

# Learning Continuity and Attendance Plan (2020–21)

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
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## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

The Kenwood School District is a K-6th grade, one school district that serves 130 students from the town of Kenwood and from inter-district transfer students from the nearby communities of Sonoma and Santa Rosa. The district also operates a preschool, which serves up to 15 students daily, and is located on campus, adjacent to the elementary school.

As a small, rural elementary school, Kenwood has one class for each grade level. Our classrooms traditionally average between 18-21 students per grade. In addition to our outstanding and dedicated teaching staff, all of our classrooms are supported by a teaching assistant (9-15 hours per week), who works under the direction of the classroom teacher to provide additional instruction, as needed, to small groups and individual students.

Thanks to the longstanding support of the Kenwood community through the Kenwood Education Foundation, we have been able to maintain teaching specialists, so that all students receive specialized instruction in the areas of physical education, art, music, library, computers and STEAM (Science, Technology, Engineering, Art and Mathematics).

As a public school that is situated in a beautiful and peaceful setting in Sonoma County, our small class sizes and high achievement on standardized tests continue to draw the interest of families throughout our area. Presently, approximately 57% of our students reside outside of the Kenwood School District boundaries.

The impact of COVID-19 has been felt by all of our families. Concerns have ranged from childcare/work schedule conflicts to keeping children engaged in "distance" learning. A large percentage of our families have not experienced issues with accessibility for on-line instruction. The few families that were having issues were assisted by the district purchasing "hotspots" to enable students to access the "zoom" instruction. Our teachers have worked beyond requirement throughout the summer to provide developmentally appropriate curriculum that is designed to replicate the lessons and assignments that would be given "in class." In addition, our classroom assistants have been utilized by the teachers to provide guided assistance during academic breakout sessions on-line, as well as to answer individual student questions during the course of the lesson or during follow up "office hours," as needed. Although we are pleased with the manner in which students have been engaged in the on-line instruction and the support we have received from parents, we will be ready to pivot, when able to do so safely for students and staff, to return to "in class" instruction during the 2020-21 school year.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Kenwood School utilized a parent survey on May 20, 2020, requesting that parents provide us with feedback from the spring "distance learning" experience, as well as their thoughts regarding options that the district would consider (hybrid instruction, distance learning, etc.) for the start of the 2020-21 school year based upon the state of the COVID-19 pandemic in Sonoma County. We received responses from approximately 70% of our families. Newsletters were sent out to all families on a weekly basis in the spring and, as needed during the summer to inform our families and our community of any school related changes during the pandemic. All parents were invited to contact the Superintendent/Principal at any time during the summer with questions or to provide feedback regarding the opening of the 2020-21 school year. All parent feedback focused on the desire to have students safely on campus as soon as possible. The district maintained contact for information throughout the summer with the Sonoma County Office of Education, California Department of Education, Sonoma County Public Health and the Center for Disease Control. Based on feedback from parents, staff and information provided by the aforementioned county and state agencies, the district prepared the "Kenwood School Roadmap: Return to School Plan," which was adopted by the Kenwood School District Board of Trustees on July 23, 2020.

[A description of the options provided for remote participation in public meetings and public hearings.]

All forums designed to engage the public in discussions regarding COVID-19 and possible instructional options were held via digital group teleconference meetings in a remote format through the school district. The public was invited to comment through participation during the meetings and through email/phone communication. All plans that were discussed during such meetings were made available to parents and interested community members. The local newspaper (The Kenwood Press) has published articles regarding the school's plans to begin the school year in a "distance" learning format, in order to keep the overall community informed of our instructional model and our options, as we address the needs of our students during this pandemic.

[A summary of the feedback provided by specific stakeholder groups.]

Feedback was provided by teachers, classified staff and board members regarding health protocols, communications, technology access, mental health support, distance learning, in-person learning, special education, and EL intervention services. In response to our newsletters emailed to all families throughout the summer, a small percentage of parents (less than 5%) reached out to offer suggestions, ideas or to share concerns with the Superintendent/Principal.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Kenwood School District's Learning Continuity and Attendance Plan was influenced by any feedback received from parents, staff, community and the board of trustees. Information regarding state and local mandates for safety were shared with our community through our newsletter and website. Distance learning was identified as the safest and most comprehensive instructional delivery model, in accordance with the state of California's placement of Sonoma County on the "watchlist" in August, 2020. Safety precautions, protocols and working conditions for all staff were discussed and agreed upon in a Memo of Understanding between the Kenwood School Teachers' Association and the District's Board of Trustees in August, 2020.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

When it is possible to safely return to "in class" learning, according to the County Health guidelines, Kenwood School will hope to offer a "hybrid" configuration, to be followed by a full return to "in class" learning, five days per week. With classes that are traditionally 18-21 students, the district will be able to offer "hybrid" instruction that will allow students to be on campus (in appropriately socially distance groups of 10-12 students) for two days per week, while offering "distance" learning on the other days of the school week. The plan in place will follow county public health guidelines, with frequent cleaning of high touch surface areas, hand sanitizers throughout the campus, temperature screenings prior to arrival in class, face coverings and appropriate signage to ensure physical distancing throughout the campus. Campus visitors, as well as field trips, will be prohibited until it is determined to be safe to return to such activities. Students who will be at greatest risk of experiencing learning loss, such as students with IEP's and EL learners, will receive additional support after any return to in-class instruction. This support will be provided by our reading specialists, RSP teacher and assistant, Intervention specialist, Bilingual assistant and EL coordinator working in consultation with classroom teachers.

### Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
While the district is offering "distance" learning to begin the 2020-21 school year, the ultimate goal will be to safely return to in-class instruction for all students. When appropriate and safe to do so, in accordance with County public health guidelines, the district hopes to return to in-person instruction five days per week. The district has already purchased additional devices	\$9,500	Yes

Description	Total Funds	Contributing
to ensure that every student has a school issued device to begin the school year (I pads for K-1, chromebooks for 2-6). The district will be purchasing plexi-glass safe station materials and additional Personal Protective Equipment as needed, when we are able to have students return to in-class instruction.		

## Distance Learning Program

### Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

The Kenwood School district will provide continuity of instruction by providing a daily schedule in all grades that is aligned with the amount of instructional time provided during "in class" learning. Teachers devised schedules in early August and provided them to families via email prior to the beginning of the school year on August 19, 2020. Each teacher held a "virtual" Back To School event prior to the start of the school year. These sessions were recorded so that parents who were not able to "attend" could view the presentations at any time. In order to provide for a smooth transition from "distance learning" to "in person" instruction, the district has already organized student cohorts. Cohort groups will not change during the school year.

### Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

All students were issued a school purchased device on the first day of the school year. Students in K-1 received I pads and students in grades 2-6 received Chromebooks. Any needs for "hot spots" were provided by the district to families. Our technology coordinator is available to assist any families with "trouble shooting," should issues arise regarding connectivity or interaction with the respective classrooms.

### Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Kenwood School teachers and support staff will "meet" remotely with students every school day. Attendance will be taken at each zoom session and instruction will take place in synchronous and asynchronous formats. Teachers will utilize a variety of methods to monitor

student progress, including both formal and informal classroom assessments. Assignments will be "turned in" for grading. Completed "paper assignments" will be returned to school each Friday by parents, and new "packets" will be provided for students at this time (primarily in grades K-3). Teachers have worked throughout the summer in anticipation of "distance learning." Teachers will utilize Zoom, Seesaw and Google classroom, as needed by respective grade levels.

## **Distance Learning Professional Development**

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Teachers and support staff have worked throughout the summer to build their already strong instructional repertoire to meet the diverse learning needs of their students in a "distance learning" format. Teachers have collaborated to ensure continuity of instruction through similar delivery platforms, such as Seesaw, Zoom and Google Classroom. The entire staff has received professional development training on an "as needed" basis through our Technology Coordinator. Teachers and classroom assistants who sought out additional training in preparation for "distance" learning during the summer and the beginning of the school year received additional hourly compensation, if pre-approved by the Superintendent/Principal.

## **Staff Roles and Responsibilities**

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

As a result of the ongoing pandemic, Kenwood School teachers have been meeting on a weekly basis with the Superintendent/Principal throughout the summer. Teachers and classroom assistants have been provided with the option of teaching from their classroom or from their home. Classroom assistants work under the direction of the respective classroom teachers and will meet weekly with the Superintendent/Principal to discuss strategies to best assist teachers during "distance learning."

## **Supports for Pupils with Unique Needs**

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Teachers at Kenwood School have worked collaboratively during the summer to address the unique needs for EL students and students with exceptional needs during "distance learning." Collaboration among our RSP teacher, EL Coordinator, Bilingual assistant and classroom teachers resulted in plans to meet the needs of students with an IEP and EL learners. EL students will receive additional "zoom" instruction as needed, to be provided by classroom teachers and bilingual assistant. Schedules were aligned to ensure that students received appropriate grade level instruction and 1:1 instruction in a virtual format.

**Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
<p>Distance learning programs include platforms such as Zoom, Seesaw and Google classroom. Virtual lessons are taught utilizing these platforms in order to provide meaningful educational opportunities for all students. Teachers all received training in August in MyOn and Freckle to augment their instructional practices and to provide assessment opportunities. Students with an IEP and EL students will receive appropriate small group and 1:1 instruction in a virtual format. Teachers will be available during "office hours" for additional consultation and questions, as needed.</p>	<p>\$8,000</p>	<p>Yes</p>

**Pupil Learning Loss**

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Kenwood School will address pupil learning loss that results from COVID-19 by assessing students at the beginning of the school year to determine academic status towards grade level targeted essential standards. Assessments are regularly conducted three times per year (beginning of the school year, early in 2nd trimester and in the Spring) to assess student progress toward academic goals. All teachers meet with the Superintendent/Principal throughout the year to assess student progress and to modify programs, as needed.

**Pupil Learning Loss Strategies**

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Kenwood School will address learning loss and accelerate learning progress for EL students and students with exceptional needs through targeted ELD instructional support. This support will be provided by our bilingual aide and classroom teachers, in consultation with the RSP teacher and EL Coordinator, as needed. Specifically identified learning loss will be addressed through small group and individual intervention, which may be offered in synchronous and asynchronous formats. Instructional programs, such as "Rewards" and "Phonics for Reading" will be utilized to assist students to get caught up to grade level. For students with active IEP's, goals will be reviewed and additional support services will be provided to address the learning needs of individual students.

## Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Ongoing assessments will be utilized to monitor student progress. Teachers will meet with the Superintendent/Principal during weekly staff meetings to review assessment data, as well as to monitor program effectiveness in the "distance" learning format. Additional academic interventions will be considered depending upon the needs of the individual students.

## Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Pupil learning loss will be addressed through small group or individual support within each classroom, utilizing the classroom assistant under the direction of the teacher. Our reading specialists and intervention specialist will be utilized for any English Language Arts concerns at any grade level.		

## Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Kenwood School will monitor and support mental health and social and emotional well-being of pupils and staff through a variety of strategies that will maintain consistent communication between students and teachers, parents and teachers, and weekly class meetings that involve our school counselor. Our counselor is available three full days per week, as well as "on call" for urgent situations. She is utilized for class meetings, individual counseling sessions for students, and for consultation with classroom teachers, on an as needed basis. Staff members (teachers and support staff) meet weekly with the Superintendent/Principal to assess social and emotional well-being and address any needed interventions.

## Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

Kenwood School will address strategies to reengage students who may be absent from distance learning by consulting with parents and determining how best to meet the needs of the student. As of 8/31/20, we do not have any students enrolled in our school who are not participating in the "distance learning" format. In accordance with AB 98, attendance is taken daily for each students during "distance learning." Absences are recorded by the teacher and parents are contacted if a child has attendance issues or does not complete assignments in the appropriate time frame. Attendance during "distance learning" is met through evidence of participation in online activities and completion of assignments. Students who require additional support may receive assistance from the classroom teacher, classroom assistant, school counselor, reading specialist and/or intervention specialist. EL students may receive additional assistance through our bilingual aide, RSP teacher and the EL Coordinator. Kenwood School will utilize a tiered approach to intervention when students are absent. The first tier would involve phone or email contact by the classroom teacher. The second tier is activated when students reach a 60% absentee rate in a week. The Superintendent/Principal will meet with the parents. The third tier for any chronically absent students would involve a consistent "check in" with the Superintendent/Principal.

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

During "distance learning," Kenwood School continues to provide nutritionally appropriate meals for all pupils whose families qualify for free or reduced-price meals. Other families have been given the option of purchasing similar meals during "distance learning." All meals are bagged separately and picked up through the "grab and go" drive through process at the entrance of the school. Should we return to in-person instruction at any point during the 2020-21 school year, our culinary program is prepared to continue to offer nutritionally appropriate, bagged lunches that the students on campus can consume in a socially distanced lunchtime experience.

## **Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]**

Section	Description	Total Funds	Contributing
	Through data monitoring, the teaching staff at Kenwood School will be able to regularly assess the progress of at-risk students, as well as students that have suffered learning loss due to COVID-19. Our classroom assistants are available in all grades to provide 1:1 and/or small group instruction under the direction of the classroom teacher. All classroom teachers received professional development training in Renaissance Learning program (MyOn and Freckle) in Math and English Language Arts in August, 2020.	\$86,696	Yes

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
3.63%%	\$41,738

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

EL students make up approximately 5% of our school's population. Students who qualify for free or reduced lunches make up roughly 15% of our current enrollment. We do not currently have any foster youth among our student population. In order to address the needs of EL students, all classrooms teachers who have an EL student in their class met with our RSP teacher and our Bilingual aide to collaborate and devise a zoom schedule that would allow students to receive 1:1 instruction, in addition to participating in the regular classroom. Our EL Coordinator met with the families of our newest students (who enrolled in January, 2020 without any English Language skills) and shared

the strategies that we developed for helping the children acquire language, while also participating in classroom instruction, as much as possible.

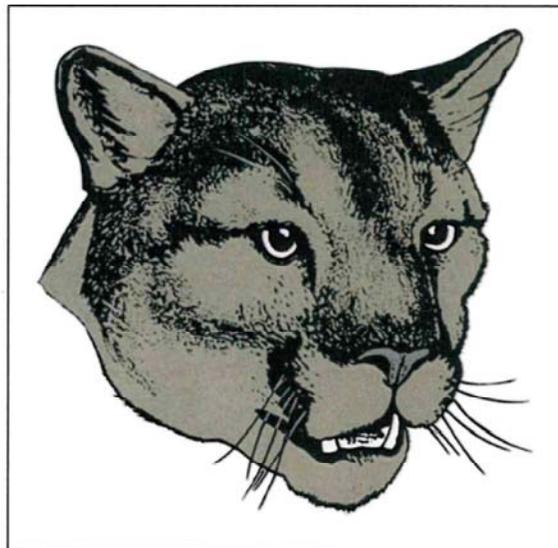
[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

EL students at Kenwood School will receive additional services, as needed, through our Bilingual Aide. She meets with students in 1:1 zoom sessions, small groups and also consults with the classroom teachers who have EL students in their class during the 2020-21 school year. The Bilingual Aide is also available to provide consultation with EL parents who may need assistance in guiding their children through school assignments. Kenwood School does not currently have any students who are experiencing "homelessness".

# **Kenwood School District**

## **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*



Dear Kenwood School Families,

As you are aware, our return to school in August for the opening of the 2020-21 school year will be unlike the start of any other year and planning for different scenarios continues to be an incredible undertaking. We know that there is a tremendous concern of the part of parents, students and staff, related to health and safety on campus, as well as the need to provide the high quality teaching and learning experience that is the established hallmark of Kenwood School.

Our entire school staff realizes what a challenging and difficult time this continues to be for our families. It is our goal as a school community to return to a schedule that has students "in class" five days per week as soon as we can do so in a safe manner. It is important that we follow the safe mitigation protocols mandated by public health to maintain student and staff health and safety, prior to a "possible" return to a five day "in class" school schedule.

The following are resources we are using to maintain safety as we plan our return to school:

- State of California guidance ([Resilience Roadmap](#))
- California Department of Education guidance ([Stronger Together guide](#))
- Sonoma County Public Health Services guidance ([SoCo Emergency](#))
- Sonoma County Office of Education ([SCOE: Map to Safe Reopening](#))
- Feedback from staff and community
  - Results from our May survey to Parents
  - Feedback from teachers, partner districts, and Sonoma County Superintendents
- Plans from other School Districts outside of County and State

Our focus is on determining the best scenario to provide

- Adherence to public health guidelines
- Optimal learning opportunities for all students
- Support for our most in need students
- Safety of staff and students
- Social emotional support for student needs

In developing guidelines focused on additional safety, hygiene, logistics, and operations, we have the following goals:

- Decrease COVID -19 from entering campus (required temperature and symptom screening, remain at home if sick).

- Decrease COVID-19 transmission among staff and students per the state guidelines issued (limited capacity in classrooms, mask use while inside buildings, frequent hand washing, and cleaning, increased time spent outdoors) as well as guidance from the Centers for Disease Control (CDC)

The follow options are under consideration as of July 14, 2020:

**Option 1:** A full “distance learning” program for all students.

- Students will participate in instruction through a zoom or google delivery format for all five days per week.
- Teachers will deliver “distance learning” instruction daily, with clear expectations for student attendance, participation, and completion of assignments.
- In this format, students will be asked to complete an expected number of classroom minutes per day, as outlined by the California Department of Education guidelines (K 180 minutes per day, 1-3 230 minutes per day, 4-6 240 minutes per day). It is very important to note that teachers will not be instructing for an entire school day in this format. Teachers will be delivering instruction that will introduce assignments that students are able to complete following the “distance learning” segment.

**Option 2:**

A “blended” learning or “hybrid” model of instruction that allows students to be on campus two days per week and receive “distance learning” instruction on the other days.

- Students in each classroom will be placed in two separate cohorts (Monday/Tuesday and Thursday/Friday).
- Students will be on campus two day per week, with social distancing, masks, and hygiene protocols that will address student safety concerns (temperatures taken upon arrival, hand washing stations, etc.).
- Students who are not on campus will participate in “distance learning” through a zoom or google format daily from his/her teacher. Wednesdays will be “distance learning” through a zoom or google format daily from his/her teacher. Wednesdays will be “distance learning” for all students, while also allowing for teachers to prepare lessons and for a thorough campus cleaning prior to changing cohort groups. This cleaning process will be repeated on Friday or over the weekend to prepare for the changing of cohorts on Monday.

**Option #3:** A return to school that allows for social distancing in classrooms. In this model, students will be on campus all day, every day.

- Modifications will be made for various aspects of the day.
- Each classroom will be considered a cohort and will not mix with other cohorts.
- Lunches will be eaten with the cohort either in the classroom or outdoors, but not with other cohorts.
- Recess times will be adjusted to accommodate only one cohort on the playground at a time.
- Specialists classes (Art, Music, etc.) will take place in the cohort classrooms.

## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state, and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

# SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

## EMPLOYEE AND STUDENT SAFETY

### VISITOR RESTRICTIONS

Kenwood School will not allow normal visitation to our campuses until further notice.

### TRAVEL RESTRICTIONS

Kenwood School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Superintendent.

### EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all employees will self monitor their health.

### HEALTH and SAFETY PROTOCOLS

- Daily health and temperature checks for all staff and students
- Staff and Students will be required to wear coverings.
- Scheduled and frequent sanitizing and cleaning of classrooms following guidelines
- Scheduled and frequent hand washing and hand sanitizing throughout the day
- All students/staff who are sick are required to stay home
- If student is identified as sick during the day or upon arrival, a special care room is available until the child is picked up
- Proper notification if/when a Covid-19 case is identified within a classroom or school community (observing privacy and confidentiality protocols) per Public Health Department
- Training- All staff and students will be trained on behaviors that reduce spread. These include: safety, social distancing requirements, personal hygiene and handwashing
- Adequate Supplies- We have secured PPE (Personal Protective Equipment), additional hand washing supplies and cleaning supplies
- Signs and messaging- The campus will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Isolation Rooms- The campus will have social isolation rooms for students that present symptoms during the day
- Limited Sharing- Educational practices are being adjusted to limit the sharing of learning supplies (pens, pencils, manipulatives, etc)

## Kenwood School District RETURN TO SCHOOL PLAN

- Desk Spacing- Desks will be spaced out and all face the same direction in alignment with the health department guidelines
- Physical Barriers- Physical barriers such as plexiglass screens will be deployed in the offices
- Increased Ventilation- Use of outdoor spaces, having windows and doors open and adjusting the ratio of fresh to recirculated air in HVAC systems are all being investigated
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Sanitizing stations provided on the yard.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Kenwood School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Kenwood School will develop specific arrival and dismissal plans to facilitate Social Distancing.
- Signs and messaging- The campus will have significant signage to reinforce safety guidelines and provide social distance markings on the ground
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

### **PERSONAL WORKSPACE/CLASSROOM**

Kenwood School staff will use the signage provided to indicate the room for sanitizing and disinfecting. Students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day.

### **SHARED WORKSPACE**

Kenwood School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Kenwood School Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Kenwood School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

### **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected. We will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Throughout the day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

## **RESTROOM USAGE DURING THE WORK DAY**

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Steps will be taken to minimize the number of students allowed in the restrooms at one time. Bathrooms will be cleaned regularly.

## **VISITORS ON CAMPUS**

Visitors are currently not allowed on campus. The safety of our staff and students remains the district's primary concern. Parents are encouraged not to congregate on school grounds.

## **CAFETERIA AND MEAL PERIODS**

Students will eat lunch in the classrooms or outside with social distancing. School lunches are still offered and alternative serving locations are being considered.

## **INSTRUCTIONAL MODELS**

Blended

Distance Learning

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The school counselor will develop videos and resources for parents and teachers to access. The counselor will work with students, individual classrooms (via teleconference) to address any well-being needs.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

- Teachers and parents need to check their email daily.