in contact with a suspected employee or student.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

In the event of a Positive COVID Case

The District will comply with DPH, ACPHD, CDPH and Cal/OSHA requirements for reporting and notifying employees of situations where a student or employee has been diagnosed with COVID-19, as well as complying with DPH requirements for contact tracing. Due to privacy/confidentiality issues, the parties understand that the District will not be able to provide the identity of the person who has received the positive COVID-19 diagnosis. All persons who may have come in contact with the infected individual will be notified per DPH and CDPH requirements. With respect to an individual who is diagnosed with COVID-19, the District will notify both Associations of the location(s) where the individual was present on District premises during the suspected incubation/active infection period. Staff and students who exhibit any symptoms consistent with COVID-19 or who have had close contact with a person who has tested positive for COVID-19 as defined by Industry Guidance and County Orders shall notify their supervisor or teacher, stay home or, if on a school site, be sent home or to a medical facility. Employees may continue to work remotely if they are able, as determined through consultation with their supervisor.

In the event of a positive COVID-19 case or outbreak in the classroom, the following protocols will be followed:

- Thoroughly disinfect classroom, including all desks, chairs, sinks, counters
- Use the electrostatic sprayers to apply Critical Care disinfectant
- Clean and disinfect any common or shared areas
- Follow any additional sanitation guidelines put forth by the Alameda County Health Department



Guidance if Exposed

If there is a confirmed COVID-19 case within our schools or District sites, we may implement the following actions, based on Alameda County Health Care Agency (ACPHD) and State guidance.

1. **Coordinate with local health officials:** When there is a COVID-19 case in our District, we immediately notify the ACPHD, who help determine a course of action.
2. **Contact Tracing & Quarantine:** Additional staff and students may be subject to quarantine for 14 days if they have been in close contact (within 6 feet for more than 15 minutes) with someone on a school or District site that has tested positive for COVID-19.
3. **Communication:** The Superintendent or designee will communicate with students, staff, and parents regarding cases and exposures at the school, consistent with privacy requirements.
4. **Thoroughly Clean and Disinfect:** Custodial staff will clean and disinfect all areas used by ill persons, focusing on frequently touched surfaces.
5. **Return to School/Work:** After a positive diagnosis is made, students/staff may return to school or work after meeting the identified criteria.

QUARANTINE AND ISOLATION PROTOCOLS (SOURCE: ACPHD)

1. HAS SYMPTOMS		
<p>A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.0 or above.</p>	<ul style="list-style-type: none"> ● Send student or staff member home. ● Isolate student or staff member in a separate room or designated area, away from other students and staff, pending pick up at the facility. ● Advise student or staff member to contact their healthcare provider and consider COVID-19 testing. ● Advise student or staff member to share the test results with the school administrator as soon as possible: <ul style="list-style-type: none"> ○ If positive: follow Actions in Scenario 3 ○ If negative: follow Actions in Scenario 4 ● Advise symptomatic staff or parent of symptomatic student to follow isolation instructions unless COVID-19 is ruled out by a healthcare provider. ● Refer symptomatic individuals to find community testing resources here 	<p>Cohort/School remains OPEN</p> <p>Communication: None needed</p>



2. CLOSE CONTACT TESTS POSITIVE

<p>A household member or someone in close contact with a student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> ● Send student or staff member home. ● Advise student or staff member to quarantine for a minimum of 14 days. ● Advise student or staff member to contact their healthcare provider and consider COVID-19 testing. ● Advise staff or parent of student to follow quarantine instructions ● Refer individuals to find community testing resources here 	<p>Cohort/School remains OPEN</p> <p>Communication: No action needed</p>
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3. TESTS POSITIVE

<p>A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> ● Contact Alameda County Public Health Department: safelearning@acgov.org or 510-268-2101 ● Advise cohort members and/or close contacts of the COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. ● Advise household contacts of COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. ● Find community testing resources here ● Clean and disinfect classroom and primary spaces where the COVID-19 positive student or staff member spent significant time ≥ 15 minutes over 24 hours. 	<p>*Cohort QUARANTINED for 14 days from last exposure. *Close contacts quarantine for 14 days from last exposure. School remains open</p> <p>Communication (within 1 business day): Complete and send template exposure letter to cohort* (see Appendix A)</p> <p>Consider school wide notification of a known case (see process document)</p> <p>*Per AB685, exposure and benefits notifications must be sent to:</p> <ul style="list-style-type: none"> ● All employees who were at the worksite within the infectious period (2-14 days) who may have been exposed to COVID-19 ● Bargaining units/representation (unions) if applicable ● The disinfection and safety plan must be sent to all employees
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4. CURRENTLY ISOLATED & TESTS NEGATIVE BEFORE 10 DAYS

<p>While a student or staff member has been isolated because of symptoms, they receive a negative test result for COVID-19 and want to return to school before 10 days have passed.</p>	<ul style="list-style-type: none"> ● Follow isolation instructions ● Follow isolation instructions <p>COVID-19 test is negative, the staff member or student can return after:</p> <ul style="list-style-type: none"> ○ They are feeling better (symptoms do not have to be completely resolved), AND ○ There have been at least 24 hours with no fever, without the aid of taking medicines to lower a fever, such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin), AND ○ They consult a medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) to determine the significance of their symptoms. The medical evaluator will need to provide a letter indicating that <ul style="list-style-type: none"> (1) the symptoms are NOT due to COVID19, AND (2) the COVID-19 test was negative (the program is not allowed to require disclosure of the alternative diagnosis), BUT ○ If it is not possible for the parent or guardian to consult a medical evaluator, they must obtain a COVID-19 negative test result indicating that a molecular test or a PCR was performed. 	<p>Cohort/School Remains Open</p> <p>Communication: No action needed</p>
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5. CURRENTLY ISOLATED & WANTS TO RETURN BEFORE 10 DAYS		
<p>Student or staff member has been isolated because of symptoms and wants to return to school before 10 days have passed without a COVID-19 test.</p>	<ul style="list-style-type: none"> ● No COVID-19 test, the staff member or student can return after: <ul style="list-style-type: none"> ○ They are feeling better. (The symptoms do not have to be completely resolved.) ○ There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin). ○ Must show a medical evaluator note to verify that an alternative diagnosis has been made and the symptoms are not due to COVID-19. 	<p>Cohort/School Remains Open</p> <p>Communication:</p> <p>No action needed</p>
6. CURRENTLY QUARANTINED & TESTS NEGATIVE		
<p>While a student or staff member is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19.</p>	<p>Follow quarantine instructions</p> <p>If the staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative:</p> <ul style="list-style-type: none"> ● They must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days. ● Quarantine Infographic <p>Note: For those who do not develop symptoms:</p> <p><u>Students:</u></p> <ul style="list-style-type: none"> ● Testing is advisable but not required. Parents should discuss the pros and cons of testing with the child’s healthcare provider. <p><u>Teachers and staff:</u></p> <ul style="list-style-type: none"> ● ACPHD recommends testing 4-10 days after the last exposure to the 	<p>Cohort/School Remains Open</p> <p>Communication:</p> <p>No action needed</p>



	COVID-19 case.	
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HEALTHY HYGIENE PRACTICES

Handwashing

The District shall follow health guidelines and orders, including but not limited to:

- Hand sanitizers in each classroom, in each common area and in all administrative offices.
- The provision of handwashing locations (soap and water or sanitizer). The District will evaluate its facilities and designate less frequently used areas and restrooms as handwashing stations.
- The provision of necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer).
- Each cohort will be directed to hand wash/sanitize including:
 - before and after eating
 - upon entering/re-entering a classroom
 - before and after touching shared equipment such as computer keyboards



**IDENTIFICATION OF DESIGNATED COVID-19 LIAISONS:
TRACING OF CONTACTS**

SCHOOL/SITE	SITE LIAISON
Birch Grove Elementary Primary	Vicenta Ditto vditto@newarkunified.org 510.818.3100
Birch Grove Elementary Intermediate	Cathreene Ingham-Watters cwatters@newarkunified.org 510.818.3600
Graham Elementary	Akilah Byrd abyrd@newarkunified.org 510.818.3300
Kennedy Elementary	Jaime Soria jsoria@newarkunified.org 510.818.3400
Lincoln Elementary	Lizaday Rancap-Perez lrancap-perez@newarkunified.org 510.818-3500
Musick Elementary & Preschool	Amanda Golliher agolliher@newarkunified.org 510.818.4000
Schilling Elementary	Wendy Castaneda-Leal wcastanedaleal@newarkunified.org 510.818.3800
Snow Elementary	Jessica Tommasini jtommasini@newarkunified.org 510.818.3900
Newark Junior High	Risha Krishna rkrishna@newarkunified.org



	510.818.3000
Newark Memorial High	Olivia Rangel orangel@newarkunified.org 510.818.4300
MacGregor: <ul style="list-style-type: none"> • Bridgepoint High School • Crossroads Independent Studies • Adult Education 	Julie Calderon jcalderon@newarkunified.org 510.818.3200
District Liaison	Agnes Lopez, NUSD Nurse 510.818.4209 alopez@newarkunified.org
MOT Director	Susan Condon scondon@newarkunified.org 510.818.4277
Child Nutrition Director	Mary Sayers msayers@newarkunified.org 510.818.4281
Childcare Coordinator	Nidia Rico-Sanchez nsanchez@newarkunified.org 510.818.4159
IT Network Manager	Paul Rose prose@newarkunified.org 510.818.4198
Special Education	Jan Hamilton jhamilton@newarkunified.org 510.818.4110
Chief Business Officer	Marie Dela Cruz mdelacruz@newarkunified.org 510.818.4114



Educational Services	Mark Triplett mtriplett@newarkunified.org 510.818.4112
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STAFF TRAINING AND FAMILY EDUCATION

All families and students will be provided with access to training seminars on the following topics. Additionally, all District staff will receive training sessions prior to returning to in-person teaching. Professional Development will be on the following topics:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.

Parents will complete an online daily student health check in that includes acknowledgement that parents have reviewed commitments to follow the guidelines for health and safety outlined above. Information on how to access and utilize the online form will be provided to parents at each school site.



TESTING OF STAFF

Using Curative, Newark Unified School District will conduct surveillance testing of every adult working on campus. Employees will be tested once per month on a rolling basis.

Procedures for Testing Staff Periodically during In-Person Education

The District is following guidelines recommended by the Alameda County Public Health Department (ACPHD) regarding regular testing of essential workers as part of a reopening plan for schools. ACPHD recommends that teachers and staff are tested at a minimum of once per month to detect asymptomatic infections.

NUSD has entered into an agreement with a test vendor (Curative) to provide testing for staff. The vendor will provide self-administered test kits (mouth saliva swabs). The test kits will be dropped off with instructions and a waiver form. Staff will have an established window of time to pick-up a test kit, self administer the test and deposit it in the secure box. The box will be picked up and test results reported within a day to the District nurse.

Process for getting tested:



1. An employee will be informed of their testing window based on when they start hybrid learning or when they're on site with students.
2. Test kits will be available for pick-up at the school sites.
3. Do not have food, drink, or mouthwash for 20 minutes prior to sample collection.
4. Employees will be asked to self-administer a saliva test that involves a cough to bring saliva into the mouth, then swabbing around the mouth with the swab provided. The swab is placed into a tube, the tube is placed in an envelope, and the envelope is dropped in a locked drop box. Since the test involves the employee producing a cough, the test needs to be done outdoors and away from other people. Detailed directions will be provided by the test provider.
5. The test kit will include a waiver form to be signed by the employee and returned with the completed test.
6. Although it is not necessary to have a nurse present, the District plans to have a trained proctor to facilitate the process.
7. The locked drop box will be picked up by the test provider and taken off-site for review.
8. Test results will be provided to the individual and our District Liaison/Nurse. The nurse will inform any employee who tests positive.

Who gets tested:

Initially upon reopening of schools, all employees who return to work to a site with direct contact with students will be tested. After the initial test, all staff in a hybrid school setting will be tested once a month.

We expect to test 50% of employees at each site every two weeks.

If an employee has close contact with someone with COVID, they must get tested, even if they are not scheduled to test. Although they are being tested, they must still complete their 14 day quarantine period as determined by the COVID Liaison/Nurse.

What happens if a test comes back positive?

If an individual receives a positive test result, the COVID Liaison/Nurse will contact the employee. The nurse will also begin the contact tracing process. The employee must stay home and isolate for at least 10 days from the start of symptoms, or 10 days from the date of the positive test, if asymptomatic. Employees must clear their return-to-work date with the school nurse (as the COVID Liaison) prior to returning on site.



TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

DISTRICT PROCESS FOR SCHOOL CLOSURE

The District will consult with the ACPHD to determine the extent of staff/student quarantine and possible school closures. The following guidelines from ACPHD will be used to make determinations for switching to distance learning:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom will be closely followed by 14 days of quarantine.
- If a school experiences a 5% positive testing rate of both students and teachers, the entire school will have to close, with everyone subject to 14 days of quarantine.
- If 1 in 4 schools in the district has a 5% positive rate, the district will close for in-person instruction, and Distance Learning will resume.



COMMUNICATION PLAN- COVID EXPOSURE

IF A POSITIVE COVID-19 CASE IS DISCOVERED

The Newark Unified School District will follow guidance from the California Department of Public Health: [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#).

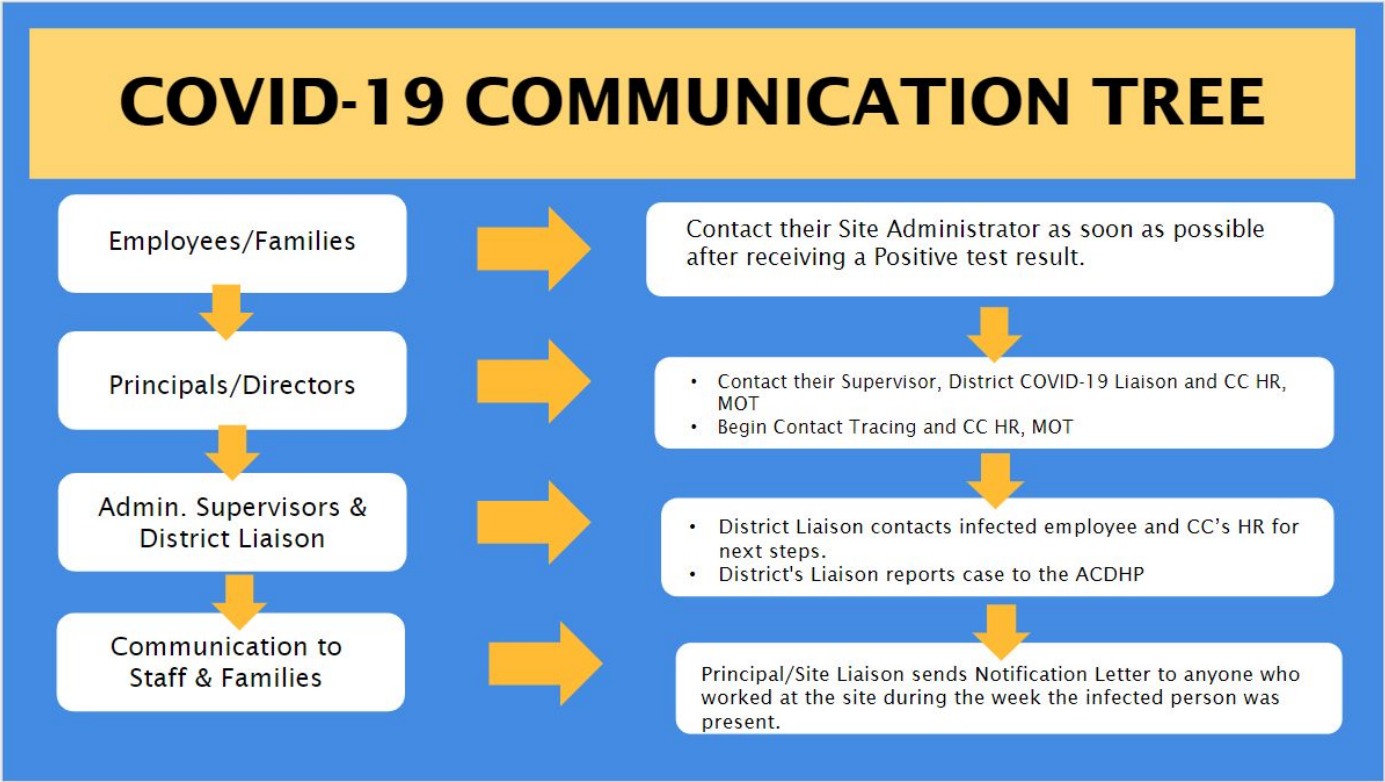
Steps NUSD will take if a positive COVID-19 case is discovered (based on guidance from CDPH)

1. Notify local health officials immediately of any positive case of COVID19 (and exposed staff and families as relevant), while maintaining confidentiality as required by state and federal laws.
2. Close off areas used by any individual suspected of being infected with COVID-19 and do not use until cleaning and disinfection occurs.
3. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.
4. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
5. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, improved symptoms and at least 10 days since symptoms first appeared.



- 6. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- 7. Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
- 8. Investigate COVID-19 illnesses and exposures to determine if any work-related factors could have contributed to risk of infection.

In addition to the information provided above NUSD will also follow the protocol illustrated in the following chart.





**APPENDIX A
Elementary Hybrid Reopening Schedules**

Phase I: Grades TK-6 Hybrid Schedule					
<ul style="list-style-type: none"> ● Essential features include: ● Fewer students on campus at any given time ● Only Cohort A receives in-person instruction on campus ● Cohort B remains with assigned teacher and receives synchronous instruction ● Allows cohorts to remain with teacher and receive different methods of instruction 					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Elementary Schedule AM	<i>*Instruction Takes Place Synchronously for All Students</i> <i>*Cleaning Occurs Each Day of the Week</i> <i>*100% Distance Learning for all Students on Monday only -- Synchronous & Asynchronous Activities</i> <i>*PD for Staff</i>	Cohort A On Campus	Cohort A On Campus	Cohort A On Campus	Cohort A On Campus
LUNCH		Cohort B Asynchronous	Cohort B Asynchronous	Cohort B Asynchronous	Cohort B Asynchronous
Elementary Schedule PM		Cohort B Synchronous	Cohort B Synchronous	Cohort B Synchronous	Cohort B Synchronous
		Cohort A Asynchronous	Cohort A Asynchronous	Cohort A Asynchronous	Cohort A Asynchronous



**Phase II:
Grades TK-6 Hybrid Schedule**

- Essential features include:
- Fewer students on campus at any given time
- Cohort A and Cohort B alternate days to receive in-person instruction on campus
- Cohorts A & B remain with assigned teacher and receives synchronous instruction in afternoon
- Allows cohorts to remain with teacher on separate days and minimize cross-cohort interaction

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Elementary Schedule AM	<i>*Instruction Takes Place Synchronously for All Students</i> <i>*Cleaning Occurs Each Day of the Week</i> <i>*100% Distance Learning for all Students on Monday only -- Synchronous & Asynchronous Activities</i> <i>*PD for Staff</i>	Cohort A On Campus	Cohort B On Campus	Cohort A On Campus	Cohort B On Campus
LUNCH		Cohort B Asynchronous	Cohort A Asynchronous	Cohort B Asynchronous	Cohort A Asynchronous
Elementary Schedule PM		Cohort B Synchronous	Cohort A Synchronous	Cohort B Synchronous	Cohort A Synchronous
		Cohort A Asynchronous	Cohort B Asynchronous	Cohort A Asynchronous	Cohort B Asynchronous



APPENDIX B

Secondary Hybrid Reopening Schedules

**Please note the order of class periods reflected here pertain to high school.*

The order of junior high school classes will vary slightly from what is reflected here.



