

Juan de Anza Elementary School Reopening Guide

TK-5th Grade Parent/Caretaker & Family Guide



Introduction

We are so thrilled to welcome our students back to campus!

Before returning, please review the comprehensive

Wiseburn Reopening Guide

which details our district policies, some of which we will highlight in this School Site Reopening Guide.

This guide provides focused information and details for the physical reopening of Juan de Anza Elementary.

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What to Expect on Campus



Health and Safety Protocols

Students can expect some changes to school procedures, like socially-distant desks, plexiglass shields, masks, and temperature checks at the door.

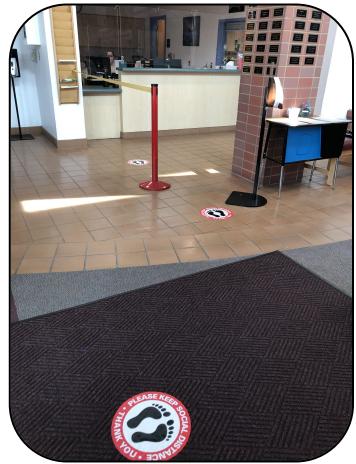
In addition to reviewing the Wiseburn Reopening Guide, you can find more information via the Health and Safety Protocols page at:

bit.ly/wusd-healthandsafety













Health and Safety Protocols

- All students, staff, visitors, and other stakeholders are required to wear face coverings when on District grounds.
- Students will remain in stable groups throughout the instructional day.
- All staff, students, parents/caregivers, and other essential visitors will be screened for symptoms of COVID-19 on a daily basis via a tailored daily self-screening application and at the point of entry before physically entering the site.
- Staff members will be provided the appropriate PPE including face masks, face shields, and gloves. PPE will be provided to students upon request. Wiseburn will also provide desktop plexiglass shields and hand sanitizer stations.



Health and Safety Protocols

- The District will coordinate with the custodial staff to be sure **facilities are regularly and sufficiently cleaned and disinfected** to LADPH and CDC standards. Our custodians have checklists and sign off on cleaning assignments at their required intervals on a consistent schedule, **including during the 90 minute break between AM and PM cohorts.**
- Site administrators will update our families about ongoing safe and healthy practices at each site to ensure community compliance.
- When possible, doors and windows will be opened to allow for outside to inside air exchange.
- Air filters on air conditioning units will be replaced every three months. In addition, by March 8, we expect 150 classrooms to be outfitted with air purifier systems that are connected to our current HVAC systems.
- Learning may take place outdoors as appropriate.



District Testing Protocols

Used in conjunction with other mitigation strategies, regular COVID-19 testing provides an additional tool to support a safe and successful in-person return, allowing for early identification of cases and preventing transmission.

- Wiseburn will offer free weekly PCR testing on Wednesdays to all employees and students.
- Employees and students will have a unique link to register for a drive-through test at Dana Middle School.
- COVID-19 test results will be available to the patient as well as the Wiseburn COVID-19 Compliance Officer within 24 - 36 hours.

For additional information on health and safety policies,

please visit our District Reopening Guide at:

bit.ly/wusd-reopening-guide



Schedules



Daily Schedule: Hybrid Learning Model

Students learn in class and from home

Monday, Tuesday, Thursday and Friday

8:20-10:50 or 8:30-11:00	 Cohort A On Campus (includes 15 minute recess) Cohort B Asynchronous Learning (independent assigned learning time)
11:00-12:30	Campus Cleaning
12:20-2:50 or 12:30-3:00	 Cohort B On Campus (includes 15 minute recess) Cohort A Asynchronous Learning (independent assigned learning time)

Wednesday

8:30-9:30	Whole Class Zoom				
0:20-11:20	Cohorts A and B Asynchronous				
9:30-11:30	(independent assigned learning time)				
11:30-12:15	Lunch				
	Cohorts A and B Asynchronous				
12:15-3:00	(independent assigned learning time)				



Daily Schedule: Remote Learning Model

Students learn 100% from home

Monday, Tuesday, Thursday and Friday

8:30-11	 Cohort A Live Zoom with Teacher (includes 15 minute break) Cohort B Asynchronous Learning (independent assigned learning time)
11:00-12:30	Lunch
12:30-3:00	 Cohort B Live Zoom with Teacher (includes 15 minute break) Cohort A Asynchronous Learning (independent assigned learning time)

Wednesday

8:30-9:30	Whole Class Live Zoom with Teacher				
	Cohort A and B Asynchronous				
9:30-11:30	(independent assigned learning time)				
11:30-12:15	Lunch				
	Cohort A and B Asynchronous				
12:15-3:00	(independent assigned learning time)				



Daily Screening

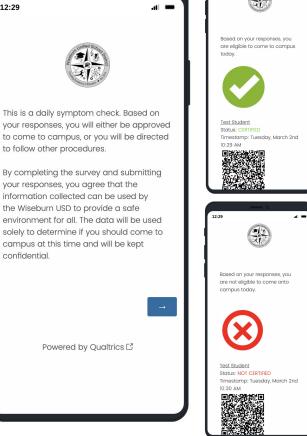


Daily Screening

Prior to entering campus, all students and staff must conduct a COVID-19 screening test. The screening will be done via a tailored daily self-screening application.

Students who are symptom-free will receive a time-stamped certification to participate in school and related activities. They will receive a green checkmark, which they will show to enter school grounds.

Students who have symptoms or potential exposure to COVID will receive a red X which means they are not allowed to enter school.





What to Bring to School



Recommended Supplies

- Two masks per day
 - We recommend students arrive on campus with two clean masks each day. The school will provide masks upon request.
- Reusable, sealable water bottles
 - Multi-user drinking fountains have been closed to minimize COVID-19 exposure. Students should bring a refillable water bottle from home each day, and refill it as needed in class sinks.
 Disposable cups will be available if needed.
 - When getting ready for the day, be sure to store water bottles where they will not spill on class materials or electronics, such as in a backpack side pocket.
- Additional supplies may be recommended by individual teachers or grade levels



Entry to Campus

AM/PM Cohort Start Times

AM Arrival					
TK/K	1st	2nd	3rd	4th	5th
	Grade	Grade	Grade	Grade	Grade
Room 1	Room 6	Room 9	Room 25	Room 19	Room 22
8:20	8:20	8:30	8:20	8:20	8:30
Room 2	Room 7	Room 10	Room 26	Room 20	Room 23
8:20	8:20	8:30	8:20	8:20	8:30
Room 3	Room 8	Room 11	Room 27	Room 18	Room 24
8:30	8:20	8:30	8:30	8:20	8:30
Room 4 8:30	Room 12 8:20	Room 13 8:30	Room 28 8:30		
Room 5 8:30					

PM Arrival					
TK/K	1st	2nd	3rd	4th	5th
	Grade	Grade	Grade	Grade	Grade
Room 1	Room 6	Room 9	Room 25	Room 19	Room 22
12:20	12:20	12:30	12:20	12:30	12:20
Room 2	Room 7	Room 10	Room 26	Room 20	Room 23
12:20	12:20	12:30	12:20	12:30	12:20
Room 3	Room 8	Room 11	Room 27	Room 18	Room 24
12:30	12:20	12:30	12:20	12:30	12:20
Room 4 12:30	Room 12 12:20	Room 13 12:30	Room 28 12:20		
Room 5 12:30					

^{*}Arrival time on the schedule indicates the time instruction begins in the classroom. Plan for students to be in the classroom at their designated time.



Procedures for Student Entry to Campus

All students will enter campus at a designated entry gate at a designated time (see next slides for maps and schedules). All students and families are required to wear a mask. All students and families are asked to keep a 6 foot social distance from others at all times on the outside of campus.

Students will be allowed to enter campus 10 minutes prior to their start time. Once all students have entered the gate/doors, students will walk to their classroom. Adult supervision will direct students to their classrooms. Students will immediately enter classrooms and sit at their desks.

<u>Please be punctual</u> - supervision by school staff will <u>not</u> be available outside the school gates and is the family's responsibility. At each entrance, students' temperatures will be taken by a school staff member prior to entering campus. <u>Please have the daily screening tool (GREEN SCREEN) on your phone ready to show school personnel.</u>

If a student is showing any symptoms of sickness, they will be asked to step aside and be asked more detailed questions. It is possible that the student's family will be contacted to be picked up immediately. We thank you in advance for your assistance and cooperation should this situation arise with your student.

No adults outside of Anza or WUSD will be permitted on campus.

Tardies: Once the gate is closed, you must enter through the main office to get a tardy slip.

Dropping Off Multiple Student Procedure: We recommend dropping off students at the assigned gate and time. If this does not work for your family, please drop off at the gate of your youngest student.

Student Entry to Campus

Car Path

Grade Level Entry Points

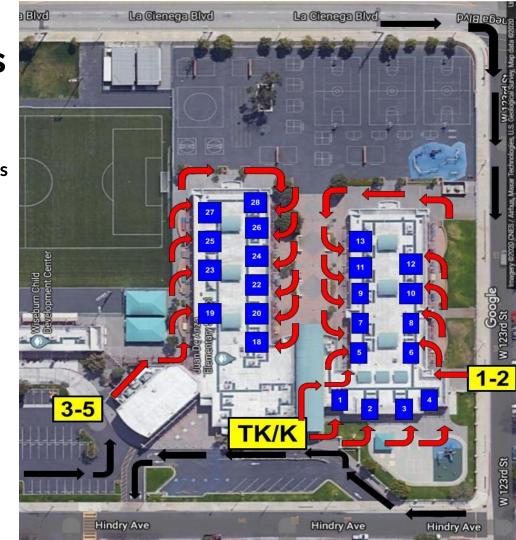


Student Walking Path



Classroom Number





TK/K Entry



Room Number	AM Cohort Arrival Time	PM Cohort Arrival Time
1	8:20 a.m.	12:20 p.m.
2	8:20 a.m.	12:20 p.m.
3	8:30 a.m.	12:30 p.m.
4	8:30 a.m.	12:30 p.m.
5	8:30 a.m.	12:30 p.m.



Grades 1-2 Entry



Grade Level	Room Number	AM Cohort Arrival Time	PM Cohort Arrival Time
	6	8:20 a.m.	12:20 p.m.
1st	7	8:20 a.m.	12:20 p.m.
151	8	8:20 a.m.	12:20 p.m.
	12	8:20 a.m.	12:20 p.m.
	9	8:30 a.m.	12:30 p.m.
2nd	10	8:30 a.m.	12:30 p.m.
ZIIG	11	8:30 a.m.	12:30 p.m.
	13	8:30 a.m.	12:30 p.m.

Grades 3-5 Entry



Grade Level	Room Number	AM Cohort Arrival Time	PM Cohort Arrival Time
	25	8:20 a.m.	12:20 p.m.
3	26	8:20 a.m.	12:20 p.m.
3	27	8:30 a.m.	12:20 p.m.
	28	8:30 a.m.	12:20 p.m.
	18	8:20 a.m.	12:30 p.m.
4	19	8:20 a.m.	12:30 p.m.
	20	8:20 a.m.	12:30 p.m.
	22	8:30 a.m.	12:20 p.m.
5	23	8:30 a.m.	12:20 p.m.
	24	8:30 a.m.	12:20 p.m.



Exit from Campus



Procedures for Exit from Campus

Students will be released from the same gate where they entered with the exception of students in grades 1 & 2 (see following maps).

Students will line up socially distanced by classroom and look for their car (see map on next slide). Once students see their car or parent/caregiver walking, they will be released.

Please be punctual- arriving early or late will cause a disruption in the traffic pattern. Parents are encouraged to walk.

Picking Up Multiple Student Procedure: We recommend picking up students at the assigned gate and time. If this does not work for your family, please decide which pick up gate works best and let all your students know to meet you there.

AM/PM Cohort Dismissal Times

AM Dismissal							
TK/K	1st	2nd	3rd	4th	5th		
	Grade	Grade	Grade	Grade	Grade		
Room 1	Room 6	Room 9	Room 25	Room 19	Room 22		
10:50	10:50	11:00	10:50	10:50	11:00		
Room 2	Room 7	Room 10	Room 26	Room 20	Room 23		
10:50	10:50	11:00	10:50	10:50	11:00		
Room 3	Room 8	Room 11	Room 27	Room 18	Room 24		
11:00	10:50	11:00	11:00	10:50	11:00		
Room 4 11:00	Room 12 10:50	Room 13 11:00	Room 28 11:00				
Room 5 11:00							

PM Dismissal					
TK/K	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Room 1 2:50	Room 6 2:50	Room 9 3:00	Room 25 2:50	Room 19 3:00	Room 22 2:50
Room 2 2:50	Room 7 2:50	Room 10 3:00	Room 26 2:50	Room 20 3:00	Room 23 2:50
Room 3 3:00	Room 8 2:50	Room 11 3:00	Room 27 2:50	Room 18 3:00	Room 24 2:50
Room 4 3:00	Room 12 2:50	Room 13 3:00	Room 28 2:50		
Room 5 3:00					

Student Exit from Campus

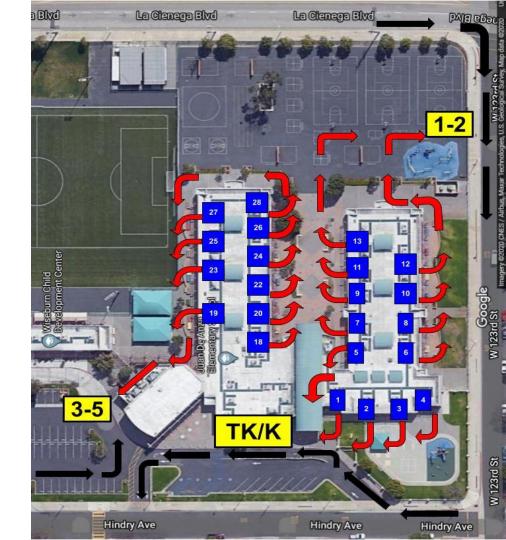
Car Path Grade Level Entry Points

Student Walking Path

Classroom Number



Please note: Students in grades 1-2 are picked up from a different gate than they are dropped off at.



Kinder Dismissal



1-2 Dismissal





3-5 Dismissal

Students in grades 3-5 will be lined up on socially distanced markers by cohort.



Anza Family Campus Visit Thursday, March 4th 4-5 p.m.

- Classrooms and the interior of the campus will be closed.
 - ➤ All visitors are required to wear masks at all times.
 - Please maintain social distance.



Office Procedures

The Anza front office is open, but only WUSD employees will be allowed to enter campus. If you need to get in touch with the office, please call at (310) 725-2100.

If you have an appointment, please knock on the door to let the staff know that you are waiting outside.



Breaks During the School Day



Lunch Break



HYBRID STUDENTS:

- Monday, Tuesday, Thursday, and Friday: Grab and Go meals provided at school site.
- Wednesday: Meal pick-up takes place at Dana Middle School.
- AM & PM cohorts may pick-up meals at dismissal at 11 AM and 3 PM
 - AM cohorts will take lunch and eat at home.
 - PM cohorts will pick up meals for the following day that are to be eaten at home the next day (i.e. pick up Thursday's meal on Wednesday as they leave for the day. Monday lunches will be brought home on Fridays).
- Students will not be allowed to eat on campus at this time, so both cohorts should be sure to eat before attending class for the day.

DISTANCE LEARNING & ALL OTHER STUDENTS:

 Dana Middle School will be open for drive-thru meals Monday through Friday from 11:30 AM - 1:00 PM.

• ALL STUDENTS:

- Weekend meal pick-up only at Dana Middle School on Fridays.
- School sites will only serve meals for students enrolled and attending their specific hybrid cohort for the specific instructional day. School sites will not allow meal pick up for students attending another site or distance learning.

Recess Break

A 10-minute or 15-minute (depending on grade level) recess break will take place at designated times for each individual cohort to prevent mixing cohorts. Facilities used will be sanitized between each cohort as needed.

*Please leave snacks at home.



Wiseburn Exposure Protocol



Reporting Off-campus COVID-19 Exposure

Staff and families should self-report to the individual school site by contacting the individuals listed below if they or their child have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.

Juan de Anza Elementary School

Susan Castellanos (<u>scastellanos@wiseburn.org</u>, 310-725-2100)

Note that ANY administrator may be contacted should you need immediate assistance.

Wiseburn On-campus Exposure Protocol Examples

Scenario		Response		
	01	A child is exposed to a confirmed case of COVID-19 at home		That child should not come to school, should be tested for COVID-19, and should quarantine at home for an appropriate amount of time, communicated by the WUSD District Nurse
	02	A child in the AM cohort who has been in the classroom tests positive for COVID-19		Families of both the AM and PM cohort in that classroom are notified, students & teacher/adults will be sent home to quarantine for an appropriate amount of time, communicated by the WUSD District Nurse
	03	A child has illness symptoms not consistent with COVID-19 (potential COVID-19 symptoms are fever, new uncontrollable cough, vomiting, diarrhea)		Parents will be notified and student will either return to class or will need to be picked up, depending on symptoms and their severity

Wiseburn On-campus Exposure Protocol Examples

Scenario Response The WUSD COVID-19 Compliance Team, in collaboration with school leadership, convenes to A staff member (not a determine who, if anyone, was a close-contact teacher) tests positive for ("exposed") to this individual. The confirmed case COVID-19 and all close-contacts are sent home to quarantine and are recommended to get tested for COVID-19 The child is sent home, and a medical provider A child is identified while should be consulted for appropriate next steps, at school of exhibiting possibly including a COVID-19 test, treatment for 05 other symptoms, etc. The child should remain potential COVID-19 home until fever-free without medication for 3 symptoms days and any other symptoms have improved



Return to Distance Learning Procedures

In the event that a whole class/cohort is sent home to quarantine, the students would shift to a 100% Distance Learning model with no change to their daily learning schedule.

Students who are enrolled in a 100% Distance Learning (not Hybrid) model will continue to learn from home using the new distance learning schedule.

If a student or a small group of students in a hybrid cohort are quarantining from home for whatever reason, they will still have access to their class asynchronous assignments, Wednesday synchronous instruction, and additional asynchronous learning opportunities, such as Music and P.E.



School Transition Support with the CARE Team

Tuesday, March 2nd- 7:00-8:00 p.m. Wednesday, March 3rd- 4:30-5:30 p.m. Thursday, March 4th- 12:00-1:00 p.m.

Click <u>here</u> to sign up

The Care Team (elementary school counselors) will provide information and tools for parents/caregivers to help students transition smoothly into their new hybrid schedule or remote schedule. We will talk about proactive and reactive ways to address feelings (e.g., anxiety, anger) and behaviors (e.g., social interactions, refusal, positive reinforcement). We will also provide resources. Parents/caregivers will have an opportunity to ask questions.



- School Transition Workshops
 - o Tuesday, March 2nd: 7pm-8pm
 - Wednesday, March 3rd: 4:30-5:30pm
 - Thursday, March 4th: 12:00pm-1:00pm
 - o Register at: <u>www.wusdcareteam.org/schooltransition</u>
- Social and Emotional Support Resource Notebook
 - o Tools, articles, and videos about changes, transitions, anxiety, talking about covid-19, etc.
 - o Register: <u>www.wusdcareteam.org/copingnotebook</u>
- Family Workshop (parents/caregivers attend with students)
 - Topic: Coping with Change
 - Wednesday, March 10th: 5:30-6:30pm
 - Register: <u>www.wusdcareteam.org/familyconvos</u>
- Parent/Caregiver Workshop
 - Topic: The practice of gratitude to promote students' mental health
 - Recorded Workshop available March 8th
 - Live Q&A: March 24th: 4:30pm 5:30pm
- Counseling Services- individual, group, and family
- Contact Us
 - Website: <u>www.wusdcareteam.org/home</u>
 - o Instagram: @wusdcareteam
 - Email: Dr. Monique Ingram- mingram@wiseburn.org



Dr. Monique Ingram Elementary School Lead Counselor-Coordinator mingram@wiseburn.org



Ms. Alia Elasmar
Elementary School
Counselor/Group Specialist
aelasmar@wiseburn.org



Ms. Julie Walker Elementary School Mental Health Clinician/Counselor jwalker@wiseburn.org

Change: Talking about the New Hybrid/Remote Schedule

Be Mindful:

- Be patient
- Be compassionate
- Be in the moment

Communicate:

- Ask what questions they have
- Be honest
- Share Feelings- Ask, Listen, Normalize, Validate
- Express gratitude and celebrate
- Discuss potential challenges

Model behavior:

- Healthy practices- coping skills, decision-making, highs and lows
- Practice self-care
- Reinforce positive behavior



Coping with Anxiety

Prevention

- Safe space to communicate
- Regular routines and schedules
- Familiarization with what to expect
- Practice

Intervention

- De-escalation strategies
- Calm-down tools/corner
 - Fidget toys
 - Listening to music
 - o A water/walking break







FAQs for Juan de Anza Elementary



What are the cleaning and sanitizing procedures at Juan de Anza Elementary?

- Intensified cleaning, sanitation and ventilation will be put into effect at all schools and work locations.
- High-touch items will be cleaned and sanitized frequently.
- Classroom and student work areas will be cleaned and sanitized when a new group of students will be using the location.
- School-approved Environmental Protection Agency-listed disinfectant products proven to eliminate the COVID-19 virus will be used.

Additional information on Wiseburn's policies can be found in our <u>Health and Safety plan</u>.



What are the restroom procedures during class time?

Students may use the restroom during class. Restrooms will have some stalls and sinks closed off to maintain social distancing. Students should wash their hands after using the restroom, as indicated by posted signage. Restrooms will be sanitized between AM and PM cohorts. Hand sanitizer and sinks for washing hands are also available in all classrooms as well as other locations around campus.

Please encourage your child to use the restroom at home prior to coming to campus.



Will food be served on campus for snack or lunch?

During our physical reopening, all site kitchens will be open. However, students will not eat on campus. Both AM and PM hybrid learning cohorts will pick up meals (breakfast and lunch) outside the classroom as they leave for the day.

Please make sure your child comes to school having eaten either breakfast or lunch. Snacks will not be permitted on campus unless there is a special circumstance.

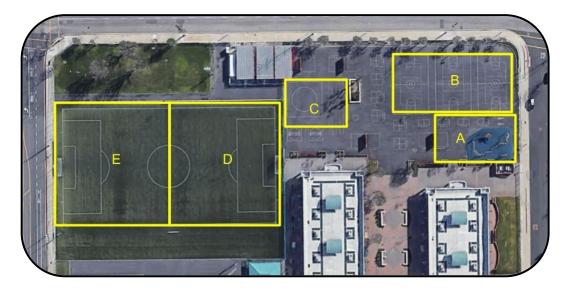


Will students have recess while at school?

Yes, students will have recess at school.

TK/K: Students in TK/K will have a 10 minute supervised outdoor break. Students will be on the playground one class at a time.

Grades 1-5: Students in grades 1-5 will have a 15 minute supervised break. Students will be in designated areas on the playground and will be required to stay with their stable cohort.





Will students be sharing supplies and materials in the classroom?

Your teacher will give further guidance on this specific to each class, but students will not be sharing supplies while in class.



Previously, I was able to walk my child to their classroom. Can I still do this?

Unfortunately, no. Goodbyes will need to be said at the gate each morning. Only WUSD students and staff will be permitted on campus. Essential visitors may be permitted by appointment only and will go through a screening process.



Will my child need to complete assignments other than what is covered during their in-person time on campus?

Yes, students will still need to complete asynchronous assignments at home. These assignments will be communicated from your student's teacher.



Will my student need to bring their Chromebook or iPad to school each day?

Your teacher will communicate the individual expectations for their classroom.



My child is showing signs of COVID-19 at school: What do I do?

Please follow the CDC's recommended guidance, found in this PDF resource:



Español

Mi hijo está mostrando signos de COVID-19 en la escuela: ¿qué debo hacer? Guía rápida para padres y tutores legales

Si su hijo está enfermo o muestra signos de enfermedad, no lo envíe a la escuela.

1. VOVO O RUSCOR O SU HLIO Si es posible, vava a buscar a su bijo solo.



- · Si es posible, espere por su hijo en el auto
- Todas las personas en el auto deben ponerse mascarilla, excepto los niños menores de 2 años Abra las ventanillas del auto para tener ventilación.
- Si es nosible, esnere 74 horas antes de limniar y desinfectar el auto, ya que eso nermite que nase más.
- Si no puede ir a buscar a su bijo coordine con la escuela para identificar la mejor manera de transportar
- Coardine cómo recoper los suministros médicos de su hijo (si corresponde)

2. MANTENGA A SU HIJO EN CASA Y VIGILE SUS SÍNTOMAS

- Consulte al proveedor de atención médica de su hijo para ver si es necesario evaluar al niño, y para determinar cuáles son las opciones para hacerle la prueba del COVID-19.
- Si es posible, haga que el niño enfermo (y todas las personas que tengan síntomas) se mantenga alejado de los demás y use un baño separado durante 10 dias. Si no es posible mantenerse a distancia de los demás.
 - todas las personas que vivan en la casa deben ponerse mascarilla. Después de haber estado en contacto con una persona con COVID-19, puede tomar hasta 14 días saber i uno está enfermo. Todos los miembros del hogar deben quedarse en casa y evitar el contacto con las
 - personas que no vivan en su casa. Una excepción sería ir al médico, si es indicado. Anime a todas las personas que viven en su casa a que se laven las manos con frecuencia y eviten compartir objetos personales con los demás (p. ej., platos, tazas o vasos, toallas y ropa de cama).
 - Utilice un desinfectante de uso doméstico que sea eficaz para limpiar las superficies y los objetos de uso diario que se tocan frecuentemente, como las manilas de las puertas, los mesones y los grifos,



3. SI SU HIJO DA POSITIVO EN LA PRUEBA DEL COVID-19 O SE SOSPECHA

- · Si su hijo da positivo en la prueba, notifique a la escuela.
- Su hijo puede volver a la escuela en persona solamente después de lo siguiente:
 - Han pasado por lo menos 10 días desde el inicio de los sintomas y . Ins sintomas en neneral han meinrarin w
 - · su hijo no ha tenido fiebre por al menos 24 horas (sin medicamentos para reducir la fiebre)



cdc.gov/coronavirus-es



cdc.gov/coronavirus



My student or a member of our family has tested positive for COVID. Who should we notify?

Please do not bring your child to school, and please contact our school site secretary:

Susan Castellanos (<u>scastellanos@wiseburn.org</u>, 310-725-2100)



Will I be notified if there is a COVID-19 case on campus?

Yes, you will be notified anytime there is a positive case on our school site campus. If your student is deemed a "close-contact," you will also be contacted and will receive additional notification of quarantine or isolation procedures by the Wiseburn COVID-19 Compliance Officer.

For more information, you may also reference the <u>Wiseburn COVID-19 Dashboard</u> page, which contains the active and total COVID-19 case numbers for the District.



What do I do if my question about Juan de Anza Elementary's reopening policies/procedures is not addressed here?

Please contact our school site secretary:

Susan Castellanos (<u>scastellanos@wiseburn.org</u>, 310-725-2100)

For additional FAQs and answers from the District,

please visit the FAQ section at:

wiseburn.org/resources/covid-19#faqs



Contact

If you need assistance or to report a COVID-19 incident,

please contact our school site secretary:

Susan Castellanos (scastellanos@wiseburn.org, 310-725-2100)