

Capistrano Unified School District

*Coronavirus (COVID-19):
District Plans for Communication,
Prevention, and Intervention*



EXHIBIT #25

Presentation Objectives

- Communication Plan
- School Closure, Food Services, Cleaning, and Special Education
- District Plan: Prevention - Scenario #1
- District Plan: Intervention - Scenarios #2-4
- Next Steps and Timelines
- Appendices:
 - History and Background of Coronavirus (COVID-19)
 - Facts and Statistics
 - Resources and Glossary

Communication

- Daily monitoring and communication with Orange County Health Care Agency (OCHCA) to monitor developments
- Weekly updates, and more frequently when necessary, to District families via email, social media, and website
- Daily updates to school administration using weekly WebEx conferences, WebEx recordings, “real time” Google Doc, and email
- [District website](#) with resources and links to CDC, OCHCA, and California Department of Public Health (CDPH)

Districtwide Closure:

March 16, 2020 - April 10, 2020

- On March 13, 2020, Trustees approved an emergency resolution to take “necessary action to protect students and staff from the spread of Coronavirus (COVID-19).”
- On March 13, 2020, Trustees approved temporary closure of all District schools:
 - March 16-20: Spring Vacation
 - March 23-April 3: Districtwide School Closure
 - April 6-10: “Student Enrichment Opportunities” Week**
- On March 25, 2020, Trustees will hold a Special Board Meeting to ratify calendar changes**, review CUSD distance learning program, and evaluate school closure plans

Food Services

- All students are allowed to pick up meals on a “drive through” basis at the school sites listed below. All students, 18 and under, are eligible for meals under the “seamless summer feeding option” rules that took effect on Monday, March 16, 2020
- Meals began on Monday, March 16, 2020 at the following sites:
 - RH Dana ES (Dana Point)
 - San Juan ES (San Juan Capistrano)
 - Las Palmas ES (San Clemente)
 - Hidden Hills ES (Laguna Niguel)
 - Marco Forster MS (San Juan Capistrano and Dana Point)
- Additional sites were added on March 18, 2020:
 - Wood Canyon ES (Aliso Viejo)
 - Las Flores ES (Mission Viejo, RSM and Ladera Ranch)

Increased Cleaning and Disinfecting

- Beginning March 11, 2020, custodians increased **daily cleaning** and disinfecting in every classroom and common area in every school. Surfaces in classrooms are being cleaned **daily** with approved disinfectant solutions, including door knobs, student and teacher desks, chairs, tables, and countertops.
- Beginning March 16, 2020, custodians began “deep cleaning” at every school site.

Special Education

- **Services during closure:** Equal access for all students; IEP services and “free and appropriate public education” (FAPE) are required when “educational opportunities” are provided for students
 - Education specialists will provide differentiated “distance learning”
 - Related services, such as speech and language, counseling, and social skills, will be provided telephonically
 - Differentiated curriculum lessons will be provided for moderate/severe classes
- **Guidance:** CDE provided additional guidance on March 17, 2020 re special education services and timelines during COVID-19 school closure
- **Communication to Families:** Information will be emailed and provided on the S3 website by March 20, 2020 to all families with students with IEPs

Distance Learning Program

- Optional online learning training provided to teachers March 18-19, 2020
- All principals trained in Google Classroom and Google Hangout
- All teachers (including Ed Specialists) will use online platforms, including Google Classroom, Seesaw, SchoolLoop, et al., to connect with students and provide instructional opportunities
 - Training provided on Google Classroom and approved online resources
- Survey will be sent to all families to determine who needs technology and internet access
 - Chromebooks to be checked out and hot spots deployed
- Printed copies of lessons will be available as an option when necessary
- Teachers will welcome students and families on Monday, March 23, 2020
- Distance Learning Program (DLP) begins Tuesday, March 24, 2020

Child Care and Supervision

- As per the Governor's Executive Order, "to the extent practicable, to arrange for the supervision of children during ordinary school hours."
- Staff is working on a child care and supervision plan, tentatively named "Distance Learning Student Club," with intent to open by Wednesday, March 25, 2020, to address:
 - Equity
 - Primarily for students who do not have access to distance learning (lack of device or internet) and/or families with significant hardship due to lack of childcare options
 - Access
 - Centers strategically located and provide transportation

California Department of Public Health: School Guidance and Scenarios for Closure

- On March 7, 2020, the California Department of Public Health (CDPH) provided all districts with specific guidance to mitigate the spread of COVID-19 and identify school closure criteria.
- “Decisions by school officials and local public health officials should be determined by the specific circumstances in local jurisdictions” (CDPH, 2020).
- CDPH Guidance categorized into 4 “scenarios”
 - Scenario 1: steps to “**prevent** the spread of COVID-19”
 - Scenarios 2-4: provide steps to **intervene and respond**

Scenario 1: Prevention

Measures to prevent the spread of COVID-19.

(No confirmed cases of staff or students in school)

- **Preventative measures:**

- Send students, teachers, and staff home immediately if they present with fever and/or respiratory infection.
- Develop a plan to communicate with the school community that does not violate Family Educational Rights and Privacy Act (FERPA)
- Encourage all students, families, and staff to take everyday preventive actions
- Enhance cleaning

Scenario 1: Prevention

- **Promote Good Hygiene, Health, and Self Exclusion**
 - Beginning January 28, 2020, Communications began weekly messaging to all families about proper hygiene and remaining home if sick. All messages are archived on the District web page.
 - On Sunday, March 8, 2020, Communications sent messaging via email to all employees with directions to remain home if sick:

Prevention: Stay Home if you are Sick

As part of preventative measures recommended by the county and state public health departments, we are asking you, our students, and their families to stay home if you are sick, especially if it includes a fever and/or coughing.

Scenarios 2-4: Intervention

- “In consultation with the local public health department, the appropriate school official may consider if school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer” (CDPH, 2020):
 - 3 Scenarios of Intervention:
 - #2: “If there are two or more community transmission cases of COVID-19, but no individuals within the school test positive.”
 - #3: “One student, teacher or staff member tests positive for COVID-19 and exposed others at the school.”
 - #4: “Multiple schools within a school district have a student, teacher or staff member test positive for COVID-19.”

Scenario 2: Intervention

If there are two or more community transmission cases of COVID-19, but no individuals within the school test positive.

- Confer with OCHCA and OCDE for guidance to determine level of exposure and appropriate response
- Teachers and staff with any fever and/or respiratory infection symptoms should not come to work. Teachers and staff should self- screen.
- Limit visitors to the school by not allowing those with symptoms or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.
- Consider alternatives to congregate or group programming within the school including any large or communal activities such as assemblies.
- Consider implementing staggered recess times to limit the number of students who are together
- Consider relaxing requirements for a doctor's note for the child to return to school after illness.

Scenario 3: Intervention

One school within the District has a student, teacher or staff member test positive for COVID-19.

- In consultation with OCHCA, consider if school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
- Communicate plans for school closure to include outreach to students, parents, teachers, staff, and the community.
- Continue implementation of education, medical and social services, and meal programs
- Provide guidance to parents, teachers and staff reminding them of the importance of community social distancing measures while school is closed, including discouraging students or staff from gathering elsewhere.
- Continue regular communication with Orange County Health Care Agency
- Utilize appropriate cleaning protocols per Center for Disease Control and Prevention prior to reopening the school.
- In consultation with OCHCA, determine readmission criteria after the school closure and plan the timing of return of students and staff.

Scenario 4: Intervention

Multiple schools within the District have a student, teacher or staff member test positive for COVID-19.

- Consult with OCHCA for guidance on additional school closures and duration of closure.
- Follow all action steps from Scenario 3.

Next Steps: Timeline

- March 17, 2020: Distance Learning Program defined and communicated to staff and administration
- March 18-23, 2020: Google Classroom and Hangout trainings
- March 23, 2020: Essential staff only at District Office and school sites; all other employees work remotely
- March 23, 2020: “Welcome back” announcements to students and families from their teachers and principals
- March 24, 2020: Distance Learning Program begins
- March 25, 2020: Special Board Meeting to review new information from OCHCA and OCDE, calendar revisions, CUSD distance learning program, and discuss length of school closure

Appendix A: History of COVID-19

- Novel (new) coronavirus (COVID-19) was first identified in Wuhan, Hubei Province, China in December 2019.
- The first case in the United States was announced on January 21, 2020.
- COVID-19 has spread to majority of states and California.
- As of March 17, 2020, no confirmed cases in CUSD and 29 confirmed cases in Orange County (8 community acquired).
- Orange County Health Care Agency (OCHCA) and Orange County Department of Education (OCDE) provide guidance and direction to CUSD.

Appendix B: Facts about COVID-19

- Main symptoms include fever, shortness of breath and cough but may include sore throat and other symptoms
- “People who have casual contact with a case (in the same grocery store or movie theater) are at minimal risk of developing infection” (OCHCA, 2020)
- “Older adults (ages 60 and higher) as well as people who have serious, chronic medical conditions (like heart disease, diabetes and lung disease) are at higher risk” (OCHCA, 2020)
- Children are not as susceptible to COVID-19 (OCHCA, 2020)
- Most people will recover from COVID-19 without complications

Appendix C: Resources and Glossary

Center for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/>

Orange County Health Care Agency (OCHCA):

http://www.ochealthinfo.com/phs/about/epidasmt/epi/dip/prevention/novel_coronavirus

California Department of Public Health (CDPH):

<https://www.cdph.ca.gov/>

Capistrano Unified School District COVID-19 webpage:

<https://capousd-ca.schoolloop.com/coronavirus>

Orange County Department of Education (OCDE):

<https://ocde.us/Pages/COVID-19.aspx>