

San Ysidro School District



COVID-19 Prevention Plan for Schools

Reopening Taskforce

July 28, 2020

REVISED AUGUST 8, 2020

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COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:	Willow Elementary		
School Address:	226 Willow Road, San Ysidro CA 92173		
School Type:	School District: <input checked="" type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:	San Ysidro School District		

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

1. General Measures

1. The district/school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <https://www.sysdschools.org/>
 - a. The person responsible to implement and monitor this plan is: [Manuela Colom, Executive Director Curriculum, Instruction & Innovation](#) Phone: (619) 428-4476 Ext 3027
 - b. The district and school's COVID-19 Liaison for contact with Public Health Services is: [\(Dr. David Farkas, Executive Director of Human Resources](#) Phone: (619) 428-4476 Ext 3012
 - i. The process the district/school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison
 - ii. To respond to COVID-19 concerns and communicate exposures to local health officials and stakeholders, site principals and administrators will work in conjunction with their health staff, and district nurse. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The district/school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - d. The district/school's COVID-19 Prevention Plan is posted at: <https://www.sysdschools.org/>. This information has been provided to workers and worker representatives via email. The district/school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
 - i. During the districtwide Virtual Welcome Back Staff Event on August 12th, 2020 all staff will be trained on county health and safety measures embedded within the state and county health department guidance, that includes, but is not limited to:

Use of hand sanitizer
Handwashing

Social Distancing

Use of facial coverings

- e. The district/school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described in this plan
- f. The district/school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- g. The district/school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- h. The district/school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The district/school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources and will ensure external community organizations that use the facilities also follow this guidance.

- District and schools will limit access to non-essential visitors, facility use permits and volunteers, within the parameters of state and local regulations, orders, and laws.
- At this time, the District and school will make a concerted effort to limit volunteers on campus.
- The District and school will follow the state and county guidance.
- Parents/guardians will be allowed on campus for student drop-off, student pick-up, and student health related matters from the health office and/or designated area on campus during the school day. Parents/guardians may also seek support from the district/school office for various school related matters such as, but not limited to: student registration, transfers, transportation, meal service, etc.

3. The district and school are prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. The district and school have developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- c. Individuals who may not be able to communicate symptoms of illness.
 - District nurse or school health clerk will provide parents with the appropriate documentation to update medical health history. This document will need to be updated by the student's primary care doctor and/or other medical field.
 - A meeting will be held with parents to transfer information into a Health Plan that will be adopted by the school and/or District to accommodate the students' needs.
 - Students who have health and medical conditions documented via a 504 plan or IEP, will be accommodated based on their needs.
 - Have access to a visual process on how to wash hands (i.e. visual schedule, social story, video modeling)

- If the student requires immediate attention, staff will take the proper precautions (i.e. PPE) before approaching and supporting the student.
 - Hand over hand - Hand Washing
 - Partial Prompting (i.e. visual, tapping, modeling, gesture) - Hand Washing
- Parent/Guardian and Teacher develop a plan to address the student’s needs.
- Provide students with alternative forms of communication (i.e. AAC, icons, BigMacs).

5. The district/school has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

2. Promote Healthy Hygiene Practices

The district/school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

6. The district/school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
 - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
 - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
 - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
 - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Staff will be trained on spacing and classroom formats prior to students arriving on campuses. While learning via the distance learning model, students will be trained by staff on what new procedures to expect prior to returning to on campus classrooms.
 - The District staff will provide a video to schools to be shared with teachers, classified employees and parents regarding these procedures. Schools will develop hand washing schedules with staggering times for students. Hand washing stations will be placed throughout the school.
 - Temporary, COVID-specific signage and markings will be added to each building. These serve to inform and remind community members and visitors alike of required measures to help prevent spread of the novel coronavirus. Compliance with posted signs and notices is required by order of the Risk Management and Emergency Preparedness & Security offices.

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Hand washing stations will be placed near relocatable classrooms that do not have sinks.
 - Most classrooms have sinks for hand washing use.
8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- District staff will provide a video to schools to be shared with teachers, classified employees and parents regarding these procedures.
 - Schools will develop hand washing schedules with staggering times for students.
 - Handwashing stations will be placed throughout the school at appropriate places.
 - Develop routines enabling students and staff to regularly wash their hands at staggered intervals
 - Develop routines enabling students and staff to use hand sanitizer when necessary
 - Each classroom will have access to hand sanitizer and hand washing areas with students trained on procedures entering /exiting the classroom, as well as during class time.
9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.
- San Ysidro School District has ordered recommended supplies for prevention of the COVID-19 virus for all schools and facilities
 - Provide other protective equipment, as appropriate for work assignments.
 - For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
 - For front office and food service employees, provide face coverings and disposable gloves
 - For custodial staff, provide equipment and PPE for cleaning and disinfecting
 - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
- Language and recommendations from the CDPH will be communicated to all stakeholders in writing, through social media, as well as in parent, student and staff orientations
11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.
- As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers may use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
 - Facial masks will be provided to all staff and students
 - Provide other protective equipment, as appropriate for work assignments.
 - a. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
 - b. For front office and food service employees, provide face coverings and disposable gloves

12. The school district has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers may use face shields which enable students to see their faces and to avoid potential barriers to phonological instruction.

- Facial masks provided to all employees
- Provide other protective equipment, as appropriate for work assignments.
- For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
- For front office and food service employees, provide face coverings and disposable gloves

13. All students and staff will be encouraged to be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

3. Face Coverings

The district/school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
 - b. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
 - c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
 - d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- The District requires all students grades 3-8, employees, and visitors to wear face coverings at all times (unless they are exempt according to state and county health guidelines) while in public or in shared spaces on campus unless doing so would damage their health. In accordance with state guidelines, students in grades preschool-2nd are strongly encouraged to wear face masks and will be provided district issued face masks. Note, for the safety of all, our district intends to respectfully ask that all preschool-2nd grade students wear face masks for their own safety and for those around them.
 - A cloth face covering is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.
 - Employees and students will be provided a district issued cloth face covering. They may also bring a cloth face covering of their choice from home to wear, if they prefer as long as it covers both the mouth and nose.
 - A disposable surgical mask is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by employees and students. Surgical face masks will be available to employees working in the health clerk offices, isolation areas, school front offices, and child nutrition areas, upon employee request of their immediate supervisor or human

resources department. Surgical face masks will also be made available to employees and students who may be medically fragile or more vulnerable to COVID-19, upon request of their immediate supervisor, school principal or human resources department.

- District and schools will provide and enforce the use of face coverings, masks or face shields for all staff on campus.
- Schools staff will also reinforce the use of face masks for all students, according to the following guidelines:
 - All students 3rd grade through 8th grade must wear face coverings while on campus
 - Exceptions Preschool to 2nd grade (strongly recommended)
 - Students with special needs (i.e. medical and/or IEP based)
 - Plexiglass will be used in classrooms where there are students not wearing a mask/face covering

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**, unless exempt <ul style="list-style-type: none"> ● Note, for the safety of all, our district intends to respectfully ask that all preschool-2nd grade students wear face masks for their own safety and for those around them.
3rd grade – high school	Yes, unless exempt

**Face coverings are strongly encouraged for young children between 2 years old and 2nd grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly. Face shields will be provided to students between ages 2 and 2nd grade who cannot properly wear a face mask.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

- As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers may use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
- Provide masks if the employee does not have a clean face covering.
- Provide other protective equipment, as appropriate for work assignments.
 - For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
 - For front office and food service employees, provide face coverings and disposable gloves.

16. The district/school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

4. Ensure Teacher and Staff Safety

The district/school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The district/school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

The district/school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

- Drinking fountains will be disabled, other means of water will be provided

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

- Custodial staff will follow a routine of daily disinfection in all areas with an emphasis on frequently touched surfaces. Staff who are trained on safe product use will also have access to disinfectant for optional cleaning.
- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, the district/school’s plan that includes:
 - A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
 - Disinfecting surfaces between uses, such as: Desks and tables, chairs, seats on the bus, keyboards, phones and other frequently touched surfaces.
 - Disinfecting frequently—at least daily—high-touch surfaces, such as: Door handles, handrails, drinking fountains, sink handles, restroom surfaces, playground equipment, etc.
 - When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes (after safe product use training) and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives.
- Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodate the capacity limitations. Mark or block seats that must be left vacant. Sample seating options:
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
 - Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
 - Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
- Students will have a temperature check and health screening prior to boarding the bus.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

- See section 7 Limit Sharing

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.

- a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on

the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

- d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- e. All products must be kept out of children’s reach and stored in a space with restricted access.
- f. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

- Current orders by the State of California require plans for “enhanced cleaning” as part of our reopening. As defined by the CDC, sanitation includes two components:
 - Cleaning is the removal of foreign material (e.g., soil, and organic material) from objects;
 - Disinfection means the thermal or chemical destruction of pathogenic and other types of microorganisms.
 - Additionally, more extensive disinfection of a room or area following known exposure to hazardous or infectious material is typically referred to as decontamination.
- Overall Cleanliness Standards. Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.
- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
 - A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
 - Disinfecting surfaces between uses, such as: Desks and tables, chairs, seats on bus, keyboards, phones, and other high touch surfaces.
 - Disinfecting frequently—at least daily—high-touch surfaces, such as: Door handles, handrails, drinking fountains, sink handles, restroom surfaces, playground equipment, etc.
 - When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.

23. Ensure safe and correct application of disinfectant and keep products away from students.

- All custodial and maintenance staff will be trained on safe and proper application of disinfectants.
- This training will be in partnership with the provider of the disinfectant, Waxie.
- All employees will have optional access to disinfection products, if trained on the proper and safe use of the disinfection product provided by the district.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
 - The district is working with campuses that have options to open windows in order to maximize fresh air in the classrooms, offices and common areas.

- The district will open all economizers to 100% in order to maximize fresh air intake to the classroom, office and common areas.
- For portable classrooms that have HVAC units that do not have economizers attached to the unit. The district will be installing portable air purification/scrubber units that have HEPA MERV 13 filters.
- The district has ordered MERV 13 filters for all HVAC units in the district.

25. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

- The district will be increasing all HVAC units that have economizers to 100% fresh air intake in order to increase outside air and proper ventilation in classrooms, offices and common areas.
- The HVAC units that do not have economizers attached to the unit due to the age of the unit, this includes portable classrooms, will have air purification/scrubber units installed in order to clean the air in the portable classrooms.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water.

- The district will be training all custodial staff and maintenance staff to start flushing the following water lines:
 - Toilets
 - Sinks
 - Water Faucets
 - Drinking Fountains

In order to minimize the risk of Legionnaires’ disease and other diseases associated with water.

6. Implementing Distancing Inside and Outside the Classroom

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

27. During arrival and departure:

- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Implement health screenings of students and staff upon arrival at school.
- Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

- Limit entrance point to 2-3 per school or building
- At least, 2 staff members doing temperature checks per school point of entry
 - Staff will be wearing PPE
- Signage on the ground, around the building and outside areas remind students where to stand to comply with social distancing
- Entry and Dismissal times will be staggered to limit the amount of students entering campus and to allow for screening
- Elementary school students will be supervised as they enter the school and walk directly to their classroom and take their assigned seat.
- Social distancing markers will be placed at the bus stops on school property.
- Before boarding the bus, students' temperatures will be taken by the bus driver or available support staff.
- Students will enter buses with masks on. Bus drivers will have extra masks on hand. Social distancing measures will be in place on buses and encouraged at bus stops. A limited number of students will be placed on a bus based on social distance and bus capacity ratios.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.
 - Areas that will have privacy boards include:
Offices, classroom teacher desks and other instructional spaces and restrooms
 - Supervision in common areas will include the following practices:
 - Bathrooms: Staff will send students utilizing both bathroom permission and will establish a frequent bathroom routine. There will be monitoring by supervision staff. No bathroom passes will be handed back and forth when students leave for bathrooms.
 - Signs and markings will be posted to direct students on hygiene and social distancing. Bathrooms will be disinfected as a high priority scheduled by each district and school custodial team.

- Locker rooms: Lockers will be assigned to maximize spacing between students and staff will be supervising areas from safe distances to ensure students are moving quickly into and out of locker rooms. Disinfection of locker rooms will be a high priority for frequent cleaning.
- While students are exiting the campus: Classes are dismissed at staggered times to provide for social distancing
- School buses: Students will enter buses with masks on. Bus drivers will have extra masks on hand. Social distancing measures will be in place on buses and at bus stops. A limited number of students will be placed on a bus based on social distance and bus capacity ratios.
- Before- and after-school programs: When implemented, all programs will follow school safety procedures.
- Extracurricular and co-curricular programs: Extracurricular activities may be provided through a virtual platform based on safety and health guidance, as well as the program advisor's recommendation.
- In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the district /school shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements. Signs with instructions will be posted around school campuses and explained to all students. Areas for recess and lunches will be designated to ensure social distancing.
- Students will be scheduled in classes that reflect one student cohort grouping. This will prevent additional students from interacting throughout the modified school day. Rotation of student groups through middle school classes will be limited and/or a block schedule with rotating teachers may be considered.
- Classroom furniture and spaces including teacher areas, will be measured and arranged to maximize social distancing.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
 - b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
 - c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
 - d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
 - e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
 - f. Consider holding recess activities in separated areas designated by class.
- Directional signs will be in place to guide students in one-way movement throughout all campuses.
 - Recess times will be staggered to minimize the amount of students in the playground at one time
 - Each teacher will take their own class to their assigned area
 - Students will also stay with their own class during lunch time
 - Use of the school cafeteria (multipurpose rooms) will be limited
 - Prepared lunch bags will be brought to the classrooms

30. For sports and extracurricular activities: (Updated August 3, 2020)

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.
- c. For sports that cannot be conducted with sufficient distancing or by cohort, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
 - Physical Education will take place virtually
 - After school sports to be determined pending logistics and compliance guidance

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

- District will order plastic boxes as well as school supplies for all students
- Students will only use the supplies assigned
- Students will have a school supply box (e.g., crayons, pencil, markers, counters, etc)
- Students will be provided materials for at home use during distance learning

- Teachers will have adequate supplies to replenish and replace materials as necessary to eliminate the necessity of sharing materials

31. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

- Teachers will have adequate supplies to replenish and replace materials as necessary to eliminate the necessity of sharing materials
- Designated areas for each cohort during recess and lunch play in each area
- Shared equipment and furniture will be disinfected in between each new cohort that uses the area.
- SpEd Restrooms:
- Maintain a protocol for individuals to clean restrooms surfaces after each use in SpEd classes that have HCA (Health Care Assistant) support, include a log in each area to indicate that the procedure has been followed to include date, time, person who has sanitized the restroom.

32. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

- Students will have a device specifically checked out to them, so they will not need to share electronics
- Each device will go home daily to be cleaned/disinfected with the students' other belongings
- Students will be assigned all of their own materials for learning and activity time
- If materials are rotated on a scheduled basis, they will be collected and disinfected before a different student is allowed to "check-out" the materials for their use

8 Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. Train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- [Proper use, removal, and washing of face coverings](#)
- Screening practices
- How COVID-19 is spread
- COVID-19 specific [symptom](#) identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- The employer's plan and procedures to follow when children or adults become sick at school.
- The employer's plan and procedures to protect workers from COVID-19 illness.

Training Staff During Welcome Back Event

- Staff will be trained on the proper use, removal and washing of face coverings
- Procedures upon entering school sites and district office
- Sanitation Practices
- Screening Practices

Training Parents and Community

- Identify and create platforms to communicate to all district participants and stakeholders (students, parents, staff, community, community-based organizations)

- Safety and preventative measures
- Communicate preventative measures (at home and school)
- Safety measures to access school campuses
- On site practices during school days
- Video: showing all aspects of the school day (classroom setup, meals, safety measures, maintenance)
- Develop a dedicated hotline and district webpage landing spot for school reopening key information which includes answers to common questions. All staff will be able to direct the public to the hotline and website landing spot for the latest updates.
- All printed materials will be consistent across the district

- 34 Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.
- Trainings referenced in the previous section will take place virtually

9 Check for Signs and Symptoms

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

- 35 Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

Refer to Board Policy 0410 Non-Discrimination in District Programs and Activities

The Board of Education is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

- 36 Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students’ families are aware of these policies.

- 37 Implement screening and other procedures for all staff and students entering the facility.
- At least three school points of entry. At least, 2 staff members doing temperature checks per school point of entry. Staff will be wearing PPE. Social Distancing markers will be placed at each point of entry.
 - Students (visual wellness checks and temperature checks with no touch thermometer and/or thermoscanners & ask about COVID- 19 symptoms
 - If a student has 100 (or higher) temperature:
 - If parent is present, student will be released to parent
 - If parent is NOT present, student will be taken to a designated area on campus
 - Staff will contact parent via phone
 - Parent will pick up student
 - If no response, student will wait in designated area
 - Designated area will be established at each site to provide supervision and privacy for the student

- 38 Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If

checking temperatures, use a no-touch thermometer.

- See previous section

39 Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

- See previous section

40 Make available and encourage use of hand-washing stations or hand sanitizer.

- District and schools will include hand washing in the daily schedule
- Hand washing stations will be placed in areas where sinks are not available
- Hand sanitizer will be available in all classrooms and offices

41 Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

- Upon notification that an employee or student has been infected with COVID-19, SYSD will notify the County Public Health Department.
- All persons who may have come in contact with the infected individual shall be notified through the County Public Health Department. If a staff member, administrator, student, or parent associated with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and placed on a fourteen (14) day quarantine.
- The district will determine to stop in-person instruction with guidance of the California Department of Public Health if multiple cohorts within the school have confirmed cases or once more than 5% of the school's population has tested positive. A classroom cohort must stop in-person instruction if there is a confirmed case within the cohort. In-person instruction will stop if 25% of schools are closed within a 14-day period.

42 If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

- When a person is identified as having symptoms, they will be safely guided to an isolation room which will ensure protection for all people inside the isolation room.
- People inside the isolation room will wear either surgical masks or N-95 masks. The room will also have protection in place such as plexiglass and face shields.
- Staff will communicate with the person to ensure safe transport home.
- Staff will also inform the guardians and the person of the CDC criteria to return to school.
- In the event of an identified health emergency, health staff or school administration will call 9-1-1.
- The isolation area will then be sanitized with specialized COVID-19 disinfection products after everyone has been released from the area.
- While on home isolation, the student will have access to instruction through our distance learning platforms.

43 Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

- Students and staff will be screened for symptoms and temperature daily. Those demonstrating symptoms will be isolated and transported safely home to quarantine.
- Those with symptoms will be monitored through the school’s health office.
- SYSD schools will communicate potential cases with the County Health Department.

44 Policies should not penalize students and families for missing class.

- Along with privacy measures, students and families will receive training videos and opportunities to better understand the ongoing challenges with COVID-19 including working together as a community and demonstrating empathy on and off campus.

10 . Plan for When a Staff Member, Child or Visitor Becomes Sick

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

45 Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

- Through the health screening form, staff will self-report symptoms to their supervisor and the Human Resources Department.
- Staff will utilize the Families First Coronavirus Relief Act (FFCRA) for COVID-19 related absences. If a staff member, administrator, student, or parent associated with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and placed on a fourteen (14) day quarantine.

46 Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

47 Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

- When a person is identified as having symptoms, they will be safely guided to an isolation room which will ensure protection for all people inside the isolation room

- People inside the isolation room will wear surgical or N-95 masks. The room will also have protection in place such as plexiglass and face shields. Staff will communicate with the person to ensure safe transport home.
- Staff will also inform the guardians and the person of the state and/or county health department criteria to return to school
- In the event of an identified health emergency, health staff or school administration will call 9-1-1
- The isolation area will then be sanitized with specialized Covid products after everyone has been released from the area. While on home isolation, the student will have access to instruction through our distance learning platforms.

48 For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

49 Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

- Upon notification that an employee or student has been infected with COVID-19, SYSD will notify the County Public Health Department

50 Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

See previous section

51 Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

See previous section

52 Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

- While out of class all students, including students with disabilities will have access to the district's Distance Learning Academy

53 Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning

54 Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH](#)

guidelines.

- A school will adhere to the state and county health department guidelines if a school related outbreak occurs.
- Students and staff will be screened for symptoms and temperature daily. Those demonstrating symptoms will be isolated and transported safely home to quarantine. Those with symptoms will be monitored through the school's health office. SYSD schools will communicate potential cases with the County Health Department.

55 Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

See previous section

56 Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57 The district has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12 Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58 Check state and local orders and the health department notices daily about transmission in the area or closures and adjust operations accordingly.

- The District will monitor and incorporate the guidance communicated through the County Health Department and any Executive Order impacting school closures.

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- h. Maintain regular communications with the local public health department.
 - Upon notification that an employee or student has been infected with COVID-19, SYSD will notify the County Public Health Department. All persons who may have come in contact with the infected individual shall be notified through the County Public Health Department.
 - If a staff member, administrator, student, or parent associated with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and placed on a fourteen (14) day quarantine after the last date the positive case was present at school.
 - A classroom cohort must stop in-person instruction if there is a confirmed case within the cohort.
 - Disinfection and cleaning of office, classroom and primary spaces where case spent significant time are necessary before those spaces can be used again
 - A school will stop in-person instruction with guidance from the California Department of Public Health if multiple cohorts within the district or school have confirmed cases or more than 5% of the school's population has tested positive.
 - Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department
 - In-person instruction will stop for the entire district if 25% of schools are closed within a 14-day period.
 - Districts may typically reopen after 14 days, in consultation with the local public health department.
 - In the event of a closure the appropriate parents and staff will be contacted to provide reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - If schools close, the District will develop a plan to provide for the continuity of education, including how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.

The following signatures attests that the information provided above is true and correct.

Signature: *Manuel Bojorquez*

Name: Manuel Bojorquez

Date: 8/24/2020

School Principal

Signature: *David Farkas*

Name: David Farkas, Ed.D.

Date: 08/19/2020

Executive Director of Human
Resources or School Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: *Gina A. Potter*

Name: Gina A. Potter, Ed.D.

Date: 8-28-20

Title: Superintendent