



March 24, 2020

Dear Colleagues,

As promised we have developed a process for Distance Learning that will launch on April 27, 2020 for traditional schools, and May 11, 2020 for Year Round schools. In order to support our educators in providing optimal Distance Learning, they may need materials that are currently on campus. Therefore, we are providing **access** to gather learning and teaching materials on **Friday, March 27th**. In the event that a staff member is unable to make this date, a second day for access will be coordinated. Note, this is for make-up access only, not second trips.

We will need to follow the Federal, State, and Health guidelines during this process. As you know, the Governor announced that California is under a stay home order effective March 19, 2020. We have been assured by State Superintendent Thurmond that this order does **NOT** change or impact our role as schools are considered essential and it is our duty to carry out the essential services.

This document will outline the parameters for site principals to use as you develop this opportunity for access at your site. Sample schedules are provided to assist you.

Dr. Howard Taras has assured us that any COVID-19 virus that existed on any school surface prior to school closure on March 13th has long dissipated (more than 72 hours). However, he advised that some schools have had building contractors present (even while schools were closed to students) and because school staff will be scheduled throughout the day to enter schools, basic precautions need to be taken. The district is working through FPC to temporarily discontinue contracted work as we prepare for the March 27th access opportunity.

Dr. Taras has advised the following:

1. Any staff member who exhibits any of the following symptoms will not be permitted on campus: cough, fever, shortness of breath; they should contact the principal should they need materials at a later date.
2. The principal or site administrator will develop a schedule that promotes social distancing and limits the numbers of staff members accessing the site at any one time. Ex. Please notify staff to Please come at your appointed time only.
3. All staff members must wash their hands before entering the site and upon exiting the site. The principal will designate hand-washing room locations at the school site. Doors to these bathrooms (or any other room with handwashing capacity) will be left wide open to limit shared-touch surfaces. No more than one person in these handwashing rooms is permitted at any one time, to make the 6-foot distance more easily achieved.

4. Staff members must remain 6-feet apart at all times when outside of buildings (parking lot, sidewalks) as well as inside (e.g., awaiting to wash hands, collecting materials, etc).
5. Stay 6-feet away from building contractors, who may be working in schools.
6. Only one person is allowed access to a room at one time (for example: teachers who may share a classroom, one can pick up material at 8am and the other 9am).
7. Any staff members who share materials should communicate electronically prior to the materials-collection day to determine which one of them will take those materials.
8. Staff should come to the site alone, not with family members, to reduce population density.
9. Many room doors and cabinet doors that are used by more than one staff member should be opened prior to your arrival, to reduce commonly-touched surfaces.
Gloves and masks are not required to stay safe and will not be provided. Recognize that removal of masks and gloves pose risks to others, as the used masks and gloves are considered contaminated. If staff decide to don their own masks or gloves, do not readjust the masks as this promotes hand contact with your face. If masks are discarded at school, do so in trash dispensers identified by the site administrator/ custodian.
10. Just as we are instructed to do by Public Health authorities, in any setting (home, community), try to be consciously aware and avoid touching your face (eyes, mouth, nose), whether or not you are wearing gloves.

Understanding that safety, health and the wellbeing of staff is our first priority, we have the ability to allow access safely if each one of us follows the above health precautions.

Therefore we direct principals to:

1. Develop a schedule for their staff to access the site, responding to social distancing making certain that no two staff members are in the same room at same time.
2. This schedule should consider, in advance, that any building contractors on the site are not in the same room at the same time as staff who are there to remove supplies.
3. Sample Draft Schedules are linked ([Sample 1](#), [Sample 2](#)).
4. Lead the check in and out process on their campuses.
5. Remind staff upon arrival to check in, wash or sanitize hands, and check out.
6. Monitor the amount of material each teacher takes (limit of one trip, and only what they can carry – i.e. One box, one backpack, and one bag) - A list of suggested materials are below. As staff should not be taking out heavy items, there should be no need for dollies, flatbeds, etc.
7. Have Co-teachers access rooms one at a time.
8. Provide same access for DHH, VI, PH, ECE, etc. to access campus, only one person in an office or room at a time.
9. Only allow staff on campus (Partners, spouses, children, extended family, and/or friends may not pick up materials for staff).
10. Identify rooms with sinks, soap and hand towels so that staff can wash their hands upon exit and entrance.

11. Ask the custodian to unlock and open doors to classrooms, and even some cabinets, prior to staff arriving, to limit commonly touched surfaces (door knobs, etc.).

Please ensure:

1. Custodian is the only person opening the site and opening doors.
2. Teachers do not call in to school police! The BSS on site and will turn off/on alarms.
3. Hand washing station with soap is available.
4. A Check- in and out system.
5. The principal and vice principals are checking staff in and out.
6. Limit each staff member to 20 minute time frames.
7. Schedule provides phasing access
 - a. Ex.
 - i. Building 100 (8:00 a.m. - 8:20 a.m.)
 - ii. Grade level K (8:00 a.m. - 8:20 a.m.)
8. Custodian is the only one to lock classrooms and the site.
9. Support staff (Nurses and counselors; occupational therapists and physical therapists, etc.) are directed to coordinate a schedule with principals, in order to limit numbers of staff in these offices at one time).
10. Communicate with school police if you or staff discover damage to classroom doors or windows, or evidence of a break-in.

*Please note Superintendent Marten and Dr. Taras are working with County Public Health officials to secure any needed safety masks, disposable gloves, and or safety goggles that we may have on sites, to provide to the healthcare facilities. Please ask science teachers and nurses to collect these materials and provide to the BSS for a consolidated pick up.

Suggested teacher materials

1. Laptop
2. Planning book
3. Teacher Editions
4. Ungraded student work
5. Gradebook if not online
6. Chart paper
7. Note cards
8. Your readers/writers notebook
9. Small dry erase board
10. Dry erase markers
11. Read aloud books
12. Guided reading books
13. Any animals, etc. that would not survive without care until we physically return

Suggested nurse materials

1. Laptop
2. Student records as needed

3. Specific material/content needed

Counselors

1. Laptop
2. Student records as needed
3. Specific materials/content needed

Please be reminded the purpose is to gather materials needed to support the learning for students through Distance Learning. Staff should not use this time to unplug electronics, tend to a garden or plants in the room, etc. Please do not permit staff to take home easels, large district materials, desktop computers, printers, monitors, etc. Teachers should supply their own box or bags for gathering their materials. Furniture should not be removed and copiers should not be accessible.

We have also received several questions as it related to staff accessing the school site. Please see the [attached FAQ](#) for more information.

If principals have any questions please contact your Area Superintendent.

Thank you so much for your leadership!

The San Diego Unified Team