RESUMING SPECIALIZED IN-PERSON SERVICES FOR STUDENTS Guidebook

Murrieta Valley Unified School District

Version 1.4

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Guidebook is subject to change per CDPH guidelines

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Preface

The Murrieta Valley Unified School District will reopen school facilities to resume specialized in-person services for small groups while schools are participating in virtual learning for all students in the 2020-2021 school year. This document has evolved over the past several months and has been revised based on changing public health guidelines, surveys and input from families, and ongoing employee review.

The Murrieta Valley Unified School District has been working within and across departments, as well as collaborating with the Murrieta Educators Association (MEA) and California School Employee Association (CSEA), to develop memorandums of understanding to safely and effectively reopen our schools for virtual learning and small group cohorts.

Bringing students back onto the school campus for specialized services must be done when safe to do so and the District is obligated to follow the California Department of Public Health (CDPH) and Center for Disease Control and Prevention (CDC) guidelines which include the development of small stable cohorts to decrease the possible viral spread in the educational setting. Cohorts are stable groups of no more than 16 people per room which include students and the supervising adults who provide targeted supports, assessment, and intervention services while the school is closed to in-person instruction. Students and supervising adults in the cohort stay together for all activities and avoid contact with people outside of their group to the greatest extent possible.

As we consider prioritizing and welcoming new cohorts, each cohort will be required to build a detailed plan using the information included within this guidebook. The cohort plan will be submitted to the committee for approval. A cohort plan(s) will not be approved unless it meets the safety guidelines contained within this document.

Please note that the guidance provided is based on current knowledge of how COVID-19 is transmitted. This guidebook will continue to be updated based on information from the California Department of Public Health and collaboration with Riverside County Public Health orders.

We know there are unique challenges facing each school site and their respective communities. It is the hope of District Administration that this Guidebook will provide our employees with ongoing information and transparent planning in an ever-changing, rapidly evolving landscape. Our immediate goal is to ensure our neediest students have access to school when it is determined that it is safe to do so.

Thank you for your patience as we continue to plan.

Process for Providing Services

The determination has been made to provide specialized in-person services for students. Student groups should be prioritized by the District to receive targeted supports and services. In addition, English language learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth, and students experiencing homelessness may also be prioritized. Specialized services may include occupational therapy services, speech and language services, behavioral services, and educational support services as part of a targeted intervention strategy or for those who require educational assessment.

This document outlines the process and safeguards to establish best practices as it relates to smoothly bringing students on to campus safely.

Implementation of this guidance should be uniformly adhered to regardless of site or facility to protect the interests and well-being of students, families, and employees.

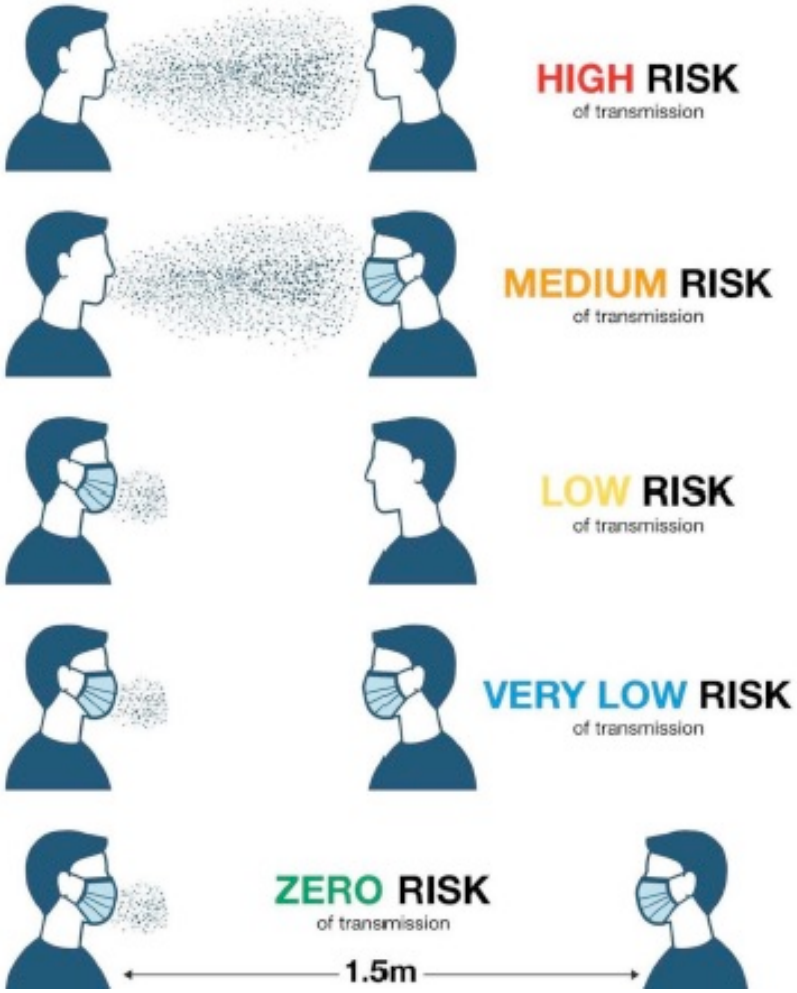
I. Healthy Hygiene Practices

Handwashing

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

Every classroom with a sink shall be stocked with soap and every classroom is stocked with hand sanitizer. Non-classroom workspaces and common spaces also contain hand sanitizer dispensers.

II. Face Covering Requirements and PPE



Employee Face Coverings & PPE:

a) All adults must wear a cloth/disposable face covering at all times when in the presence of others. Employees excluded from this requirement are those with medical conditions precluding their use. Only a licensed practitioner may sign a medical exemption for a facial covering, specifically a physician (MD or DO), nurse practitioner (NP) or a physician's assistant (PA). If a mental health reason is claimed, the exemption should be from a physician (MD or DO), psychiatrist (MD or DO), psychologist (PsyD or Ph.D.), licensed clinical social worker (LCSW), licensed marriage and family therapist (LMFT) or licensed professional clinical counselor (LPCC). Medical exemptions signed by other individuals are not valid and will not be accepted.
b) Gloves will be provided by site administration upon request where there is a need.
c) Employees may remove masks and face coverings for eating or drinking.
d) Employees may remove masks and face coverings when appropriate social distancing measures are in place as determined by a school administrator.

Face Covering Policy Students:

Per the Governor of California's mandate regarding face coverings:

a) All students, grade 3 and above shall be required to wear a mask or face covering while attending school or a school function in any school building, district facility, other areas of a school campus or the district's grounds, and when riding in school-provided transportation.
b) Students in pre-school will also be encouraged to wear face coverings.
c) All face coverings must cover a student's mouth and nose. The mandate applies to students waiting outside school buildings before and after school, riding in school-provided transportation, and to students waiting at bus stops.

Students grade 3 and above shall wear masks and face coverings at all times except for the following:

a) Students may remove masks and face coverings for eating or drinking.
b) Students may remove masks and face coverings when appropriate social distancing measures are in place as determined by a teacher or school administrator.
c) Students may be exempted from this emergency policy by the school principal due to a documented medical condition or disability of the student.
d) Students may remove masks and face coverings on a case-by-case basis for specific instructional needs, including physical education activities, as determined by a teacher, in which case the teacher will require appropriate social distancing measures to the extent possible.
e) Students may remove masks and face coverings while participating in athletic activities where a six-feet distance is achievable, but a mask is inhibitory to the activity or active exercise; or
f) Students may be exempted from this emergency policy due to a special behavioral or individual need as determined by the Director of Special Education or the Executive Director of Student Services.

Students who refuse to wear a mask or face covering at school, while being transported in school-provided transportation, or at a school function, under the established orders by the Governor, shall be subject to discipline consistent with school district policy and exclusion from on-site instruction will be enforced. (BP 5144 Discipline, BP 5141.22 Infectious Diseases)

III. Ensuring Employee Safety

Using the CDPH guidelines for health and safety, employees are required to maintain physical distancing to reduce transmission between adults.

- All employees will use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Employees who have a valid medical exemption or who cannot safely distance will need to provide a note from a licensed physician to Human Resources.
- Conduct all employee meetings, professional development training and education, and other activities involving employees, with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Employees shall not congregate in staff rooms, break rooms, and other settings.
- Employees will self-monitor symptoms, will not report to work, and will call in sick if they have two or more of the following symptoms:
    - Fever
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Fatigue
    - Muscle pain
    - Headache
    - Sore throat
    - Congestion or runny nose in conjunction with any of the other symptoms
    - Nausea or vomiting
    - Diarrhea
    - New loss of taste or smell

IV. Cleaning, Disinfection, and Ventilation

Sanitizing & Disinfecting

Sanitizing lessens the number of germs on surfaces or objects to levels that are considered safe according to public health standards. This process can be accomplished by either cleaning or disinfecting.

Disinfecting works by using chemicals to kill germs on surfaces or objects. Disinfecting does not clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. The key factor to properly disinfect is to apply proper dwell time.

All custodial employees will continue to perform their regular duties and they will enhance the sanitizing/disinfecting of restrooms and high contact areas. Additional custodial resources will be implemented when students are present to support cleaning/sanitizing/disinfecting, and to maintain the upkeep of restrooms, dispensers, and frequently touched surfaces and objects throughout the cohort service time.

Examples of frequently touched surfaces and objects that will be routinely cleaned/sanitized/disinfected include:

Tables, doorknobs, light switches, countertops, handles, desks, chairs, phones, keyboards, toilets, faucets and sinks, touch screens, vending machines, lunch tables/benches, playground equipment, drinking fountains, and handrails.

The District has implemented a cleaning/sanitizing/disinfecting check list. This list will cover all the high contact areas that need to be cleaned/sanitized/disinfected routinely throughout the morning. Moving forward, to lower the risk of spreading infection, day custodians will actively wipe down all these areas at least once every hour. Cleaning supplies will be available for all cohort groups/classrooms. Cohort teacher(s) or employees will be responsible for cleaning/sanitizing/disinfecting (with approved cleaning solution) shared areas between cohorts.

All classrooms will have a magnetic door plaque to communicate to the custodial crew when the classroom needs cleaning and disinfecting.

The plaque will be posted on the outside of the classroom door when the classroom is vacated at the end of each workday.

Disinfectant Solutions - Environmental Protection Agency (EPA) Approved

Bioesque Botanical Disinfectant Solutions is used against COVID-19. It is a one-step disinfectant/cleaner with bactericidal, virucidal, tuberculocidal and fungicidal claims. It is a broad-spectrum disinfectant registered with the Environmental Protection Agency.

Bioesque disinfectant spray is very safe, but it has a very strong odor. We are using the electrostatic sprayer nightly (after hours) to disinfect all workspaces and high contact areas.

Bioesque Disinfecting- Apply solution and allow the solution to dwell for at least 4 minutes, no wiping is required, just allow it to air dry.

Spic & Span All-Purpose Spray and Glass Cleaner is a powerful 3-in-1 cleaner that replaces 3 products. This all-purpose product cuts grease, cleans stainless steel, and is a glass cleaner.

- Spic & Span Sanitize- Apply solution to surface or items, allow treated surfaces to remain wet for 5 minutes, and wipe off with paper towel.
- Spic & Span Disinfect- Apply solution on to the surface and allow the solution to dwell for 10 minutes. Let it air dry or wipe off with paper towel after 10 minutes.
- Proper PPE is recommended and available. Please see school nurse.

Forcefield 4-in-1 Hospital-grade disinfectant will be used to disinfect electronic devices such as keyboards, mouses, telephones, etc. It gets into every nook and cranny and is easy and safe to use. It kills 99.99% of germs, and safely controls mold, and is a powerful odor neutralizer as well.

- During application hold bottle about 20 inches above the keyboard and pull trigger twice allowing the mist to fall on to the device.
- Allow the device to air dry.
- Follow the same process for telephones and mouses, but only pull the trigger once.
- Allow the devices to air dry.

Safety Data Sheet

Please Contact Raul Esteves for any additional information:
Raul Esteves/Operations Supervisor
Ph:(951)696-1600 ext:1138 Cell: (951)440-7899
Email: resteves@murrieta.k12.ca.us

Cleaning/Sanitizing Between Activities and Cohorts

Sanitation will include but is not limited to:

- Use Spic & Span solution to sanitize (Treated surfaces must remain wet for 5 minutes).
  - Spray solution on student desk shield and wipe off with paper towel.
  - Spray solution on student desk and wipe off with paper towel.
  - Spray solution on student chair and wipe off with paper towel.
  - Spray solution on high-contact areas such as pencil sharpener, door handles, door panic bars, and any other equipment used by the student during the assessment and wipe off with paper towel.
  - Wash hands thoroughly with soap and water following handwashing guidelines.

HVAC Filtration and Ventilation

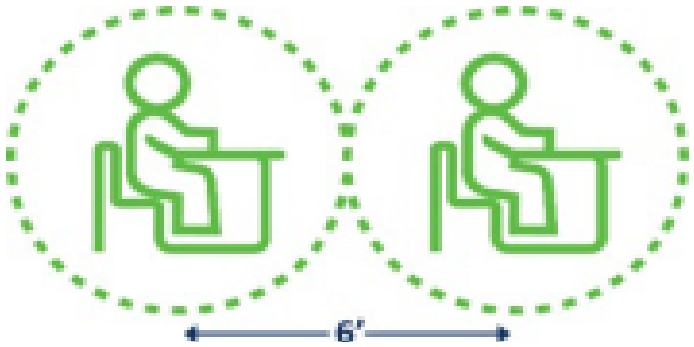
The District consulted with licensed registered professional engineers with the State of California to verify ventilation systems meet ASHRAE standards. Based on the design of our current HVAC units, MVUSD currently utilizes MERV 9 and 11 filters.

Ventilation and Outside Air

- MVUSD currently meets ASHRAE standards for 20% uncirculated, fresh, outside air.
- Economizers which allow for 100% outside air are ineffective at providing cooling when outdoor temperatures exceed comfortable indoor temperatures (74 - 77 degrees).
- HVAC systems for classrooms, if attempted to use at 100% outside air in a classroom fully loaded with students, would experience uncomfortable temperatures (in excess of 85 - 90 degrees room-temperatures) during average “normal” peak outdoor temperatures.

V. Distancing Inside and Outside the Classroom

Small, closed group cohorts offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, employees can build routines for participants to wash hands and/or use hand sanitizer upon entering and leaving the classroom or program space and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a **3-foot radius** around each participant, resulting in a 6-foot total distance between any two people.



- Always keep students 6-feet apart when practicable.
- Keep doors open to improve airflow and limit touching of doorknobs as practicable.
- Set up a station in every classroom with cleaning supplies and have additional face masks available.
- Only desks with desk guards may be used.

VI. Limit Sharing

Follow the Dos and Don'ts of sharing

- Students and employees will not share food.
- Assign supplies to individual student (pens, pencils, paper, manipulatives, etc.).
- Students will not share electronic devices.
- Limit use of shared equipment and clean between use.
- Student work is to be turned in electronically when possible.
- Use electronic documents instead of handouts when possible.
- Do not use classroom libraries at this time.

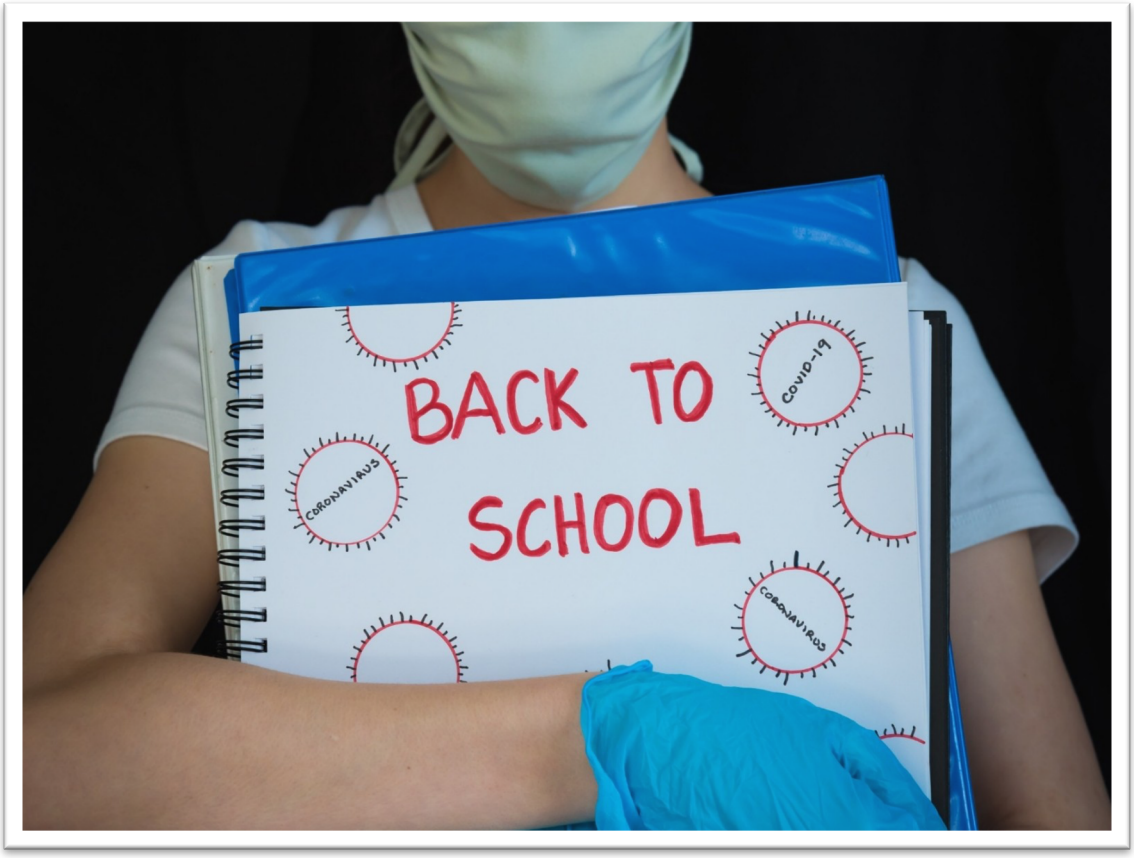
VII. Training Employee, Students, and Families

Employees are expected to complete the provided Keenan Safe Schools trainings prior to meeting with students and be cognizant of the following:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Self-screening expectations
- How COVID-19 is spread
- COVID-19 specific symptom identification

In addition, each cohort will be provided an orientation specific to their cohort, so students and support staff are aware of the safety and logistics expectations.

Informational links will be provided to families.



VII. Decision Tree for Individuals with COVID-19 Symptoms

Symptoms Associated with COVID-19. Individuals experiencing symptoms should be sent home as soon as possible. It is recommended by CDPH that the individual get tested.

- ***Fever of 100.4 or higher or chills (does not resolve in 30 minutes without fever-reducing medication)**
- ***New Onset Cough (not related to any other pre- existing condition)**
- ***Shortness of breath or trouble breathing (not related to activity or pre-existing condition)**
- ***New loss of taste or smell**

Indicates a symptom that is high risk or highly suggestive of COVID-19 infection

- Headache
- Sore throat
- Fatigue or muscle pain (unexplained)
- Nausea/vomiting/diarrhea
- Red or itchy eyes
- Congestion or runny nose
- Seems sick, or like they are starting to get sick

Test Result	Symptoms ?	Individual Stays Home Until
Positive +	**Yes**	♦ At least 10 days since positive test date, AND ♦ Fever-free for the past 24 hours without the use of fever-reducing medication. AND ♦ At least 3 days of improvement of other symptoms.
Positive +	**No**	♦ Stay home (isolate) for 10 days from the date of the positive test result.
Negative -	**Yes**	♦ Stay home at least 3 days after symptoms resolve, AND ♦ Fever-free for the past 24 hours without the use of fever-reducing medication.
Negative Exposed to confirmed COVID-19 case. <6 feet for ≥ 15 minutes	**No**	♦ Stay home 14 days after the last day you were in close contact with the person who has COVID-19. ♦ Negative test result will not shorten length of 14.
Untested With asterisked symptoms, but no known exposure	**Yes**	♦ Stay home at least 3 days after symptoms resolve, AND ♦ Fever-free for the past 24 hours without the use of fever-reducing medication.

IX. Students who Become Ill at School Protocol

- A student who has an unrelated health issue to COVID-19 will report to the Health Office.
- Students who do not feel well - go/are escorted to the Isolation room.
- A District nurse/designee will be stationed/assigned to schools that have cohorts of students returning.

Procedure for sending students to Isolation Room

- Student notifies any employee that they are not feeling well.
- Employee contacts the isolation room and/or walks the student over to the isolation room.
- A mask will be given to any student who does not have one.

Isolation Room Procedure

- Upon arrival, the nurse/designee (if nurse not available) will begin evaluation and check-in process.
- Student will be asked clarifying questions and have temperature taken.
- Nurse/Designee will call the student's parent/guardian to come and pick the student up immediately.
- Nurse/Designee will wait with and monitor the student until parent/guardian arrives.
- Nurse/Designee will verify parent/guardian and check student out. Parent will be provided "COVID-19 Return to School Instructions"
- Nurse/Designee will document in AERIES the student's medical symptoms.
- Teachers and appropriate school staff will be notified.

Note:

- Students who display a temperature or any COVID-19 symptoms will follow the established "COVID-19 Return to School Instructions".**The nurse will notify appropriate District personnel and monitor/follow up on any students with COVID-like symptoms to ensure they remain home an appropriate length of time or if tested positive, contact tracing will begin.
- In the event that a student has texted their parent that they are not feeling well, and the parent arrives to check the student out, the student will be escorted to the isolation room to be assessed before being released to the parent/guardian. The nurse/designee will meet with the student, take their temperature, and ask clarifying questions. If student has a temperature or COVID-19 symptoms, they will follow the established return to school guidelines.

X. Maintaining Healthy Practices and Adherence to Guidelines

The District will monitor employee absenteeism and have available substitute teachers and other personnel who are trained to back-up employees where available.

School Health offices will monitor the types of illnesses and symptoms among students and employees to help isolate them promptly as needed.

A District Nurse or designee is responsible for responding to COVID-19 concerns. Employees should contact them through the school site health office or by calling the DSC. A Lead Nurse is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, employees and families in a prompt and responsible manner.

Each school site health office shall welcome families to self-report symptoms and will receive notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

The District consults with County health department to receive practice and testing guidance updates. If an employee requires testing, the employee shall seek testing through their individual health care provider. If necessary, the District can support symptomatic employees with COVID-19 testing if the employee is unable to locate a provider.

Students who are at higher risk for severe illness shall continue to receive virtual learning or independent study.

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Dear Parent/Guardian,

The novel coronavirus, COVID-19, has been declared a worldwide pandemic. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend many precautions, including the wearing of face coverings and social distancing, and have restricted the congregation of groups of people. We encourage you to review the safety guidelines released by the Centers for Disease Control and Prevention, the California Department of Health, and Riverside County Public Health, as they may be updated from time-to-time, to guide your decision regarding whether your child should participate in on-campus academic and/or co-curricular educational support at this time

COVID-19 restrictions- In order to ensure the safety of all students and employee and reduce the risk of possible spread, **students who are not feeling well or are showing any COVID-19 symptoms before school are required to stay home.** Parents are required to do a symptom check (including temperature check) each day before sending them to school.

Any student **who demonstrates or complains of any COVID-like symptoms, will need to be picked up immediately** and depending on his/her symptoms, will need to remain home at least 24 hours or longer (parents will be provided with written documentation of their symptoms and return to school timelines). For the safety of all students, sick or ill students cannot remain on campus.

Symptoms of COVID-19 According to Public Health, the following could be indicative of COVID-19:
***Fever of 100.4 or higher, *new onset of cough, *shortness of breath or trouble breathing, *new loss of taste or smell**, headache, sore throat, fatigue or muscle pain, nausea/vomiting/diarrhea, red or itchy eyes, congestion, or runny nose. *(*Indicates a symptom that is high risk or highly suggestive of COVID-19 infection)*

As you can see, these are very common symptoms of colds, flu or even allergies. If your child has a pre-existing condition that may include one of these symptoms, please provide current medical documentation.

Masks-(appropriate CDC-approved face coverings) **must be worn by all students, staff, and visitors** while on campus (unless they are in a supervised activity that requires/allows for mask removal). (Any individual who cannot wear a mask, must contact the school administrator, and submit medical documentation. Alternate accommodations will be considered/arranged). Students who refuse to wear a mask or face covering at school, while being transported in school-provided transportation, or at a school function, under the established orders by the Governor, shall be subject to discipline consistent with school district policy and exclusion from on-site instruction will be enforced. (BP 5144 Discipline, BP 5141.22 Infectious Diseases)

Social distancing-classrooms and all activities have been designed to increase social distancing. Students or staff will not be allowed to congregate or gather in small groups that do not provide appropriate social distancing.

Updated/current local contacts: Students must be picked up within 15-30 minutes if they are ill/have symptoms. Therefore, you must provide at least one (or more) local contact numbers of an individual(s) (over the age of 18) who will be available to pick up your student in the event of an illness or injury.

_____	_____	_____
Local/emergency contact	Relationship	Phone/cell phone
_____	_____	_____
Local/emergency contact	Relationship	Phone/cell phone

By my signature below, **I acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk** that my child(ren), those whom I and/or my children encounter, and I may be exposed to or infected by COVID-19 by my child(ren) participating in academic or co-curricular educational support session(s). I agree to ensure that my child(ren) is/are properly prepared and equipped to participate in the MVUSD academic and/or co-curricular activities in accordance with safety guidelines required by the District.

_____	_____	_____
Child Name (Please print)	Child Name	Child Name

_____	_____
Parent/Guardian Signature	Date

41870 McAlby Court, Murrieta, CA 92562
(951) 696-1600 ◆ www.murrieta.k12.ca.us

Board of Education
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Kris Thomasian, Trustee Area 2
Kenneth Dickson, Trustee Area 3
Linda Lunn, Trustee Area 4
Paul Diffley, Trustee Area 5

Patrick Kelley
Superintendent

Parent Communication Regarding Ill Children:

Dear parent/guardian,

Due to the COVID-19 Pandemic, please update your Emergency Contact Information with local numbers before your child returns to campus. As students return to school it is imperative that each student have an emergency contact that can pick them up within 15 minutes.

Please note: In order to ensure the safety of all students and employee and reduce the risk of possible spread, students who are not feeling well or are showing any COVID-19 symptoms before school are required to stay home. When a student reports feeling sick or is showing symptoms of COVID-19 at school, the student's parent/guardian/emergency contact will be contacted immediately. For the safety of all, sick or ill students cannot remain on campus.

If a student is not feeling well at school, they should immediately notify an adult on campus. Due to the COVID-19 pandemic, students should obtain a pass from an employee unless it is an emergency situation. Students should stop at their school's check-in area, connect with an employee, and wait for instructions.

DAILY Symptom Checker for Students

PARENT MUST DO SYMPTOM CHECK OF YOUR CHILD EVERY MORNING

In order to ensure that every student comes to school healthy and free of COVID-19 symptoms, each day a parent must do a symptom screen on their child before they leave for school.

Has your child been exposed to anyone who has tested positive to COVID-19 within the last 14 days?
☐ YES ☐ NO
Is your child or anyone in the household currently under quarantine due to COVID-19?
☐ YES ☐ NO

In the last 24 hours, has your child had any of these symptoms, **not related to a pre-existing condition that has been medically documented?**
(** indicates a symptom that is high risk or highly suggestive of COVID-19*.)

Fever of 100.4 or higher or chills	**☐ YES ☐ NO (Temp should be taken daily)**
New onset Cough	**☐ YES ☐ NO**
Shortness of breath or trouble breathing	**☐ YES ☐ NO**
New loss of taste or smell	**☐ YES ☐ NO**
Headache	☐ YES ☐ NO
Sore throat	☐ YES ☐ NO
Fatigue or muscle pain (unexplained)	☐ YES ☐ NO
Nausea/vomiting/diarrhea	☐ YES ☐ NO
Red or itchy eyes	☐ YES ☐ NO
Congestion or runny nose	☐ YES ☐ NO
Seems sick or like they are starting to get sick	☐ YES ☐ NO

*If you have answered **yes to any of the above symptoms,** your child must **remain home and be reassessed the next day.*** **Please call the school office to report your child's absence each day.**

COVID-19 Symptoms- Parent Letter

Student _____ Date _____

Dear Parent or Guardian:

Your child complained of or had the following symptoms at school today:

Low-Risk Symptoms	High-Risk Symptoms	Emergency Warning Signs:
□ Congestion or runny nose □ Fatigue □ Diarrhea □ Nausea/Vomiting □ Sore Throat □ Chills □ Muscle or body aches □ Red or itchy eyes □ Headache □ Other_____	□ Fever (100.4 or higher) □ Shortness of breath □ Loss of taste or smell □ New onset Cough *For more information:* https://covid19.ca.gov/	Trouble Breathing Persistent pain or pressure in the chest New confusion or inability to awaken Bluish lips or face *Please consult your medical provider for any other symptoms that are severe or concerning. This list is not all-inclusive.*

RETURN TO SCHOOL PROTOCOL

☐ If checked, student has been identified as having the above ***low-risk symptom***

Your child may return to school when:

- At **least 24 hours symptom** and **fever-free without fever reducing medication**
- There are **no new symptoms**
- There is **no known exposure to COVID-19**

☐ If checked, student has been identified as having ***a high-risk symptom or several low-risk symptoms.***

Your child may return to school when:

- **At least 3 days** have passed since symptoms first appeared (***or your medical provider has determined a different illness than COVID-19 and cleared your child to return. A doctor's note is required***.)
- The above **symptoms have improved or resolved**,
- Has been **fever free for at least 24 hours without fever reducing medication.**
- Has had **no known exposure to COVID-*19 (if tested or exposed may need to remain home longer per CDPH guidelines)***
- ****REQUIRES FOLLOW UP**

PARENT/GUARDIAN MUST SIGN BELOW AND RETURN THIS WITH STUDENT TO BE CLEARED TO RETURN TO SCHOOL.

- **I declare** that my child's **symptoms have significantly improved**
- **AND that they have not been exposed to anyone with COVID-19** (that I am aware of) or **has no risk factors** (such as traveling outside of the area or being exposed to large groups, etc.)
- **AND they have been fever-free for at least 24 hours** (without the use of fever reducing medicine).

_____ _____

Parent/Guardian Signature Date

MVUSD Academic / Co-curricular Educational Cohorts – Proposal Form

Please complete the following document to request an Academic / Co-curricular educational support cohort for your campus. Cohorts should provide additional support to the struggling populations on campus. Priority should be given to student groups demonstrating the greatest need to improve academic success and engagement. All cohorts must follow specific guidelines as outlined in the Specialized In-Person Services Guidebook. Cohorts may consist of no more than 16 individuals including students, teachers, and support staff. Face coverings are always required.
Once the document is completed, save a copy for your site, and send the completed proposal to Howard Dimler for approval.

Cohort Site:

Cohort Personnel (can only work with one cohort daily): [Administrative Lead, Teacher(s), Aides / Support Staff, etc...]

Cohort Personnel- Substitutes (can only work with one cohort daily): [Teacher(s), Aides / Support Staff]

Describe the objective for the cohort: Who is attending? Why [SWD, SDC, RSP cluster, CTE, Gen Ed. Connectivity, testing, etc...]

What days will the cohort meet?

What time will the cohort meet?

Proposed room numbers and location for cohort, including restrooms: [provide map highlighting locations]

Describe the classroom configuration to meet social distancing requirements: [Include safety materials used in the class, such as dividers, special signage, PPE's, cleaning supplies, etc...]

Describe your ingress and egress plan for the cohort:

Describe how your cohort may or may not use additional Related Service Providers: [include names]

Describe your cleaning / sanitizing plan for the cohort: [include in-class plan for using individual devices and materials]

How does your cohort plan impact district transportation?

How will your cohort structure student breaks / meals?

Describe your student accounting / attendance plan for the cohort

Describe your plan for student / parent cohort orientation

Final Checklist (For Site Guidance and District Approval)

_____ The site plan complies with the district's "Specialized In-Person Services Guidebook"

_____The Site confirmed Parent / Student Acknowledgement is completed for participants

_____ The site has created a site master plan consisting off all cohorts on campus (excel sheet)

_____ The site provided a student and staff roster for each individual cohort on campus

_____ The site provided maps to identify room and restroom locations

_____ The site has coordinated transportation needs with the MVUSD Transportation Dept.

_____ The site and cohort classroom have all necessary signage, PPE's, and cleaning supplies

_____ The site has an updated Student / Staff Emergency Contact List for all cohort members

_____ The cohort lead and cohort teacher have identified the school's isolation room and the nurse's cell phone number

Notes

District Approval **Date Approved** **Cohort Start Date**

_____ _____ _____

41870 McAlby Court, Murrieta, CA 92
(951) 696-1600 ◆ www.murrieta.k12.ca.

Board of Education
Oscar Rivas, Trustee Area 1
Kris Thomasian, Trustee Area 2
Kenneth Dickson, Trustee Area 3
Linda Lunn, Trustee Area 4
Paul Diffley, Trustee Area 5

Patrick Kelley

District Assessment Protocol

The determination has been made that students with disabilities should be prioritized by the District for receiving targeted supports and services. In addition, English language learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth, and students experiencing homelessness may also be prioritized. Specialized services may include occupational therapy services, speech and language services, behavioral services, and educational support services as part of a targeted intervention strategy or for those who require educational assessment.

Bringing students back onto the school campus must be done when safe to do so and the District is obligated to follow the California Department of Public Health's guidelines which includes the development of small stable cohorts to decrease the possible viral spread in the educational setting. Cohorts are stable groups of no more than 16 people per room which would include the adults who provide targeted supports, assessment, and intervention services while the school is closed to in-person instruction.

While some student assessments may be completed virtually, the following protocols are to be followed when completing in person assessments.

Assessment Protocols:

- The school and or District will designate appropriate facilities for assessments to be completed.
- Assessment schedules will be developed and communicated to site administration so that the site or District can successfully and safely complete the assessment.
- At least 24 hours prior to the first day of assessment, the assessor will send the family the Assessment Appointment Letter with the attached acknowledgement and a copy of a COVID-19 symptom checking protocol that is required for each day the student is being assessed.
- Ensure you receive a newly signed In-Person Symptom Checklist and Parent Acknowledgement sheet for each day of testing.
- Parent/guardian will turn in the In-Person Symptom Checklist and Parent Acknowledgement daily prior to the assessment.

Each Day of Testing:

- Parent/guardian will screen their students for COVID-19 symptoms/risk factors prior to testing. If the student answers yes to one or more questions, the parent must call and reschedule the assessment appointment.
- Parent/guardian is to call the assessor at the arrival of their assessment window.
- Parent/guardian will meet the assessor in the main office to ensure there is no waiting.

- Student is to wear an appropriate face covering. If necessary, the school will provide the student with a disposable mask.
- Assessor will conduct the assessment. Assessor reviews the assessment process with the student and completes the assessment.
- At the student's last break in assessment, the assessor notifies the parent the anticipated end time of the assessment.
- The Parent/guardian is to call the assessor when they arrive at the testing site location to pick up the student. The accessor will escort the student to the front of the school or testing center.
- Assessor will confirm next appointment with the parent/guardian, as necessary.

Location and Environment for Testing:

- Testing must be done in a well-ventilated room of sufficient size to allow the assessor and, unless a closer distance is necessary for the specific test instrument, student to remain no less than 6' apart from each other and separated by a plexiglass partition.
- Tests which require the assessor and student to so be within 6' of each other shall be administered with a plexiglass partition and personal protective equipment will be utilized by both the assessor and the student.
- Assessor and Student shall be the only two individuals permitted in the testing room, as practicable.

After Testing:

- The assessor will re-enter testing room and sanitize all equipment/devices used during the assessment.
- Assessor will then wipe/sanitize the divider, tables, chairs, and any other furniture, as necessary.
- The assessor will use magnet to ID room after the last appointment to schedule for deep cleaning.

Board of Education
Oscar Rivas, Trustee Area 1
Kris Thomasian, Trustee Area 2
Kenneth Dickson, Trustee Area 3
Linda Lunn, Trustee Area 4
Paul Diffley, Trustee Area 5

41870 McAlby Court, Murrieta, CA 92562
(951) 696-1600 ◆ www.murrieta.k12.ca.us

Patrick Kelley
Superintendent

[Date]

Dear Parent/Guardian:

This is an important message from Murrieta Valley Unified School District regarding your student's educational assessment. We have been working with Riverside University Health System (County Public Health) to establish guidelines and protocols to provide in person educational assessments for student groups such as English language learners or students receiving Special Education services.

These assessments will remain by appointment until Riverside County has been removed from the monitoring list for at least 14 consecutive days. Until then, we will continue to comply with County Public Health guidelines and protocols to provide in person educational assessments for your student.

Your child's assessment is scheduled for
(Date and Time) _____.
At the following location:
(School/Address) _____.

We have made careful considerations regarding which assessments are needed at this time and know an assessment is essential for your student. To protect your family and employee members at your school please be mindful of the following safety precautions. Student and Visitors must adhere to the following guidelines:

- Complete the in-person checklist on the day of the assessment
- Wear a face covering while on school or district property (unless you provide medical exemption from a licensed physician)
- Wash your hands or use sanitizer frequently
- Maintain 6 feet of distance to the greatest extent possible between you and school site employee

If you are uncomfortable with or unable to adhere to the safety precautions and guidelines above, we will be unable to conduct an assessment for your student. Please call us to discuss and reschedule the assigned time noted above.

Thank you for your partnership in your student's education. If you have any questions, please contact (insert employee member's email and/or phone number).

Sincerely,

Assessor Name
Title
DISTRICT/SCHOOL
Assessor Contact Phone
Assessor District Email

41870 McAlby Court, Murrieta, CA 92
(951) 696-1600 ◆ www.murrieta.k12.ca.

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Patrick Kelley
Superintendent

In-Person Symptom Checklist and Parent Acknowledgement

Student Name:_____

Date and time of intake:_____Completed by:_____
Printed name (Parent or Guardian)

Do you or anyone in your household have any of the following:

	Yes	No
Fever above 100.3		
Cough		
Shortness of breath or difficulty breathing		
Chills		
Fatigue		
Muscle pain		
Headache		
Sore throat		
Nausea or vomiting		
Diarrhea		
New loss of taste or smell		

If you answered yes to one or more of the symptoms listed above, please call the school contact or assessor to reschedule the assessment immediately.

MVUSD has worked with Riverside University Health System (County Public Health) to establish guidelines and protocols to provide in person educational assessments for student groups such as EL and SPED students. These assessments will remain by appointment until Riverside County has been removed from the monitoring list for at least 14 consecutive days. Until then, we will continue to comply with county public health guidelines and protocols to provide in person educational assessments for your student.

I, _____consent to bring my child,_____for an assessment with the Murrieta Valley Unified School District Assessment Team for the following appointment on: [DATE] at [TIME]

Check one of the following boxes

☐ I understand that face-to-face contact comes with an increased risk of COVID-19 infection, and I understand that I have the choice to postpone my child's appointment for assessment. If my child, or anyone in my family, tests positive for COVID-19 within 14 days of my child's assessment appointment, I will contact the Murrieta Valley Unified School District directly.

☐ I am not comfortable or am unable to bring my child for an assessment with the Murrieta Valley Unified School District Assessment Team for the following appointment at this time. I withdraw my consent for the pending assessments. I understand that by withdrawing my consent to the pending assessments it means that the District is no longer required to conduct the assessment within the applicable timelines. I further understand that I can request to restart this assessment by contacting the Murrieta Valley Unified School District to schedule a new assessment date.

_____ _____
Signature (Parent/Guardian) Date

Assessment Protocols:

While some student assessments may be completed virtually, the following protocols are to be followed when completing in person assessments.

- The school and/or District will designate appropriate facilities for assessments to be completed.
- Assessment schedules will be developed and communicated to site administration so that the site or District can successfully and safely complete the assessment.
- At least 24 hours prior to the first day of assessment, the assessor will send the family the Assessment Appointment Letter with the attached acknowledgement and a copy of a COVID-19 symptom checking protocol that is required for each day the student is being assessed.
- Ensure you receive a newly signed acknowledgement/COVID-19 symptom checking protocol daily prior to the assessment.

Each Day of Testing:

- Parent/guardian will screen their students for COVID-19 symptoms/risk factors prior to testing. If the student answers yes to one or more questions, the parent must call and reschedule the assessment appointment. Appointment will be cancelled.
- Parent/guardian is to call the assessor at the arrival of their assessment window.
- Parent/guardian will meet the assessor in the main office to ensure there is no waiting.
- Student is to wear an appropriate face covering. If necessary, the school will provide the student with a disposable mask.
- Assessor will conduct the assessment. Assessor reviews the assessment process with the student and completes the assessment.
- At the student's last break in assessment, the assessor notifies the parent of the anticipated end time of the assessment.
- The Parent/guardian is to call the assessor when they arrive at the testing site location to pick up the student. The accessor will escort the student to the front of the school or testing center.
- Assessor will confirm next appointment with the parent/guardian, as necessary.

Location and Environment for Testing:

- Testing must be done in a well-ventilated room of sufficient size to allow the assessor and, unless a closer distance is necessary for the specific test instrument, student to remain no less than 6' apart from each other and separated by the plexiglass partition.

- Test which require the assessor and student to be within 6' of each other shall be administered with a partition and personal protective equipment will be utilized by both the evaluator and the student.
- Assessor and Student shall be the only two individuals permitted in the testing room.

After Testing:

- The assessor will re-enter testing room and sanitize all equipment/devices used during the assessment.
- Assessor will then wipe/sanitize the divider, tables, chairs, and any other furniture, as necessary.
- The assessor will use magnet on door after the last appointment to schedule for deep cleaning.