

# Safe Reopening Plan

## Appendix A

(Del Mar Hills/Heights)





# Topic Location

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# 6

**Staff and students will wash their hands or use hand sanitizer frequently throughout the day.**



## Section 6: B

***School site teams develop systems, schedules, and signage for bathroom use to ensure no more than two/three individuals are inside the bathroom at one time.***

- Bathrooms are cleaned several times throughout the day.
- Restrooms are made available during recess/lunch time.
- While maintaining physical distancing from students, teachers monitor an additional class during recess to allow for a restroom/snack break. The recess schedule includes grade levels going outside at the same time and utilizing a designated play areas that are adjacent.
- Only two/three people use the restroom at one time.
- Masks are worn properly in and outside the restroom.
- Individuals waiting to use the restroom will physical distance. There are markers/decals on the ground to denote where to wait in line to use the bathroom.
- Restrooms in the Performing Arts Center are available for staff.
- Del Mar Hills staff will teach the bathroom use system to all students so they understand how to use the bathroom in a safe, hygienic, and physically-distanced manner.
- A visuals (hook/magnet) system is used to identify how many students are in the bathroom. This system is placed on the exterior of each bathroom door for students to use when they enter/exit the bathroom.



## Section 6: C

***School site teams develop routines for regular hand washing. Regular hand washing includes before and after eating, after coughing and sneezing, after being outside and before and after using the restroom.***

- Three sink stations with two sinks and soap dispensers are installed on campus.
- Student-friendly signs regarding physical distancing and proper handwashing are displayed throughout our campus and near bathrooms,
- Information is available on the district website about healthy hygiene.
- Teachers and staff will review and enforce proper handwashing. Healthy hygiene information is posted in classrooms and on campus. Teachers will also explain the importance of avoiding contact with one's eyes, nose, and mouth and covering coughs and sneezes.
- Information is also included in Welcome Back packets for families.
- Students will be educated about how to use the sinks in the bathroom, in classrooms, and hand washing stations.
- Students will wash or sanitize their hands as they enter their classrooms.
- Time is allotted throughout the day for students and staff to wash or sanitize their hands.
- Site custodians ensure an adequate supply of soap, hand sanitizer, tissues, etc. to support the hygiene needs of our students and staff.
- Hand sanitizer is available through both automatic and traditional dispensers in strategic locations across campus; i.e. outside of restrooms, on the playground, in hallways, classrooms, etc.

# 15

**The school will maintain physical distancing between students, as practicable.**



## Section 15: A

**The school will maintain physical distancing between students, as practicable *during school buses/stops.***

- Families and students will be provided with the information they need in order to physically distance at bus stops.
- Busing vendors to transport Del Mar Heights and special education students must supply a transportation plan.
- Face coverings are required on the bus.
- Del Mar Heights staff will be present to assist and monitor physical distancing between students while loading and unloading.
- Physical distance signage will be placed at the bus turn around on campus.



## Section 15: B

### **The school will maintain physical distancing between students, as practicable *during daily symptom checks.***

- Decals/ painted spots (signs/cutouts) are used to designate spots for students to line up 6 feet apart.
- All teachers have a touchless thermometer
- All kindergarten-6th grade students wear masks all day except when eating snack and lunch
- Students remain in their cohorts (defined as a classroom) from the start to the end of each school day.
- Families are provided with information about how to screen their children before leaving for school by checking their temperature.
- Signage and spots will be added in front of the school for students to physically distance while waiting to go into the gates before they open.
- All students will follow physical distancing expectations when entering the school while they get to their classroom.
- Students will go directly to the assigned area for their classroom and will not play or mix cohorts before school. Marks will be on the ground to promote physically distance while they wait.
- Temperature and wellness checks for all adults will happen at the beginning of each day. Wellness checks will be done for students as they enter campus and temperature checks will be done.
- Grade levels are assigned an entrance gate (Gates will be named and signage posted)
- Siblings may walk through the same gate.
- All parents and students must wear masks on campus even as they walk up to the gates. Only students will be allowed to enter campus through the gates.
- Parents and students walking to school should wear masks and physical distance from someone not in the same household
- Parents will leave campus immediately after dropping off children.





## Section 15: C

**The school will maintain physical distancing between students, as practicable *while students are entering campus and waiting for their first class to begin.***

- Students will be encouraged to arrive no earlier than 8:00AM (7:45 for Heights). Students will enter through specific entry points on campus and walk directly to their classrooms.
- Currently, visitors and volunteers are not permitted on campus
- **Ingress entry points for Hills students who walk to school:**
  - K, 1st, 2nd, & 3rd: Use the 8 Keys stairs near the PAC
  - 4th, 5th, & 6th:: Use the ramp behind the PAC
- **Entry points for Heights students:**
  - Students walking up with parents will be dropped off at the bottom of the ramp or the bottom of the stairs on Mango
  - Students being dropped off by car, will proceed down the entrance ramp and drop off in front of the school
- Students begin the day by entering campus, physically distancing from others as they walk toward their cohort's classrooms.
- **Tardy students:** Two office staff members will meet students outside the front of the school to check in students. Students will walk to class on campus via outside to their classes.



## Section 15: D

**The school will maintain physical distancing between students, as practicable *during meal periods. (MUST BE 6ft. APART WHEN EATING)***

- All students, K-6, will wear masks all day except when they are eating snack and lunch
- Students must be 6ft. apart when their mask is off for eating or drinking
- Limit one student to a bench at the tables or on benches around campus
- Students eat on blacktop or field with decals marking where to sit; visual to aid students' measurement of physical distance
- A staggered schedule has been created in order to designate zones by class and rotate eating and playing
- Each student has a blanket/mat/chair to use when sitting/eating outside.
- Decals on floor for students standing in line for lunch.
- ChoiceLunch will provide prepackaged meals for those who order lunch.
- Students will dispose of their personal trash before they go to recess. Trash cans placed near tents on field.
- During rainy day students eat in shifts in classrooms.



## Section 15: F

**The school will maintain physical distancing between students, as practicable *in classrooms and other learning spaces.***

- Students will remain in their cohorts throughout the school day.
- All classroom/PAC doors will be kept open as much as possible to improve air flow.
- Outside seating is provided in tents while maintaining physical distancing.
- Plexiglass dividers are provided per classroom and for SPED staff
- Procedures set for students moving in a classroom.
- Classroom teachers will utilize the space outside of their classrooms for students to access during the school day. Excess classroom furniture, lunch tables, picnic tables, and planters outside of the classroom are provided for additional spaces for children to learn.
- Student use outdoor space in order to learn. (tents, benches, garden, etc.)



## Section 15: E

### **The school will maintain physical distancing between students, as practicable *during recess.***

Students are scheduled for recess periods by cohorts.

- Three recess periods are needed with specific times to accommodate DMHA primary, Hts primary, DMHA upper grades in different areas. Tent areas will be used for recess: drawing, games, blocks, etc. Each class gets 2-3 tents. Tents are marked clearly to indicate the tent for each class during lunch.
- Outdoor spaces will be divided up into clearly marked play zones
- Each cohort will have their own playground equipment to utilize during recess. Zones have been created and designated on campus
- Cohorts will be assigned to a zone to play during recess and will follow a schedule to rotate through each play zone on a regular basis.
- Each cohort will have their own playground equipment to utilize during recess. Equipment will be sprayed with disinfectant at the end of every day.
- For students not wishing to play in their assigned zone/activity, students may choose an alternative activity (e.g. reading, drawing, etc.), within their class' designated zone.
- Recess schedule:
  - 9:25 - 9:45 Kindergarten (Hills)
  - 9:45 - 10:00 4th/5th/6th (Hills) & K/1st (Hghts)
  - 10:00 - 10:15 1st/2nd/3rd (Hills) & 2nd/3rd (Hghts)



## Section 15: G

### **The school will maintain physical distancing between students, as practicable *in restrooms*.**

- Cards with teacher's names are used as pass to and from classroom/restroom to show that restroom is in use.
- When there are three passes on a restroom door, a student will wait outside. Decals will be placed outside of the bathroom for students to stand on while waiting to use the restroom.
- The school-wide schedule is provided to the custodian and restroom will be cleaned regularly throughout the day. The custodian's cleaning schedule will be provided to staff.
- Students will wash hands before and after restroom use. Students will use hand sanitizer prior to using the restroom if washing hand is not practicable.
- Teachers will reinforce these guidelines with students and teach proper hygiene.
- Staff will teach procedures for using the restroom.



## Section 15: H

### **The school will maintain physical distancing between students, as practicable *while students are exiting the campus.***

Dismissal routes and locations will be designated to maximize physical distancing.

*Heights student dismissal:*

- Students exit in staggered small group by different time intervals.
- Students will physical distance in rows as they wait to be picked up..
- Student pick up for parents walking up to campus will be at the bottom of the stairs and ramp on Mango at designated times.
- Student pick up for car riders will be in front of the school at designated times.

*Hills student dismissal:*

- *Students will exit in staggered small groups at different time intervals.*
- 4th, 5th, & 6th grade students pick up in front of office; stay in line physically distanced; staff use walkies to call for students, use east gate
- Kinder, 1st, 2nd, 3rd students pick up in front of office along the walkway, stay in line staff use walkies to call for students, use west gate
- Kinder , 1st , 2nd, 3rd grade students are picked up at the 8 Keys staffs; students line up physically distanced; in the space in front of PAC
- Families picking up should do so at their youngest child's designated exit point. For families with more than one student - the older child will be required to leave campus via their designated exit gate and walk around to connect with their younger sibling(s) near their exit gates.
- Visual cues for social distancing for parents will be used outside the gates and along sidewalks (circles on ground/art project, signage)



## Section 15: I

**The school will maintain physical distancing between students, as practicable *during after-school programs.***

- Enrollment has been limited to ensure maximization of space.
- Classrooms are limited to 15 children and 1 to 2 adults throughout the day.
- Every effort has been made to maximize space and distance inside and outside.
- There will be staggered lunches, snacks, and recesses in different zones.
- Student transition from school at the end of the day to after-school programs will be coordinated to minimize interactions between cohorts of students.
- Instructional staff will utilize outdoor spaces for students to access during after-school programs.

# 16

**In order to ensure physical distancing to the greatest extent practicable.**





## Section 16: A

**In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Determine ingress and egress points on campus.***

Include information from slide 15 C.

- Stagger time starts for the start of school and dismissal Masks will be worn
- All parents and students will follow the physical distancing guidelines; visuals will be placed at gates.
- Videos and signs will be shared with parents and students to show procedures and protocol for drop off and pick up
- When students enter campus, they will walk directly to their classroom.

**Del Mar Heights students:**

- Students can be picked up at the bottom of the ramp or the bottom of the stairs on Mango
- Students can be picked up by car in front of the school office

**Del Mar Hills walking students:**

Del Mar Hills K, 1st, 2nd, & 3rd students will enter campus from the 8 Keys stairs .Walking 2nd & 3rd grade students will enter and exit through the gate with the "8 Keys" stairs. Physical distancing markers will be used to indicate where parents can stand while students enter campus.

Del Mar Hills 4th, 5th & 6th grade will enter campus down the ramp on the west side of campus behind the PAC. 4th, 5th, & 6th grade students will enter through the gate between the portables.

**Del Mar Hills students** being dropped off by car will enter campus through the front gate. K, 1st, 2nd, 3rd will enter through the west gate. 4th, 5th, & 6th will enter through the east gate.



## Section 16: B

**In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Stagger recess and lunch time as appropriate.***

Students to wear masks during recess and lunch play time.

Recess schedules are developed around discrete blocks of time, snack/meal areas, and play zones.

Recess & snack

9:25 - 9:45 Hills Kindergarten snack & recess

9:45- 10:00 Hills 4th/5th/6th

10:00 - 10:15 Hills 1st/2nd/3rd

Regular sanitation of equipment will take place

Lunch schedule is developed around discrete blocks of time and specified meal areas. Lunch and recess times are staggered to ensure physical distancing to the greatest extent practicable.

- a. Blocks of time minimize the number of cohorts eating lunch at the same time and allow for physical distancing.
- b. Time will be factored in to allow for cleaning of meal areas and transitions of cohorts from play zones back to classrooms.

# 17

**The school will limit student mixing with the following measures to the greatest extent practicable.**



## Section 17: A

**The school will limit student mixing with the following measures to the greatest extent practicable. *Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher for staff with each group, to the greatest extent practicable.***

- Strategic placement of students on similar IEP's and goals (SLP, OT)
- Utilize push in support as much as possible ( IAs will be only with 1 or 2 cohorts)
  - Students only travel through the outdoors
  - Cubbies in each classroom to keep student supplies/lunch boxes/ etc. separate.
  - STEAM+ teachers will be providing instruction remotely; classroom teachers will be supporting the students during the lesson in the class.
  - Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
  - Class sizes for all grades have been reduced from previous school year. Average numbers are:
    - 15-19 students in K-3.
    - 18-22 students in 4-6
- Special Education schedules are developed to limit student mixing; staff that interact with multiple cohorts of students will maintain 6ft. distance from staff and will support/instruct students in their classrooms



## Section 17: B

**The school will limit student mixing with the following measures to the greatest extent practicable. *Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.***

- Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
- Class sizes for all grades have been reduced. Average numbers are:
  - 15-19 students in K-3.
  - 18-21 students in 4-6.
- STEAM+ teachers will be providing instruction remotely; classroom teachers will be supporting the students during the lesson in the class.
- Special Education schedules are developed to limit student mixing; staff that interact with multiple cohorts of students will maintain physical distance from staff and will support/instruct students in their classrooms



## Section 17: C

**The school will limit student mixing with the following measures to the greatest extent practicable. *Schedule recess activities in separated areas designated by class.***

- A staggered schedule has been created to minimize the number of students at recess at the same time.
- Outdoor spaces have been divided into clearly marked zones.
- Cohorts are assigned to a zone to play during recess and will follow a schedule to rotate through each play zone on a regular basis.
- Each cohort has their own playground equipment to utilize during recess.
- For students not wishing to play in their assigned zone/activity, students may choose an alternative activity (e.g. board games, etc.), at their class' designated outdoor learning space.



## Section 17: D

**The school will limit student mixing with the following measures to the greatest extent practicable. *Limit the use of common use areas such as lunch areas, libraries, MURs, and STEAM+ classrooms when practicable.***

- A gate barrier is used in the front office to restrict walk through access of staff.
- Assigned areas for cohorts in lunch areas and staggered schedules for lunch
- Provide upper grades (6th) for leadership responsibilities for physical distancing reminders.
- When utilizing shared learning spaces, such as the PAC or library, staff will schedule their cohorts for these spaces - via an electronic calendar - to ensure cohorts transition to/from these spaces when they are available.
- When utilizing shared learning spaces, such as the PAC or library, there will be one entry-point marked to enter the space and another exit-point to exit the space
- Classroom teachers will set up learning pods to ensure the furniture selected and the number of students who can use the space at the same time is limited to support physical distancing.
- Classroom teachers will utilize the space outside of their classrooms for students to access during the school day. Excess classroom furniture, lunch tables, picnic tables, and planters outside of the classroom will provide additional spaces for children to learn.
- Site-based service models for STEAM+ and Special Education are developed to limit student mixing; staff that interact with multiple cohorts of students will maintain physical distancing and will push in to a classroom to support/instruct



## Section 17: E

**The school will limit student mixing with the following measures to the greatest extent practicable. *Eat snacks and meals outdoors or in classrooms.***

- Classes have designated eating areas on the field and in tents.
- Teachers can monitor other tents to allow for teacher breaks.
- Students will not share food.
- A staggered schedule has created to minimize the number of students eating lunch at the same time.
- The number of areas in which students eat will be increased (e.g. outside of classrooms, on the field, lunch area, library, PAC, etc.)
- Students will be seated in assigned eating zones.
- Students will sit at least six feet apart when eating outside.
- The number of students per table will be limited to one student per table.
- The distance between tables will allow for six feet of distancing.
- Teachers may allow students to eat in classrooms in the event of inclement weather.



# 18

**The school will maximize space  
between student seating.**



## Section 18: A

**The school will maximize space between student seating. *Teacher desk and other staff desks will be at least six feet away from student seating.***

- Students and staff will wear a masks at all times.
- Teachers walk around the classroom, monitor learning, provide feedback, help a student, and have conversations with students during the school day while wearing masks.
- Teacher's desk/work stations will be located six feet from student desks.
- Teacher working with a small group of students will use plexiglass divider and PPE, and everyone will be in masks. If face needs to be seen, the teacher can use face shield, a clear mask, and plexiglass divider.
- Teachers will distance when not working directly with students.
- Push in staff (IA, SPED) will maintain distancing from students and work with no more than two cohorts.
- Teachers will maximize student spacing with the classrooms and outdoor spaces.
- Teachers will use technology (i.e. for projection, recorded lessons, etc.) to support the teaching and learning in their classrooms while maintaining physical distancing as practicable.
- Teachers and instructional staff will explicitly teach students about physical distancing in their classroom and will provide visual supports around the room to support students' distancing as practicable.



## Section 18: B

### **The school will maximize space between student seating. Space will be maximized to promote distancing inside and outside of the classroom.**

- Classroom/PAC doors will be kept open as much as possible to improve air flow
- Space all desks with distance as practicable
- Use Plexiglass in the center of a table to separate bigger tables
- Store furniture not needed in the classroom; move furniture out to tents as needed
- Use movable teacher carts/stands to allow teacher to remain standing, move as needed
- Place age-appropriate posters that illustrate appropriate physical distances between students
- Use flexible seating in tents.
- Rotate groups for small group learning - for example, most of class is inside receiving instruction while one group works outside in tents
- Set classroom procedures set for students moving in a classroom and between room and tent
- In setting up tent, consider flexibility so that space can also be used for recess
- Teachers and instructional staff will schedule time for outdoor learning as a part their daily schedule, K-6.
- Students will have individual supplies - i.e. pencils, scissors, crayons, highlighters, pencil boxes, headphones, etc.
- Students will use clipboards, whiteboards or lap-desks to support them while they engage in learning in the classroom floor, a their designated outdoor learning space, at tables outside the classroom, etc.
- Routines established for students to submit assignments will minimize contact.
- *Physical distancing does not replace face masks. All students and staff must wear masks at all times.*



## Section 18: C

***The school will maximize space between student seating. If employees cannot maintain physical distancing with students, they should ensure that they are using proper PPE and following hygiene protocols.***

- Plexiglass should remain free of any stickers, etc. to help keep them clean.
- Students and staff are encouraged to bring face coverings from home. Disposable face coverings are available for students and staff, and face shields are available for all instructional staff.
- All students, K-6, and staff will be required to wear their face coverings throughout the school day unless they are eating (snack/lunch).
- Parents should familiarize their children with information here [DMUSD Website](#) about the proper use, removal, and washing of cloth face coverings.
- Staff will teach students how to properly wear their face coverings; posters around campus will provide additional visual reminders for students.
- Staff will teach students how to sanitize/clean-up after themselves in all areas of their classroom; use appropriate wipes.
- Plexiglass dividers are available for each general education classroom, and for members of our SPED teams
- Teachers will use plexiglass dividers when working with small groups of students. Students will use dividers when working in collaborative groups.
- For portions of the day, a face shield may be used by staff in tandem with a mask for an additional layer of protection.