August 18, 2020

Mary Kay Going, Ed.D.
Superintendent
Moreland School District
4711 Campbell Avenue
San Jose, CA 95130-1790
Email: mkgoing@moreland.org

Via Electronic Mail

Re: Approval of Waiver Application to Reopen for In-Person Instruction

Dear Dr. Going:

I am pleased to inform you that Moreland School District’s (“District”) application to re-open for in-person instruction has been approved. This approval applies only to the in-person instructional program for elementary school students with disabilities and distance learning support services for elementary school students described in the District’s application. This approval is contingent upon implementation of the COVID-19 transmission prevention plans, policies, and protocols described in your application. The District must also utilize the planning and implementation tools provided by the Santa Clara County Public Health Department to school districts and schools, including tools and templates related to COVID-19 testing, data monitoring, and responses to suspected or confirmed cases of COVID-19. Failure to implement the COVID-19 transmission prevention plans, policies, and protocols described in your application or to utilize the tools provided by the Public Health Department for testing, data monitoring, and response can result in potential revocation of this approval or additional conditions on this approval.

If the District proposes to change its COVID-19 transmission prevention plans, policies and/or protocols; expand its in-person instructional program to additional grade levels or types of students; increase its maximum cohort sizes; change its schedule for in-person instruction; or change its designated liaison(s) to work with the Public Health Department on COVID-19 exposures, you must submit the proposed change(s) to schools@eoct.cve.org in advance of making any such changes. The Schools Unit in the County of Santa Clara’s Emergency Operations Center will inform you if further review and approval are required prior to implementing the proposed change.

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Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Simitian
County Executive: Jeffrey V. Smith
We look forward to working with you to protect the health and safety of students, school staff, and the broader community in the 2020-2021 school year.

Sincerely,

Sara H. Cody, MD  
Health Officer and Director  
County of Santa Clara Public Health Department
Moreland School District Plan
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Dear Dr. Cody,

We submit this plan and seek approval to return students to campus on August 20, 2020 to address the equity gap created through distance learning for students who could not engage effectively last spring, for those staff with students in our schools that are unable to provide distance learning due to child care and for essential worker’s children. Priority for students will be given in the order above and by following the guidelines outlined in the COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools for the 20-21 School Year.

Extended Care Learning Support Plan
Moreland School District has had a very successful summer camp program where we were able to support small groups of students safely. In review of the program, parents and staff expressed they felt safe in the environment. Additionally, students enjoyed being back on campus having normal summertime activities and learning.

Based on this successful model, we seek approval to support a similar program on our PreK-6 campuses for some or all Moreland schools in the fall. Students would be on campus all day, following all County and State COVID 19-related requirements for in-person supervision. However, rather than summer camp activities, Moreland staff and supplemental staff as needed, will monitor our distance learning schedule for PreK-6 school students. Students would log on with their regular teacher at the regular times as outlined in these sample Distance Learning schedules [HERE](#). The classroom teacher would be working either in their classrooms alone or at home providing the instruction to all their children, yet those with the categories above would do their learning on campus with staff. There will be no charge for the day portion of the extended care program. We are currently surveying our families and will provide support in the categories and priorities mentioned above. Below is a summary of our protocols in each related section.

Moderate to Severe Limited Student Return
We additionally request approval to return some of our Moderate to Severe students to classrooms with teaching staff as a component of our phased in reopening plan for elementary in-person instruction. This will allow these students with disabilities to engage in in-person instruction with their special education teacher, instructional aides, and related service providers. In light of their child’s unique learning needs, parents of our moderate to severe student population will be given the option of having their students participate in distance learning or in-person instruction because this particular group of Moreland students struggled most significantly with distance learning. Multiple instructional work stations with their own set of instructional materials will be set-up within each classroom to ensure that students and staff are using sanitized materials with a single student and are not cross-contaminating materials.
Safety Protocols for Moreland School District

Prevention - Section 1
Physical Distancing - A

General
- All staff, parents, and students will receive communication regarding physical distancing requirements and recommendations.
- All staff and students will receive training on protocols for physical distancing for both indoor and outdoor spaces.
- Signage will be posted reminding students and staff about physical distancing in prominent locations throughout each school campus.
- Schools will only allow necessary visitors on the campus and limit the number of students and staff who come into contact with them. No volunteers will be utilized and visitors will be encouraged to communicate with the school through phone, email, or other distancing protocol.
- Staff will maintain six feet or more of distance between one another while on the school campus.

Arrival and Departure
- Schools will utilize as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Schools 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 will be identified.
- Parents will pick-up/drop-off their students in designated areas within a certain time frame. Marked waiting areas will be designated to avoid crowding during drop-off and pick-up.
- Parents must wear masks during drop-off and pick-up.
- Ideally, the same parent or family member should drop-off & pick-up their student
- Drivers will be asked to remain in their vehicles, if possible, when dropping off or picking up a student. When in-person drop-off or pick-up is needed, only a single parent or caregiver will be allowed to enter the facility to pick up or drop off the student.
- Adults entering campus for in-person pick-up or drop-off will wear a face covering and follow social distancing protocols.
- Supervision will be provided to disperse student gatherings during school arrival and departure.

Classroom Settings
- Students will be grouped with the same children throughout their day and will not mix with other cohorts.
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● Staff members will be assigned to a group of students throughout the entire day and will not supervise different groups of students.
● Students' work locations will be 6 feet apart from each other.
● Each student group will have a designated restroom and cleaning will be done throughout the day.
● Staff desks will be placed six feet away from students to minimize adult-to-child disease transmission.
● Staff will establish procedures for turning in assignments to minimize contact.
● Staff will establish a roster of substitute staff who can fill in if staff members are sick or need to stay home to care for sick family members.
● Schools will conduct an assessment to move as much instruction and as many activities as possible to outdoor spaces and other non-classroom spaces to allow for greater distancing between students and greater dispersion of viral particles.
● Train staff and students to maintain at least six feet of distance from each other as much as possible during educational instruction (e.g., during whole-class instruction, presentation, or lecture).
● Students will sit at least six feet apart, if possible, in existing facilities. If that is not possible, consider use of outdoor spaces or non-classroom space to accommodate physical distancing. If use of outdoor space is not feasible, consider placing barriers between student desks.
● Student desks will face the same direction (and not facing each other) to minimize risk of disease transmission, if feasible.

Hallways
● Schools will minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
● Schools will minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.

Playgrounds and Recess
● Recess activities will be held in separated areas designated by class and/or staggered throughout the day.

Physical Education
● Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.
● Face coverings should not be worn during exercise.
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Bus Transportation to and from School

- Families will screen students for COVID-19 symptoms before they board the school bus.
- Students will be assigned seats on the bus that allow for six feet of distance between the bus driver and students when seated. We will maximize physical distancing as much as possible. We will cluster students from the same family or same classroom cohort as much as possible.
- All students will wear face coverings on the bus and while waiting for the bus.
- Bus drivers will open windows for ventilation to the greatest extent possible.
- The bus will be thoroughly cleaned and disinfected daily and after transporting an individual who is exhibiting COVID-19 symptoms.

Hygiene Measures and Cleaning - Section B & C

Face Coverings - Staff

- All adults will wear a cloth face covering at all times while on campus, except while eating or drinking.
  Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards, as well as anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.

Face Coverings - Students

- All students (transitional kindergarten through 8th grade) will wear cloth face coverings:
  - while arriving and departing from school campus;
  - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity);
  - while waiting for or riding on a school bus.
- Kindergarten - 2nd grade students will be strongly encouraged to wear a cloth face covering within their stable classroom cohort, if they can be worn properly. While face shields will not generally be used as a replacement for face coverings given concerns over their ability to minimize droplet spread to others, schools will consider face shields as an alternative for K-2 students who cannot wear face coverings properly.
- For younger children in 2nd grade and below, schools will consider scheduling times throughout the day when face coverings are not required, as long as students are outside and will only interact with members of their stable classroom cohort.
- Third - 8th grade students will wear cloth face coverings when in the classroom even if they are in a stable classroom cohort unless they are in one of the exclusion categories outlined in the SCCPH document.
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● Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.

● Signage about face covering use will be posted and education for students will take place on the rationale and proper use of face coverings.

● Schools will communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.

Hand Washing and Other Hygiene Measures

● All students will be instructed on proper hand washing and will engage in hand hygiene at the following times:
  ○ Arrival to the facility and after breaks
  ○ Before and after preparing food or drinks
  ○ Before and after eating or handling food, or feeding children
  ○ Before and after administering medication or medical ointment
  ○ After using the toilet or helping a child use the bathroom
  ○ After coming in contact with bodily fluid
  ○ After playing outdoors or in sand
  ○ After handling garbage

● Schools will teach and reinforce avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes.

● Staff and students will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

● Signage will be posted in high visibility areas to remind students and staff of proper technique and other hygiene techniques.

● Provide adequate cleaning and washing supplies to support healthy hygiene (including soap, tissues, no-touch trashcans, face coverings, and hand sanitizer (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer. Children under age 9 will only use hand sanitizer under adult supervision. Staff will call Poison Control if consumed: 1-800-222-1222.

● Shared items will be cleaned and disinfected between uses.

● High touch areas will be cleaned frequently. Play structures will be closed and each classroom will have a specific set of play equipment assigned to them.

● On a daily or more frequent basis, campus will be cleaned according to the CDC Guidelines for Cleaning and Disinfecting Your Facility.
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● When social distancing is not possible between student and staff, then staff will utilize a plexiglass sneeze guard between staff member and student

Food Service - Section D
● Physical distancing will be followed in the Cafeteria for Food Service Workers.
● All requirements will be followed for the County’s Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
● Students will be encouraged to bring their own snacks, drinks and lunches.
● Free and Reduced students will have access to the normal food program.
● Students will eat all meals in designated eating areas or outdoors when practicable.
● Students will store all food items in designated storage containers.

Electives, Extracurricular Activities, Athletics, and School Events - Section E
● During this phase of reopening there will be no electives, extracurricular activities, athletics, or other school events. No aerosol generating activities will take place on campus.

Teacher and Staff Safety
● Students and staff will be screened for symptoms daily, as described in Section 2 of this document.
● Conduct all staff meetings, professional development training and education, and other activities involving staff via video or phone conference. If in-person attendance is necessary, conduct such activities outdoors, if feasible, and with appropriate physical distancing.
● Staff will maintain six feet or more of distance between one another while on the school campus.
● Schools will adopt procedures to ensure staff can maintain six feet or more of distance from any necessary visitors and volunteers.
● Schools will provide adequate training and personal protective equipment to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. 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.
● Students and staff will get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19, as described in Section 2 of this document.

Monitoring - Section II
Health Screenings
● Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever,
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chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

- All students and staff will be screened for symptoms each day. Staff will complete the following screening form and students will be screened at-home, prior to arrival and again in a visual check once students arrive on campus.
- Thermometers will be available for staff as needed, cleaned regularly, and staff will follow safety guidelines as outlined when taking student temperatures.
- Schools will identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, schools will call 9-1-1 without delay.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
- Parents will be immediately notified if a student has a fever and be required to pick up the child within 30 minutes.

Testing and Reporting
- Staff and students will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Staff will be tested periodically, as testing capacity permits and as practicable. Schools will consider recommended testing frequency identified by the State, including testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

Response to Expected or Confirmed Cases and Close Contacts - Section III
- Upon receiving notification that a staff member or a student has tested positive or negative for COVID-19 or that a student or staff member is a close contact to a confirmed COVID-19 case, the Moreland School District will follow the requirements outlined in the COVID-19 PREPARED: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year.

COVID-19 Prevention Plan
- Every district facility will establish a written, worksite-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan. Each school district facility
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will:
  o Identify contact information for the Santa Clara County Public Health Department for communicating information about COVID-19 outbreaks among students or staff.
  o Incorporate face covering requirements into the School Site Specific Plan that includes a policy for handling exemptions.
  o Train and communicate with workers and worker representatives on the plan.
  o Make the written plan available and accessible to workers and worker representatives.
  o Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
  o Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

We look forward to your response to our plan and beginning to open our schools for those in our community with the highest need. We are in constant consultation with our Board of Trustees and our Employee Organizations about this plan and we have their support.

Sincerely,

Mary Kay Going, Ed.D.