



# Sherman E. Burroughs High School

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Under **COVID-19**



**December 3, 2020**

This is a fluid working document that may be adjusted as conditions and/or guidance changes.

TRADITION

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PRIDE

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EXCELLENCE

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INTEGRITY



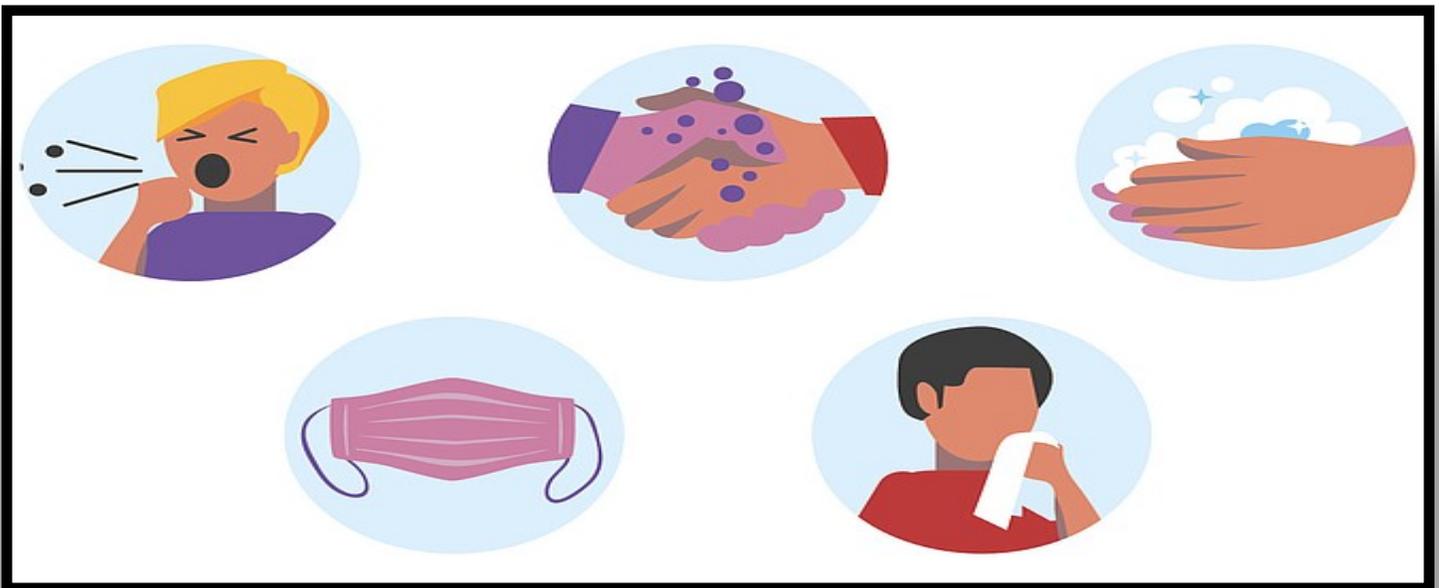
# TABLE OF CONTENTS

1. Implementation of COVID-19 School Plan
2. Safety Prevention Guidelines
3. What Families Can Expect as School Reopens
4. As students return, it will look different
5. Active Screening
6. On Campus & In the Classroom
7. Procedure for COVID-19 Symptoms
8. Positive Response Protocols
9. Additional Safety Considerations
10. School Closure Protocol
11. Student Offices
12. Mental Health Supports
13. Technology Information
14. Sports & Co-Curricular
15. Additional Family Resources

# 1. Implementation of COVID-19 School Plan

Burroughs High School's goal is to prioritize the reopening of the school as safely and as quickly as possible given the many known and established benefits of in-person learning. It is important to adopt and implement action to slow the spread of COVID-19 within the school and local community. SSUSD has utilized guidance from the Center for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the Kern County Public Health Department (KCPHD), the California Department of Education (CDE) and Kern County Superintendent of Schools (KCSOS) to develop this school site plan in conjunction with site administration at Burroughs High School. It is reasonable to expect that the protocols in this document will change as local conditions change. This plan will also be included in the school site safety plan.

Any general questions or concerns on the COVID-19 guidelines the school has implemented should be directed to Bryan Auld, Assistant Superintendent of Human Resources and COVID-19 Coordinator for Sierra Sands USD at 760-499-1620. Questions directly related to the site should be directed to the Burroughs High School Administration at 760-499-1800.



TRADITION

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## 2. Safety Prevention Guidelines

Burroughs High School is taking measures to ensure students and staff stay safe and healthy. A successful school opening will require every member of the Burroughs High School community to do their part in adhering to the safety guidelines.

Each one of us plays a vital role in keeping our school community safe and healthy against the spread of **COVID-19**.

### PROTECT yourself and others:



WEAR a face covering that covers your nose and mouth when in public



WASH your hands frequently, for 20 seconds, and using hand sanitizer



PRACTICE social distancing

### PREVENT the spread of COVID-19:



PRACTICE daily self care: eat healthy, get sleep, exercise, maintain clean hygiene



KEEP shared spaces clean



PRACTICE the Screening Protocol every day



CONTACT a health care provider if any COVID-19 symptoms develop



STAY home when feeling sick

### PREPARE and plan ahead:



ADHERE to Burroughs High School guidelines



FOLLOW directional signage throughout the campus



KEEP face coverings with you at all times



FIND ways to be together socially, while physically distant



### 3. What Families Can Expect as School Reopens

The health and safety of our students, staff, and families is of the utmost importance. When permitted to return to on-campus instruction, school will look much different than previous years due to new health and safety measures. The plan to reopen school is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

It is important to note that school plans must focus sharply on academic instruction to enhance student performance. At the same time, when practicable, Burroughs High School is committed to maintaining the co-curricular programs, clubs, and athletics which are paramount to the physical, mental, and social well-being of our students.

### 4. As students return, it will look different

#### Transportation

The district will have limited transportation due to the social distancing guidelines and as such is currently limited to transporting students with acute needs.

- Students will practice social distancing while waiting for transportation services.
- Active symptom screening of all students for COVID-19 symptoms will occur before they enter the school bus each day.
- On morning bus routes, buses will be loaded back to front.
- On afternoon bus routes, buses will be loaded according to drop off schedule.
- Drivers are trained to clean vehicles.
- Vehicles will be cleaned and disinfected between each bus run.
- Students and drivers will be required to wear face coverings unless exempt.

If a student arrives without a face covering, one will be provided. School bus monitors may wear face shields on school buses when assisting special needs students. Non-alcohol hand sanitizer will be provided to all students by the bus monitor to use before students board the bus. Students will practice social distancing while riding the bus to the best extent possible.





# Arrival/Departure

Arrival	Departure
<ul style="list-style-type: none"><li>• Buses and parents should drop off students at the sidewalk by their classroom (J-1/N-55).</li><li>• A staff member will greet the students and conduct an active screening.</li><li>• Parents should remain by their cars and not enter campus.</li><li>• Parents should not drive off until the active screening is complete.</li><li>• After completing the active screening, students will proceed directly to the classroom.</li><li>• Students will sanitize their hands with the provided hand sanitizer before entering the classroom.</li><li>• If students arrive late, please call the office, so the office can ask a staff member to complete an active screening and escort the student to the classroom.</li></ul>	<ul style="list-style-type: none"><li>• Buses and parents should pick up students at the sidewalk by their classroom (J-1/N-55).</li><li>• Parents should remain by their cars and not enter campus.</li><li>• Parents should call the classroom to let the staff members know to bring their student to the car</li><li>• Students will sanitize their hands with the provided hand sanitizer before exiting the classroom.</li><li>• Students will be escorted to the bus or car by a staff member.</li></ul>
<b>Student Pick-Up:</b> <ul style="list-style-type: none"><li>• In the event that a student needs to be picked up during class time; parents should remain in their car and call the attendance office; the attendance office will contact the teacher; the teacher will escort the student to the parking lot.</li></ul>	
<b>Visitors:</b> <ul style="list-style-type: none"><li>• Parents &amp; visitors will have limited access to the school campus.</li><li>• Students and parents wanting to speak with an administrator, counselor, or staff member should call the front office or email that individual to set up an appointment.</li></ul>	

## 5. Active Screening

Daily symptom screening for COVID-19 symptoms will occur for all staff and students, including fever, before they enter the school or school bus each day. This daily screening is required by the California Department of Public Health.

*During times when the statistical data indicates there is low risk for transmission, the school will institute a “Passive (Self) Screening” protocol for all staff and students.*

Currently Burroughs is required to provide active screening before students enter the campus. Active screening will be completed by a school employee, who will follow these steps:

1. Ask COVID-19 screening questions:
  - In the last 14 days have you or anyone in your household had close contact with someone who has or is suspected of having COVID-19?
  - In the last 72 hours, have you experienced any of the following symptoms?
    - Fever (100.4 or higher), headache, cough, sore throat, shortness of breath, chills, muscle aches, loss of taste and smell, gastrointestinal (nausea, vomiting or diarrhea)?
2. Take the student’s temperature using a non-contact thermometer.
3. Clear students who do not have any related symptoms.
4. Prevent students who show COVID-19 related symptoms from entering school facilities. Please refer to the *Positive Response Protocols* listed in section 8

## 6. On Campus & In the Classroom Social Distancing



Social distancing will limit the spread of the virus. Burroughs will adhere to the following strategies to maintain social distancing as much as possible:

- During regular school hours, Burroughs will restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable (i.e.: assemblies, award ceremonies, athletics, performances, dances).
- Routes will be designated for entry and exit to lunch, break, and other transition times, as feasible.
- Restrooms: -C, D, E, L, M, Outside Boys Locker room-2 people at a time  
-G, H, I, K, Library-1 person at a time

# Facing Covering & PPE

## California Department of Public Health (CDPH)



- Students must utilize face coverings:
  - While in the classroom
  - While entering campus
  - While on school grounds (except when eating or drinking)
  - While leaving school
  - While on the bus
- *Face coverings:*
  - Must cover the nose and mouth
  - Must be secured to the head
  - Should be made from materials such as cotton, silk, or linen
  - A face shield is an acceptable alternative
- *Face covering prevention:*
  - Scientific evidence suggests that use of face coverings could help reduce disease transmission.
  - Reduces the release of infectious particles into the air when someone speaks, coughs, or sneezes,
- *Face covering care:*
  - Wash your face covering frequently, ideally after each use, or at least daily.
  - Launder with detergent and hot water and dry on a hot cycle.
  - If re-wearing before washing, wash your hands after putting it on and avoid touching your face.
  - Discard cloth face coverings that:
    - No longer cover the nose and mouth
    - Have stretched or damaged ties
    - Have holes or tears in the fabric
- Personal Protective Equipment (PPE) will be provided to students, if necessary.
  - Personal face coverings within dress code policy compliance will be allowed.
  - Gloves are not recommended for use by students.
- Students who come to school without face coverings will be provided with one. In order to comply with California Department of Public Health guidance, **Schools must exclude students from campus if the student is not exempt (Exceptions are based on medical needs or the decision of an IEP team) from wearing a face covering and refuses to wear one provided by the school. Alternative educational opportunities will be provided to the student.**
  - The following individuals are exempt from wearing a face covering: Persons with a **documented** medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are otherwise unable to remove a face covering without assistance. There will need to be a medical note kept on file at the school office regarding the face covering exception. The medical note must come from a licensed medical provider. (M.D., D.O., P.A. or N.P.)
    - ◆ Information regarding face covering exemption forms can be found on the school district website.
    - ◆ Persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

# Hand Washing

- Students will wash hands frequently, for 20 seconds each time, especially after they have been in a public space, after blowing their nose, coughing, sneezing, or before and after they eat
  - If soap and water are not regularly available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Hand sanitizer will be available at multiple locations including each classroom.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## In the Classroom



- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff, to the greatest extent possible.
- Student desks will be arranged to face the same direction (rather than facing each other) and spaced six feet apart and six feet from the teacher's work space, to the greatest extent possible.
- Students must wash their hands/use hand sanitizer upon entering the classroom.
- Students must sit in their assigned seats and must stay in their assigned seats during the class period, to the greatest extent possible.
- Supplies used for learning will be stored in personal bins and not shared.
- Backpacks are not allowed at this time.

## Food & Nutrition Services



Food & Nutrition Services will provide individually bagged meals to students.

- Breakfast and lunch will be provided by food services. Students will be allowed to bring their own bottled water or else water bottles will be provided for all students throughout the day.
- **Breakfast** – A “Grab and Go” breakfast will be delivered to students in the classroom after they arrive.
- **Lunch** - Students will receive a “Grab and Go” lunch when they depart campus to eat at home.
- **Please note, if your student has a medical need or food related allergy**, contact our Child Nutrition Services Director, Kris Groves at 499-1881 or email her at [kgroves@ssusd.org](mailto:kgroves@ssusd.org)

# 7. Procedure for COVID-19 Symptoms



During the course of the school day, if a student develops a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or loss of taste or smell:

Students should notify their teacher, who will notify the Burroughs administration through phone or email. Students showing symptoms will be directed to go home or seek medical care depending on the circumstance. If a student has to wait for transportation, he/she will be escorted by a staff member to the CARES room. A staff member will supervise the student until a parent/guardian arrives. Upon arrival, a parent/guardian should remain in their car and call the attendance office; the attendance office will give the parent further instructions. The CARES room will not be used again until it has been thoroughly sanitized.

**Note: Parents should be prepared to pick up their student(s) immediately in the instance they develop COVID-19 symptoms while at school and have a back-up plan for student pick-up, if necessary. Please be sure to have updated emergency contacts in Aeries.**

If students have confirmation of having infection of COVID-19 Burroughs will follow the Positive Response Protocols (See section 8).

## Contact Tracing Protocols

Upon a confirmed COVID-19 case the school site will follow the reporting protocol established by Kern County Department of Public Health (KCDPH).

- Document the confirmed case
- Investigate and identify potential exposure and contact with others
- Report findings to KCDP



# 8. Positive Response Protocols

Below are the California Department of Public Health's guidelines for when a student, teacher or staff member has symptoms, is in contact with someone infected or is diagnosed with COVID-19.

Student/Staff with:	Action	Communication
<b>C O V I D - 1 9 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</b>	<ul style="list-style-type: none"> <li>· Send home</li> <li>· Recommend testing (If positive, see #3, if negative, see #4)</li> <li>· School and classroom remain open</li> </ul>	No action needed
<b>Close contact with a confirmed COVID-19 case</b>	<ul style="list-style-type: none"> <li>· Send home</li> <li>· Quarantine for 14 days from last exposure</li> <li>· Recommend testing (but will not shorten 14 day quarantine)</li> <li>· School and classroom remain open</li> </ul>	Consider school community notification of a known contact
<b>C o n f i r m e d COVID-19 Case infection</b>	<ul style="list-style-type: none"> <li>· Notify the local public health department</li> <li>· Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>· Identify contacts, quarantine and exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious</li> <li>· Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14 day quarantine)</li> <li>· Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>· School remains open</li> </ul>	School community notification of a known case
<b>Tests negative after symptoms</b>	<ul style="list-style-type: none"> <li>· May return to school 3 days after symptoms resolve</li> <li>· School and classroom remain open</li> </ul>	Consider school community notification if prior awareness of testing

\* A contact is defined as a person who is less than 6 feet from a case for a cumulative of more than 15 minutes in a single day. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

\*\* A cohort is a stable group with fixed membership that stays together for all courses and activities and avoids contact with other persons or cohorts.

# 9. ADDITIONAL SAFETY CONSIDERATIONS

## Cleaning and Disinfecting

- Campuses will follow guidelines developed by the CDPH for cleaning, disinfecting, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs, etc.).
- EPA registered cleaning products will be used by staff on a daily basis to sanitize all areas on campus along with electrostatic sprayers.
- To ensure social distance, physical barriers will be installed in office areas where face-to-face interaction with the public occurs.

## Signage

- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Signage will designate entrances and separate exits in the hallways.
- Burroughs will have signage throughout campus to remind students and staff about hand washing, spreading germs, and social distancing.

## Other

- Staff members will complete mandated COVID-19 online training sessions (SSUSD COVID-19 Workplace Safety Plan).
- Students who are on IEPs will have access to distance learning if a student's family deems necessary.
- School personnel will work closely with families of students who are immunocompromised regarding specific needs when returning to school.

# 10. School Closure Protocol

When school districts open for in-person instruction, full or partial closures due to confirmed COVID cases are recommended based on the following:

Once a classroom, school, or school district has been closed due to COVID cases, reopening may occur after 14 days and the following have occurred: Cleaning & disinfection, contact tracing investigation, and consultation with Kern County Public Health.

<b>When to Close a Classroom</b>	 When there is <b>one</b> positive case in a classroom.
<b>When to Close a School</b>	 When <b>multiple</b> classes OR 5% of students/staff have confirmed cases.*
<b>When to Close a District</b>	 25% or more of schools in a district have closed due to COVID-19.*

# 11. Campus Offices

## Administration

Students and parents wanting to speak with an administrator should call the front office or email Burroughs administration to set up an appointment.

Burroughs Administration: [Burroughsadministration@ssusd.org](mailto:Burroughsadministration@ssusd.org)

## Attendance Office

Parents should call or email the attendance office to report absences and tardies.

Karina Bullard: [kbullard@ssusd.org](mailto:kbullard@ssusd.org)

Ronelle Cannon: [rcannon@ssusd.org](mailto:rcannon@ssusd.org)

## Counselors

Students and parents wanting to speak with a counselor should call the front office or email the counselor to set up an appointment.

### **Counselors:**

Rose Douglas (last name: A-D): [rdouglas@ssusd.org](mailto:rdouglas@ssusd.org); ext.4005

Stephanie Bailey (last name: E-Ler): [sbailey@ssusd.org](mailto:sbailey@ssusd.org); ext. 4007

Kerri Graves (last name: Les-Rn): [kgraves@ssusd.org](mailto:kgraves@ssusd.org); ext. 4008

David Vigneault (last name: Ro-Z): [dvigneault@ssusd.org](mailto:dvigneault@ssusd.org); ext. 4006

### **Counseling Clerk:** Bus passes, scholarship bulletins, registering new students

Laurie Rolfness: [lrolfness@ssusd.org](mailto:lrolfness@ssusd.org)

## Library

For help with Chromebooks, textbooks or library books please email

Janna Pearce: [jpearce@ssusd.org](mailto:jpearce@ssusd.org)

Patty Bell: [pbell@ssusd.org](mailto:pbell@ssusd.org)

## Student Services

Parents or students wanting to speak with specific office staff should call the front office or email the office staff member to set up an appointment.

### **Athletics/Activities:**

Heidi Smith: [hesmith@ssusd.org](mailto:hesmith@ssusd.org)

Michele Lazaro: [mlazaro@ssusd.org](mailto:mlazaro@ssusd.org)

**Finance Office:** All payments will be handled online through the Burroughs Online store found on the [Burroughs High School homepage](#).

Terrie Sween: [tsween@ssusd.org](mailto:tsween@ssusd.org)

### **Records Office**

Esprit Frisbie: [efrisbie@ssusd.org](mailto:efrisbie@ssusd.org)

### **Registrar Office**

Jim Ledbetter: [jledbetter@ssusd.org](mailto:jledbetter@ssusd.org)

# 12. Mental Health Supports

## Social Emotional Support

District and school staff are committed to supporting our students' social and emotional wellness and offering resources to ensure students transition back to school smoothly. Support staff will be available to assist students with social emotional needs. Families and schools will need to work together to check how students are feeling and assess their individual needs to provide the support our students need during these challenging times.

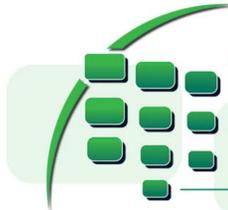
## School Counselors

School Counselor(s) will be available during regular school hours. To speak with a counselor or to set up an appointment please call **760-499-1800** or email:

- Rose Douglas (last name: A-D): [rdouglas@ssusd.org](mailto:rdouglas@ssusd.org); ext.4005
- Stephanie Bailey (last name: E-Ler): [sbailey@ssusd.org](mailto:sbailey@ssusd.org); ext. 4007
- Kerri Graves (last name: Les-Rn): [kgraves@ssusd.org](mailto:kgraves@ssusd.org); ext. 4008
- David Vigneault (last name: RO-Z): [dvigneault@ssusd.org](mailto:dvigneault@ssusd.org); ext. 4006

## Additional Supports

This year has been extremely difficult for people of all ages due to the many uncertainties surrounding the COVID-19 pandemic. Children are engaging in virtual learning, which has come with unforeseen challenges and setbacks. **Parents Anonymous®** offers a NO COST Parent and Youth Helpline which provides immediate emotional support from a trained and compassionate helpline counselor. Open 12 hours every day: Monday-Sunday 8 am – 8 pm CALL, TEXT OR CHAT in any language.



**California  
Parent & Youth  
Helpline**

1-855-4A PARENT  
1-855-427-2736

**8am-8pm Monday-Sunday**

CALL, TEXT OR LIVE CHAT NOW  
FOR EMOTIONAL SUPPORT OR TO  
SIGN UP FOR ONLINE PARENTING  
SUPPORT GROUPS

[caparentyouthhelpline.org](http://caparentyouthhelpline.org)  
[info@caparentyouthhelpline.org](mailto:info@caparentyouthhelpline.org)

Asking for Help is a Sign of Strength®

# 13. Technology Information

## Chromebook 1:1 Program

SSUSD believes that all students need a device to ensure access to online instruction and instructional resources. SSUSD provides students with a Chromebook they keep with them throughout the year.

Using their Chromebooks, students have the ability to access the learning management system, Canvas, digital instructional materials and resources, and collaborate with their teachers and other students.

Students are expected to bring their fully charged Chromebook to and from BHS every day. This allows for continuity between in-school and online experiences.

## Internet Access



SSUSD provides free hotspots to students who have unreliable or no Internet access at home. Please email [techsupport@ssusd.org](mailto:techsupport@ssusd.org).

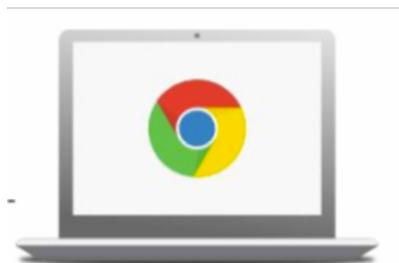
## Technical Support

Students needing Chromebook repairs should contact

Janna Pearce: [jpearce@ssusd.org](mailto:jpearce@ssusd.org) or  
Patty Bell: [pbell@ssusd.org](mailto:pbell@ssusd.org).

Students needing assistance with Zoom or Canvas, please contact the front office (760) 499-1800.

Students having issues with Mifis please email [techsupport@ssusd.org](mailto:techsupport@ssusd.org)



# 14. Sports & Co-Curricular

## ACTIVITIES

The reopening guidelines for our athletics and other co-curricular activities will focus on ensuring that a safe environment will be provided for our students who choose to participate in these activities.

SSUSD recognizes that athletics and co-curricular programs are not only essential to the learning of all students involved but also a key to lifelong success for many of our students. As such, SSUSD is committed to following federal, state, and local health agency guidelines during our tiered reopening of our athletics programs while minimizing the risk of transmission of illness to students, families, coaches, and the community. SSUSD's tiered reopening of our athletics programs will be guided by what is feasible, practical, acceptable, and tailored to the needs of the community so that we may help our student-athletes participate in these highly meaningful and essential programs in the safest way possible.

California Department of Public Health (CDPH) Approval:

- Athletics started up with Tier 1 (Training in small cohorts of 12 athletes, no locker room use, no games)
  - Co-curricular activities have not started up yet. The Kern County Department of Education receives clarifying information from both the Kern County Department of Health and California Department of Public Health. SSUSD cannot speculate as to when guidance will be issued as it is dependent on the county meeting certain public health metrics.
  - As recommended by the CDPH following activities will not be allowed at this time: field trips and large group activities (assemblies, dances and rallies).

SSUSD Mandated Training: Prior to the commencement of coaching activities, all coaching staff members will complete COVID-19 required online training.

Burroughs High School, with guidance from SSUSD, will follow State and local guidance to determine tiered levels of participation with specified durations for a gradual to full physical return of athletics.

Students wishing to participate in sports should check the [BHS Athletics website](#) or contact the Athletic Director, Michele Lazaro [mlazaro@ssusd.org](mailto:mlazaro@ssusd.org) for more information.

CIF has developed a comprehensive document to help school districts prepare for their student athletes to return to athletic activities. CIF Sports Updates can be found at the CIF website: [California Interscholastic Federation \(CIF\)](#)

## 2020-2021 BHS Athletic Calendars

[Fall Sports \(Crosscountry, Football, Girls Tennis, Volleyball\) Schedules](#)

[Winter Sports \(Boys/Girls Basketball, Boys/Girls Soccer, Boys/Girls Wrestling\) Schedule](#)

[Spring Sports \(Baseball, Boys Tennis, Golf, Softball, Swimming, Track/Field\) Schedule](#)

# 15. Additional Family Resources

## COVID-19 Testing & Emergency Care

**Call 911 for emergencies**

**Ridgecrest Regional Hospital**

760-446-3551, 1081 N. China Lake Blvd.

## Urgent Care

**Heather Stone Urgent Care**

760 446-4571, 900 N Heritage Dr Ste E

**Ridgecrest Urgent Care**

760 499-3800, 1111 N. China Lake Blvd.

## Mental Health Services

**Crisis Stabilization Unit**

760-463-2880, 1141 Chelsea St.

**College Community Health (for students with MediCal)**

760 499-7406, 1400 N. Norma St. #133

**Omni Family Health (has sliding fee scale)**

1-800-300-6664, 1133 N. Chelsea Street

**Rural Health Clinic Mental Health**

760 499-3863, 1111 N. China Lake Blvd.

**Southern Sierra Mental Health**

760-446-6404, 105 E. Sydnor

**Resources for Suspected Child Abuse or Neglect**

If you suspect child abuse or neglect, please call the Child Protective Services Hotline.

**Child Protective Services Hotline**

(661) 631-6011 (County)

(760) 375-6049 (Ridgecrest)

**Substance abuse**

College Community Services Adolescent Substance Use Disorder Treatment Team (12-17 yrs old)

760 499-7406, 1400 N. Norma Ste. 127-133