CUSD In-Person Instruction

Phase 2 Hybrid Learning Guide
Dear Claremont Unified School District Families and Staff,

The 2020-21 school year has been a year full of twists and turns that we never could have predicted. I’d like to thank the CUSD staff, parents/guardians, family members and students for working together to provide educational continuity during unprecedented times. We are all excited to bring back the blended program students to our classrooms for in-person instruction in a hybrid model while protecting the health and safety of our students, school staff, and community. CUSD recognizes that every family has unique situations, therefore, we will continue to offer CORE and CHAMP throughout the end of the year.

This document is designed to communicate plans for the reopening of schools under the most recent guidance. The most current guidance from the California Department of Public Health (CDPH), released January 14, 2021, requires districts to prepare and submit a COVID-19 Safety Plan (CSP), which can be found at https://www.cusd.claremont.edu/phase2operations. Many of these requirements can be found in this document.

The home-school partnership has always been at the heart of CUSD. As we move forward, it will be even more important to work together to protect the health and well-being of our community. Please read through this guide in order to understand the importance of safety requirements that need to be followed. Working together, we can provide a strong educational program while keeping individuals safe.

We are poised and ready to welcome our students back and to fill our campuses with smiles and laughter. I would once again like to extend our appreciation for all you continue to do on behalf of your children each and every day.

Sincerely,

Julie Olesniewicz, Ed. D.
Interim Superintendent of Schools
REOPENING TIMELINE

The CUSD COVID-19 Safety Plan (CSP) was submitted on February 26, 2021. If not notified of plan deficiencies within seven business days, the plan is approved. Schools will begin a reopening on April 12, 2021, as long as COVID-19 case rates meet reopening requirements.

THE HYBRID SCHEDULE

The Phase 2 Elementary School Schedule was designed to allow all students to attend two days per week, while ensuring that teachers are able to meet with all students daily. Teachers will provide synchronous instruction to students at home and give them the opportunity to work with small groups or even their entire class later in the day. Schedules will remain the same for elementary students enrolled in CORE or CHAMP.

PHASE 2 ELEMENTARY SCHOOL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:15</td>
<td>Classrooms Open</td>
<td>Classrooms Open</td>
<td>Classrooms Open</td>
<td>Classrooms Open</td>
<td>Classrooms Open</td>
</tr>
<tr>
<td>8:15-11:00</td>
<td>Group A: In Person Group B: Remote (Synchronous or Asynchronous)</td>
<td>Group A: In Person Group B: Remote (Synchronous or Asynchronous)</td>
<td>Online Live Social Emotional Lesson Groups A and B</td>
<td>Group B: In Person Group A: Remote (Synchronous or Asynchronous)</td>
<td>Group B: In Person Group A: Remote (Synchronous or Asynchronous)</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Break - Students Exit Campus</td>
<td>Break - Students Exit Campus</td>
<td></td>
<td>Break - Students Exit Campus</td>
<td>Break - Students Exit Campus</td>
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<tr>
<td>11:30-12:15</td>
<td>Group B or Whole Class: Synchronous</td>
<td>Group B or Whole Class: Synchronous</td>
<td>Asynchronous Activities, Synchronous Groups, Teacher Office Hours, Student Support, Contractual Meetings or Planning/Prep</td>
<td>Group A or Whole Class: Synchronous</td>
<td>Group A or Whole Class: Synchronous</td>
</tr>
<tr>
<td>12:15-1:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00-2:30</td>
<td>Asynchronous Activities, Synchronous Groups, Teacher Office Hours, Student Support or Planning/Prep</td>
<td>Asynchronous Activities, Synchronous Groups, Teacher Office Hours, Student Support or Planning/Prep</td>
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<td>Asynchronous Activities, Synchronous Groups, Teacher Office Hours, Student Support or Planning/Prep</td>
<td>Asynchronous Activities, Synchronous Groups, Teacher Office Hours, Student Support or Planning/Prep</td>
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### CLAREMONT HIGH SCHOOL PHASE 2 SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8:00-9:00</td>
<td>Period 1</td>
<td>Period 2</td>
<td>Asynchronous Activity</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:00-9:10</td>
<td>Passing Period</td>
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<td>Passing Period</td>
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<tr>
<td>9:10-10:15</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Remote Homeroom</td>
<td>Period 3</td>
<td>Period 4</td>
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<tr>
<td></td>
<td>(The Wolfcast)</td>
<td>(The Wolfcast)</td>
<td>Remote Wolf Den</td>
<td>(The Wolfcast)</td>
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<tr>
<td>10:15-10:25</td>
<td>Passing Period</td>
<td>Passing Period</td>
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<td>Passing Period</td>
<td>Passing Period</td>
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<td>10:25-11:25</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Asynchronous Activity</td>
<td>Period 5</td>
<td>Period 6</td>
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<tr>
<td>11:25-11:35</td>
<td>Passing Period</td>
<td>Passing Period</td>
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<td>Passing Period</td>
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<tr>
<td>11:35-12:35</td>
<td>Period 7</td>
<td>Period 8</td>
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<td>Period 7</td>
<td>Period 8</td>
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<tr>
<td>12:35-1:05</td>
<td>LUNCH – Students Exit Campus</td>
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<td>LUNCH – Students Exit Campus</td>
<td>LUNCH – Students Exit Campus</td>
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<tr>
<td>1:40-2:30</td>
<td>Digital Office Hours</td>
<td>Digital Office Hours</td>
<td>Asynchronous Activity</td>
<td>Digital Office Hours</td>
<td>Digital Office Hours</td>
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SAN ANTONIO HIGH SCHOOL PHASE 2 SCHEDULE

IN PERSON INSTRUCTION DAYS

Students in the cohort scheduled for live instruction on a particular day will report to campus that morning and begin checking in fifteen minutes before their scheduled start time. Students will be required to verify that they have completed a home screening (if the county is in the Purple Tier, we will be checking temperatures). Students should only bring necessary education materials to school, including textbooks and iPads.

ASYNCHRONOUS LEARNING DAYS

<table>
<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>8:30-9:30</td>
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<tr>
<td>9:30-9:40</td>
<td>Break</td>
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<td>9:40-10:40</td>
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<td>3</td>
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<tr>
<td>10:40-10:50</td>
<td>Break</td>
<td>Break</td>
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<td>10:50-11:50</td>
<td>5</td>
<td>5</td>
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<tr>
<td>11:50-12:30</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>1:30-2:30</td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
</tbody>
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**Elementary Students**

- Students complete asynchronous work from 8:15 - 10:15 am.
- Students log in for synchronous instruction from 10:45 am - 12:00 pm.
- Asynchronous work will be completed at home for the remainder of the day.

**Secondary Students**

- Students log into Canvas and complete asynchronous lessons and assignments.
HOW IS THIS GOING TO WORK?

- Each class will be divided into two cohorts. Cohort A students will attend on Mondays and Tuesdays while Cohort B students will attend on Thursdays and Fridays.
- On Wednesdays, everyone will have asynchronous work to do at home while the campus is sanitized between cohorts.
- Caregivers will need to arrange for reliable transportation to and from school (unless students are walking or driving on their own). The district does not have the space or supervision for large groups of students given the social distancing requirements in place.

CHILDCARE & YOUTH ACTIVITIES

We regret that due to cohort requirements, CUSD will not be able to meet everyone’s childcare needs. At this time, we are only able to provide before and after school care for 14 students from the cohort group scheduled to attend that day. The hours of this program will be from 7:30 am to 4:00 pm and the cost will be $100 per week. Please visit the Child Development web page for more details https://www.cusd.claremont.edu/childdevelopment

The City of Claremont is evaluating the current guidelines and will release updated information regarding after school youth activities provided at the Tracks Activity Center (TAC) located at El Roble Intermediate School and the Youth Activity Center (YAC) adjacent to Claremont High School. Due to safety protocols and health guidelines, the capacity of these programs will be limited.

LUNCH TIME FOOD SERVICE

Nutrition Services will serve individually packaged lunches. Students who desire lunch and the following day's breakfast will pick up grab-and-go items prior to leaving school each day. Use of drinking fountains is prohibited. Students are encouraged to bring a personal water bottle to school.
BEFORE RETURNING TO SCHOOL

- Log into Parent Connect and confirm your contact information is up to date.
- Enter student cell phone information for all secondary students.
- Students must complete the following assignments:
- Please label your child’s mask and include an extra one in their backpack, just in case.
- Make sure that your child has a water bottle labeled with their name. Water fountains will not be available.

IMMUNIZATIONS

Students must be up to date on all regular immunizations required for school entry. Students who are missing doses will not be permitted to return to campus until the school receives an updated immunization record or a medical exemption. The school health office will send out notifications for any students who are missing doses of required immunizations.

HIGH RISK STUDENTS

Students who are medically fragile or at high risk of COVID-19 complications should consult with their primary physician to determine if in-person classes are appropriate.

MEDICATIONS AND SPECIAL HEALTH CARE PROCEDURES

Students who require medications or special physical health care procedures during the school day must have current doctor’s orders on file at the school. Please contact the school health office if you need medication or procedure forms or have any questions.
ARRIVING ON CAMPUS

- Students will be admitted on campus fifteen minutes before their scheduled start time.
- Persons over 2 years of age are required to wear a face covering. Staff members will monitor and direct student entry to ensure compliance with social distancing requirements.
- Students should only bring necessary education materials to school, including textbooks and iPads.
- Non-essential visitors and volunteers are prohibited from entering school campuses.
- Practice physical distancing by observing social distancing markings.
- Please follow each school’s drop off directions and remind students to use designated entrances and follow designated routes.
- If your child has a fever or any symptoms of illness, they should not come to school.
- All students must confirm that they are free of COVID-19 symptoms. Students must confirm “No” to the following questions and have a temperature that is ≤100.3º.
  - Do you feel sick today?
  - Are you experiencing any of the following symptoms?
    - Fever ≥ 100.4º or chills
    - Cough (different than baseline)
    - Shortness of breath
    - Vomiting
    - Diarrhea
    - Body aches
    - Loss of taste or smell
    - Have you been exposed to a person with COVID-19 within the last 10 days?
- When entering campus, students are to sanitize their hands, and proceed straight to their classroom.
- If Los Angeles County is in the Purple Tier, students will have their temperature taken and students confirmed with elevated temperatures will be sent home with follow-up instructions.
- Adults must drop students off.
  - Students in grades TK-1 and those needing accommodations may be accompanied by one adult while awaiting screening.
  - Students in grades 2-12 must be able to wait in any screening line and enter campus independently.
DISMISSAL PROCEDURES

Students, staff members, and families are expected to observe the following safety guidelines when exiting the school campus at dismissal time:

- Elementary staff will walk students to designated locations.
- Follow designated routes for exiting of school. Multiple exits will be available, if feasible and safe.
- Practice physical distancing and avoid congregating.
- Students are to be picked up curbside or in designated areas. **Family members or visitors may not enter the school campus.**
- If your student is not outside when you pull up, you will be asked to drive around and rejoin the line. There will be no parking or extended waiting for students in order to keep the line moving smoothly and efficiently.
- Students may only enter vehicles at the school curb and may not exit onto the street to be picked up.
- Caregivers who walk up must wait in designated spaces, wear a face covering at all times, and maintain a 6 foot distance from others.
- **Please refer to your school site for dismissal and pick-up times.**
SCHOOL BUS SAFETY PROCEDURES

Transportation services will only be provided for special education students who have transportation indicated in their IEP. To help prevent the spread of illness and be consistent with Los Angeles County Department of Public Health recommendations, all bus drivers and staff will be screened for COVID-19 symptoms daily and buses will be disinfected twice a day; once following the morning route and again following the afternoon route. Cleaning supplies will be available to enable spot cleaning of any surface that becomes contaminated during the route.

To help protect everyone’s safety, at a minimum, the first bench behind the bus driver will remain vacant to create social distance between the driver and the passengers while the bus is in motion.

- Students will be seated one to a bench
- Students will be seated starting from the rear of the bus forward. If there is a safety concern with a student, we will work with the student’s IEP team to determine the safest manner of transportation.
- Afternoon routes will load students based on the order in which they will be dropped off. Students who disembark first will board last and sit in the front.
- There will be assigned seating prior to the start of the school year to help curtail the spread of germs in the bus. Students who live in the same household and attend the same school may sit together.
- In accordance with the Los Angeles County Department of Public Health (LACDPH) guidance and the school reopening protocols, anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.

School Bus Student Health Screening

All passengers may be screened, in accordance with local district guidelines, upon entering the bus. [http://publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm](http://publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm)
HEALTH & SAFETY

PROTECTIVE MEASURES ON CAMPUS

• HVAC filters have been upgraded and air purifiers are provided in every room
• Doors and windows will remain open, when possible
• Directional and informational signs are posted throughout the school and district facilities
• Hand sanitizer will be provided at entry points and in high traffic areas
• Classrooms have been divided into two cohorts to allow for distancing during in-person instruction
• Classroom seating has been redesigned to provide 6 feet of distancing between students
• Staff members have completed mandated COVID-19 safety training
• Masks and face shields are provided for staff
• Screening staff will wear masks and gloves and temperature checks will be conducted with no-touch thermometers
• Enhanced cleaning is conducted throughout the school day and classrooms will be disinfected every evening.

ADDITIONAL SAFETY CONSIDERATIONS & NOTIFICATIONS

FOOD OR SNACKS - Food, snacks, or drinks are not allowed to be consumed during class. Students may eat or drink only if outside and at least 6 feet apart from others.

TRAVEL - Students and staff should follow any state or county travel advisories, restrictions, or quarantine requirements that are in place at their time of travel. Check the Los Angeles County Department of Public Health website for updated travel advisories prior to traveling so you can plan accordingly:
http://publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm
Be sure to notify the school if your student will be absent.

WATER BOTTLES - School drinking fountains are unavailable for use due to public health requirements. It is recommended that students bring a water bottle from home for use at school. Water bottles may be filled at school filling stations where available.
HANDWASHING AND HAND SANITIZER - All students will be asked to use hand sanitizer or wash their hands upon entering the school and throughout the school day. Please discuss with your child the importance of hand washing after using the restroom, before eating, and after coughing or sneezing.

BACKPACKS – Students will be instructed on the proper storage of backpacks

LOCKERS – Students must maintain 6 feet of distance from others when storing or retrieving items from a locker.

FACE COVERINGS

Every individual over 2 years of age is required to wear a face covering while at a district facility, on a school campus, and/or while engaging in school activities as required by local, state, and/or federal mandates or regulations.

- All students and staff must wear their face covering before entering a district campus/facility, and throughout the school/ work day, except when eating or drinking.
- A face covering may consist of a paper or cloth mask and should not advocate drugs, alcohol, tobacco, violence, terrorism, or display obscene symbols, images, or wording.
- **Masks with a valve are not permitted**
- A face shield with a drape attached is an acceptable alternative only for those with a verified medical exemption (See below).
- Face shields and cloth masks should be cleaned/washed after daily use.
- Students are encouraged to provide their own face coverings, however, students who do not have their own face covering will be provided one upon arrival to campus.
- We recommend that students pack an extra face covering in case the first gets wet or soiled.
- Students should be regularly reminded not to touch their face covering and to wash their hands frequently. If a student is able, but unwilling to wear the required face covering, he/she will be removed from the classroom and the school will contact the parent/guardian for pick up.
- Students with a medical exemption may wear a face shield with a drape attached only if they have a physician verified medical exemption, mental health condition, or disability that would impede them from properly wearing or handling a face mask. Accommodations must be made in advance through consultation with district healthcare staff.
SYMPTOM SCREENING

If Los Angeles County is in the Purple Tier, CUSD will perform daily temperature checks and health screenings with students upon their arrival. When Los Angeles County is in the Red Tier, students will be required to verify daily home screening. Secondary students will provide health verification electronically.

WHAT IF A STUDENT DOES NOT FEEL WELL?

STAY HOME IF SICK OR EXPOSED TO COVID-19
Students exhibiting symptoms of COVID-19 will not be permitted on campus. Students who have been exposed to someone with COVID-19 must home quarantine for 10 days since their last exposure to the contagious person. Any symptoms or exposures should immediately be reported to your student’s school.

ILLNESSES DURING THE SCHOOL DAY

Any student developing symptoms of COVID-19 while on campus will be isolated and parents/guardians will be contacted to pick them up immediately.

Parents/guardians must be available to pick up their ill student within 30 minutes of being contacted by the school. Please make arrangements with your emergency contacts if you are not readily available and ensure all emergency contact information is up to date in Parent Connect.
Students displaying symptoms of COVID-19 will be provided isolation instructions and advised to contact their medical provider to obtain a COVID-19 test. If a student tests positive, they must remain home until their isolation period is over. All positive cases on campus will be reported to the Public Health Department.

The isolation period may end after meeting **ALL OF THE FOLLOWING CRITERIA:**

- Student has isolated a minimum of 10 days
- Student has been fever-free for 24 hours without use of anti-fever medication
- Student symptoms have improved.

**If the student is not tested and is not cleared by a physician, they will be treated as a positive case and must follow the isolation instructions above.**

Any classmates or close contacts of a person who tests positive for COVID-19 must quarantine at home for 10 days after their last exposure to the positive person. COVID-19 testing will be advised for anyone who was exposed to an infected person. Parents/guardians will be notified of any suspected or confirmed exposures.

**IDENTIFICATION & CONTACT TRACING**

Schools will provide communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures while maintaining confidentiality, as required by federal and state privacy laws.

The principal or supervisor will inform the district health coordinator of any confirmed COVID-19 student or staff cases. The school nurse or Health Services Coordinator will report all cases to the Department of Public Health and the COVID-19 Compliance Team will work to identify anyone who may have had close contact with the ill individual. Notification of exposure and instructions for home quarantine will be sent to all close contacts.

When a school or classroom outbreak occurs, the District will offer COVID-19 testing for all affected students and staff. The California Department of Public Health (CDPH) defines an outbreak as "at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically linked in the setting, from different households, and not identified as close contacts of each other in any other case investigation."
WHEN A CLOSURE IS NECESSARY

Closing a Classroom
If one or more students or staff members assigned to a class/stable group is confirmed to have COVID-19, a classroom may close after consultation with a public health officer. Independent study or virtual learning will be provided to ensure learning continuity.

Closing a School
If, within a 14 day period, an outbreak has occurred in 25% or more stable groups within a school, or if at least three outbreaks have occurred in the school AND more than 5% of the school population is infected, a school closure will be considered in consultation with a public health officer. Virtual learning will be provided to ensure learning continuity.
Protect Yourself and Others from COVID-19

HOW TO WEAR A MASK

To get the best protection, make sure your mask fits well:

- It should completely cover your nose and mouth.
- It should fit snugly against your nose, the sides of your face and under your chin, without gaps.

Do:
- Choose a mask made with two or more layers of tightly woven, breathable material.

Don’t:
- Wear masks with a valve.
- Use a bandana or scarf as a mask.
- Use a face shield in place of a mask.

For more information, visit: ph.lacounty.gov/masks

HOW TO MAKE YOUR MASK FIT BETTER

- Use a mask with nose wires
- Double Mask: Wear a cloth mask over a disposable mask
- Knott and Tuck: Knot the ear loops at the edge of the mask and tuck the extra material
- Use a mask with a filter

2/19/21
HANDWASHING

Wash hands with soap and water for at least 20 seconds. Use the cleanest water possible, for example from an improved source.* Use an alcohol-based hand rub that contains 60% alcohol if soap and water are not available.

1. Wet hands with water.
2. Apply enough soap to cover all hand surfaces.
3. Rub hands together and scrub everywhere.
4. Wash the front and back of your hands, in between your fingers, and under your nails.
5. Rinse hands with water.
6. Dry hands completely using a single-use towel or air dry.

WHEN TO WASH HANDS TO PREVENT COVID-19:

- After blowing your nose, coughing, or sneezing
- After being in a public place
- Before and after caring for someone who is sick

Remember to wash your hands after each of these activities to stay healthy:

- Before, during, and after preparing food
- Before eating food
- After changing diapers or cleaning up a child who has used the toilet
- After using the toilet or latrine
- After touching an animal, animal feed, or animal waste
- After touching garbage

*Water should be from an improved or protected water source. Learn more at https://washdata.org.

cdc.gov/coronavirus
COVID-19 Flow Chart

I just found out...

I’m COVID-19 positive

Stay home
Isolate* at home for a minimum of 10 days from start of symptoms (or test date if positive with no symptoms)

May return to school/work when:
- At least 10 days have passed since COVID-19 symptoms first appeared; AND,
- No fever for at least 24 hours without using fever-reducing medications; AND,
- Symptoms have improved (e.g. cough or shortness of breath)

*A negative retest is not required to return. Retesting is NOT recommended after recovering from COVID-19.

I have symptoms of COVID-19 (see symptom list below)

Stay home
Get COVID-19 PCR test by calling your physician or finding a testing location*
If positive, follow “I’m COVID-19 Positive” column on left.
If negative, stay home until fever free for 24 hours and symptoms have improved or when cleared by a physician.

You may return to school/work:
- If you complete the 10 days of quarantine without developing symptoms or positive test results.

If you test positive or develop symptoms, follow the “I’m COVID-19 Positive” column on left

I had close contact with a COVID-19 positive person
(Within 6 ft. for 15+ min; contagious 2 days before symptoms to 10 days after)

Stay home
Get COVID-19 PCR test by calling your physician or by finding a testing site*

Quarantine* for 10 days from the last exposure - even if you have negative test results
(If fully vaccinated against COVID-19, quarantine may not be required*)

I have had close contact with someone who may have COVID-19

If there is a high likelihood that the person you were exposed to has COVID:
- Quarantine at home until the person’s test results are available.
- If they test positive, follow “close contact” column on left

COVID-19 Symptoms:
- Fever 100.4 F +
- Chills
- New Cough -not from asthma/allergies
- Shortness of breath
- Diarrhea
- Vomiting
- Headache -especially with a fever
- Sore throat
- New loss of taste or smell

* COVID testing locations: https://covid19.lacounty.gov/testing/
* Isolation Instructions:
  http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/
* Quarantine Instructions:
  http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/