



Brittan Elementary School District

2020-2021



BRITTAN SCHOOL DISTRICT

Staci Kaelin, Superintendent/Principal
2340 Pepper Street Sutter, California 95982
(530) 822-5155, Ext 303 FAX 822-5143

September 24, 2020

Sutter County Health Department,

Brittan Elementary School District is requesting a waiver to reopen school for grades TK through 6th grade. We are a small school located in Sutter. Our overall enrollment is 440 students with our enrollment for the grade levels requested currently at 336 total students. Each grade level is self-contained in its own classroom. The Brittan Board of Trustees, Administration, Staff and Parents feel that we can meet or exceed state guidelines for reopening. With our small school setting, we can cohort with minimal interaction between grade levels. We will enact all guidelines set forth by the County Health Department and the State of California.

I, Staci Kaelin, Superintendent, attest that we can meet the criteria set forth by the state and county to bring students back on campus following all criteria

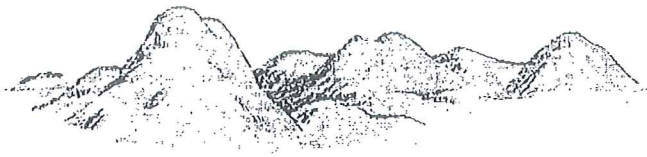
Please feel free to reach me by email at stacik@brittan.k12.ca.us, or by direct line at (530)822-2336 so that I may answer or clarify any questions you may have regarding reopening.

Sincerely,

Staci Kaelin
Superintendent/Principal
(530) 822-5155
(530)624-3244
stacik@brittan.k12.ca.us

Brittan School Board of Trustees

Amy Chatha Brandon Hunt Joe Lemenager Ben Moody Russell J. Takata

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Background Information

Name of Applicant (Local Educational Agency or Equivalent): Brittan School District

Name of District/School: Brittan School

If this is a School District Consolidated Application Yes: ☒ No: ☐
(Please list each school on a separate sheet)

School Type: ☒ Traditional Public School
☐ Charter School
☐ Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 440

Superintendent (or equivalent) Name: Staci Kaelin

Address:

2340 Pepper Street

Sutter

California 95982

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
16	37	62	40	46	50	42	43

Date of Proposed Reopening: October 12, 2020

Name of Person Completing Application: Staci Kaelin

Phone Number: (530)822-5155

Email: stacik@brittan.k12.ca.us

Signature: *Staci Kaelin*

Date: 9-24-2020

I. **Consultation**

Please confirm consultation with the following groups:

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Brittan Education Association 9-18-2020

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Parents and community members have been consulted through surveys, emails, social media, and the Brittan District website.

9-21-2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Brittan Elementary School district does not have a labor union for the classified staff.

Classified staff was consulted about the waiver process through a survey. 9-23-2020

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

☒ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **School Website URL** where reopening plan and waiver are posted.
<https://www.brittan.k12.ca.u>

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date

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Please see the attached survey results from the teachers, classified staff, and our parents.

Cleaning and Disinfection

- Brittan's custodial staff will clean and disinfect frequently touched surfaces within school daily, and throughout the day as practicable.
- The custodial staff will, as feasible, use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.
- Each classroom will be cleaned and disinfected daily.
- 3 foggers have been purchased for disinfecting and will be used daily.
- The office and staff areas will be cleaned and disinfected daily.
Each bathroom will be cleaned and disinfected daily. High touch areas in all bathrooms and classrooms will be disinfected regularly throughout the day.

Cohorting:

- All classes will be in grade level pods following the most current guidelines.
- Pods will not co-mingle.
- Class sizes are not expected to exceed 22 students in order to meet distancing requirements. There will be an average of 19 students in each class.
- While in the classroom, students will be socially distanced with desks separated appropriately to meet distancing requirements.
- Students will wash their hands or use hand sanitizer upon entering the classroom, before and after eating, and before and after recess.
- All classrooms and buildings have hand sanitizer dispensers installed.
- Students will use their own individual supplies, as provided by the district, (i.e.: pens, paper, markers) and should not share with other students.
- Excess furniture will be removed from classrooms to allow for greater distancing of students.
- Shared equipment will be limited and will be disinfected after each use.
- Classroom drinking fountains will not be accessible (water bottles can be filled).

Limited Sharing:

- Lunch: Lunch and breakfast will be provided in a "grab and go" manner. Students will grab their lunch at the end of their day. Included with their lunch will be a grab and go breakfast for the next morning.
- Recess: There will be no recess scheduled during the hybrid schedule.

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- Library & Media Lab: The library and media lab will remain closed to students during the hybrid schedule.
- School Bus: Seating assignments will be made to allow siblings together and appropriately spaced from other sibling groups. All other students will ride one person in each seat. When weather allows, windows will be down to provide maximum ventilation. Masks, as on campus, will be required. Also, school bus drivers will have access to the online form as described in the section Health Screenings for Students and Staff. This form will notify the driver on who or who has not completed the health screening form. Students will not be allowed on the bus without the completion of the form. Bus will be properly sanitized before and after every morning and afternoon route.
- No whole school assemblies until allowed by public health.
- No field trips will be taken until allowed by public health.
- No access to water fountains, students need to bring refillable water bottles (water bottles can be provided). Sports are postponed until further notice.
- Classroom volunteers will not be approved.

Face Coverings and Other Essential Protective Gear:

- Per the Governor's July 17th mandate, face coverings are required for staff and students in 3rd-6th grade and recommended for students in TK-2nd grade. Face coverings are available for staff and students.
- Gloves will be available upon request for staff.
- PPE has been purchased and is on site.
- For students, staff or visitors refusing to wear face coverings they will be sent home or asked to leave the premises.

Entrance, Egress, and Movement within the School:

- Students are not allowed on campus until 8:10.
- Students will enter the campus and will be separated at least 6 feet apart and wearing masks.
- Students will have their temperature checked before entering their classroom. There will be spaces marked for students to wait to be checked in order to maintain social distancing. If they have a fever of 100.3 F or higher, they will not be allowed to attend school that day. If their parent is not on campus, the student will go to the isolation area and parent/guardian will be contacted for immediate pick up.
- Students will go to their classrooms for the time period between 8:10-8:20.
- Students will use hand sanitizer or wash their hands frequently throughout the day.

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Health Screening for Students and Staff

- Appropriate hand-washing, sneezing, face covering use, and other safe hygiene practices will be taught and encouraged throughout the 2020-2021 school year. Sharing of belongings is discouraged, and sharing of supplies will be minimized to the extent possible and practicable. Where sharing occurs, cleaning and disinfecting between uses is strongly encouraged.

- Any student or staff exhibiting a fever of greater than 100.3 or other symptoms while on District premises during school operation hours will be immediately sent home. The District will also encourage students and/or staff to stay home if anyone in their household is exhibiting any COVID-19 symptoms. The District will consult with local health authorities to determine whether surveillance testing may be implemented based on local disease trends. Additional COVID-19 prevention measures may be implemented pending further state and/or local guidance, resources, and/or technical assistance for COVID-19 investigations in school settings.

- Encourage screening at home (e.g., parents, older siblings, employees themselves)

- Brittan School will establish and communicate appropriate hand-washing, sneezing, and face covering use techniques, sanitizing practices/requirements for students, families, and staff, face mask/covering policy, limit/avoid sharing of materials, health office triage plan and transportation practices.

- Parents/guardians will be given CDC handouts on the screening criteria prior to in-person learning. This information will be sent to parents via email and made available on in our office and on our website.

- Each morning, prior to dropping child(ren) off at school or getting on the bus, parents/guardians will screen their child for the following criteria: Fever greater than 100.3 or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, sore throat, congestion, or runny nose, recent loss of smell or taste and diarrhea.

- Active monitoring/screening at school sites. The district will provide prior to opening school all of the following: Hygiene training for staff, Sufficient equipment for training, proper disinfecting and disposing of screening items, isolation area(s) for suspected symptomatic individuals which must be sufficiently large for social distancing within the area(s).

- At the point of entry established on Brittan Elementary Campus, active temperature screening and symptom screening/questioning will be conducted for anyone entering the campus.

- Becoming ill at School - Should either student or staff become ill during the school day, they will be separated from the class and sent home immediately. The district will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site

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Healthy Hygiene Practices

Brittan School District has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

After using restroom.
Before and after eating.
When entering a classroom or office.
After taking off or putting on their cloth face covering.
After prolonged exposure to high touch areas.
Before and after each task when preparing food in any class.

Identification and Tracing of Contacts:

- Administration and office staff will be in consultation with Dr. Rice and the County Health Department to ensure that the proper procedures are in place should a student or staff member become ill.
- Any student or staff member who has a fever of 100.3 or higher will be advised to isolate at home for 24 hours from the onset of symptoms, or if student produces a negative test, can return to school after no longer having a fever for 24 hours without use of medication.
- The school will contact the Sutter County Public Health Department if we are notified that a student or staff member has a positive COVID-19 test. Sutter County Public Health will work with Brittan on a case by case basis to determine the extent of exposure to other students and staff members and consider if classroom, office, or school closure is warranted, and the length of time based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. Brittan will follow the Governor's guidance on school closure. A classroom will close if there is 1 confirmed case of COVID-19. The school will close if at least 5% of the student body and/or staff have confirmed cases of COVID-19 within 14 days. Classroom or school closure will result in using distance learning to ensure continuity of learning until the classroom or school can reopen.
- The school will communicate with staff/families in the case of a student or staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from County Public Health.

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- Families who are not comfortable sending their children back to school due to Covid-19 concerns are encouraged to have their children continue in the District's Distance Learning Program.
- Students and staff who express symptoms related to Covid-19 are expected to stay home. Students will not be penalized for poor attendance due to health-related absences. Please do not give your child fever reducing medicine and then send them to school. If they have symptoms, they should stay home...for their health and the health of others.

Physical Distancing:

- While in the classroom, students will be socially distanced with desks separated appropriately. (6 feet for all classrooms with 22 or less students including playground, hallway, gathering areas)

Staff Training and Family Education:

- District and site leadership will support staff and community in understanding the district's reopening plan.
- Staff will be trained on health and safety protocols at Site-Based Professional Development Days on all elements of this plan, especially on:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their mandatory use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- Our school newsletter and website will share information on how to keep students safe and healthy.

Testing of Students and Staff:

- Brittan Elementary School students or staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be encouraged to be tested, even if the individual is asymptomatic.
- The individual in question will be sent home immediately if not already quarantined.

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- Individual will be encouraged to undergo testing through:
 - Their health care provider, or
 - <https://www.suttercounty.org/assets/pdf/coronavirus/COVID-19%20Testing%20LHI.pdf>
 - <https://www.placer.ca.gov/coronavirus>
 - https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx

Triggers for Switching to Distance Learning:

- The Local Health Officer may determine that school closure is warranted due to multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/students/staff are cases within a 14-day period. The Local Health Officer may determine that school closure is warranted due to local epidemiological data. If school closure is deemed necessary, staff and students will switch back to Distance Learning. Parents will be immediately notified.

Communications Plan:

- Brittan School District leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), by:
- Documenting/tracking incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19, referring to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Notifying local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Instructing sick staff members and students not to return until they

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have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

- Communication will be provided in families' home language when necessary.

School Website URL

<https://www.brittan.k12.ca.us>

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

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Survey Results

Certificated Staff: 15 out of 15 survey responses supported the waiver process

Classified Staff: 11 out 11 survey responses supported the waiver process

Parent Survey: 210 out of 222 survey responses supported the waiver process