

Covid-19 Safety Plan 2020-2021

1. Contact Person/School Liaison

Our school principal, John Linhares, will be the contact person for COVID-19 issues.

- The school liaison will contact the LHD within 24 hours of any known case of COVID-19 among any student or employee who was present on campus within 10 days preceding a positive test for COVID-19.
- The school liaison will regularly notify the CDPH, every two weeks, whether it is serving students in-person.
- The school liaison will notify it's employer's HR department within 24 hours of any known case of COVID-19 among any student or employee who was present on campus within 10 days preceding a positive test for COVID-19.

2. General Measures

- We will regularly monitor communications from local and state authorities (including the California Department of Public Health and the California Department of Education) to receive information and guidance regarding protecting our community from COVID-19.

This is the site for the most recent update January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

- We will consult with other local educational agencies in our region, including the county office of education and our parent organization (Northern CA Conf. of SDA, Education Department) regarding best practices for protecting our community from COVID-19.
- We will regularly review updated guidance from the California Department of Public Health and the California Department of Education.
- We will regularly evaluate to what extent external community organizations can safely utilize the site and campus resources. If we determine that external community organizations can safely use the facilities, we will ensure that they follow these safety measures.

3. Promoting Healthy Hygiene Practices

The best way to prevent illness is to avoid being exposed to this virus. These actions will help prevent the spread of this illness.

- Avoid close contact with people who are sick.
- Put distance between yourself and other people (at least 6 feet).
- Cover your mouth and nose with a mask when around others or when it is not practical to maintain a physical distance of 6 feet. Information will be provided to all staff and families in the school community regarding proper use, removal, and washing of cloth face coverings using the CDC information at these web locations.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

- If a student refuses to wear a face covering, they will be excluded from on-campus instruction, unless they are exempt. If they are exempt, they will be provided with online learning opportunities.
- Cover your cough or sneeze with a tissue or the inside of your elbow if a tissue is not readily available, then throw the tissue in the trash and wash your hands.
- Avoid contact with one's eyes, nose, and mouth.
- Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.
- Staff will model and practice handwashing for 20 seconds, rubbing thoroughly after application with soap and water.
- Students and staff will have routines for washing their hands at staggered intervals upon entering the classroom at the beginning of the school day, before and after lunch, after recess, after touching playground equipment and after touching frequently touched surfaces. (In order to minimize the need for student movement and congregation in bathrooms, each classroom contains a sink). Students will wash at the sink alone.
- Fragrance-free hand sanitizer will be available for staff and student use when it is not practical to wash their hands at a sink (hand sanitizer dispensers will be installed for this purpose). Sanitizer must be rubbed into the hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl Alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
- Hot lunch volunteers will use gloves and facial coverings when preparing meals. Food will be dished out by staff; self-service will not be allowed. We do not have a regular lunch program so this event would be limited or rare.

4. Cleaning, Disinfection, and Ventilation

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

- Frequently touched surfaces will be cleaned/disinfected regularly as needed.
- Frequently touched surfaces in the school include, but are not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
- We will minimize frequently touched objects and clean and disinfect shared items and equipment, such as toys, games and art supplies to the extent that is practical between uses.
- We will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. We will provide employees training on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act.
- We will provide custodial staff with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product.
- All products will be kept out of children's reach and stored in a space with restricted access.
- We will establish a cleaning/disinfecting schedule that facilitates proper use of cleaning products. We plan to do thorough cleanings when children are not present to the extent practicable.
- We will ensure proper ventilation during cleaning and disinfecting times.
- We will introduce fresh outdoor air as much as possible to the classrooms by opening windows and doors where practical. We will flush the air space before children arrive in the morning, at the end of the school day and during the day when practical and safe. We will flush the classroom air with the ventilation system or fans without blowing air towards any persons.
- If using air conditioning, we will use the setting that brings in fresh air. We will replace and check air filters and filtration systems to ensure optimal air quality.
- We will 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.

5. Implementing Distancing Inside and Outside the Classroom

We will ensure that staff maintain a physical distance of six feet and that all staff wears a face covering in accordance with <https://CDPHguidelines> and Cal/OSHA standards.

ARRIVAL AND DEPARTURE

- Upon **arriving** at school, all staff and students will have their temperatures checked using a non-contact thermometer and will answer a set of questions concerning Covid-19 related symptoms and possible exposure to someone with Covid-19 before being admitted to school. Parents will be provided with a list of COVID-19 symptoms and may do the screening at home and report to the staff. Parents will keep their child home even if symptoms are mild. See the home screening form below.

CDC Daily Home Screening for Students

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

- Parents will wait in vehicles to confirm students have no signs or symptoms. These are the CDC guidelines for checking students for symptoms.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>
- If the student or staff member shows signs of Covid=19 symptoms, they will leave the campus until they have either been tested negative or until at least 24 hours after both their symptoms have passed and they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>
- **Departures:** Parents will wait in cars while staff members bring students to cars following social distancing protocols.

IN THE CLASSROOM

- Once in the classroom, students will wash their hands then go to their designated space following social distancing protocols. Students will remain in stable groups. Keeping the students and staff consistent with each group, to the greatest extent possible will limit exposure from other groups.
- We will designate routes for entry and exit, using as many entrances as feasible. Students will enter and exit in single file with 6 foot spacing between them. Students will enter and exit through their classroom doors only. We will put in place other protocols to limit direct contact with others as much as practicable.

CLASSROOM SPACE

- We will configure seating arrangements to facilitate appropriate physical distancing 6 foot or greater. Our class sizes are 20, 15 and 8 students. Our classrooms measure approximately 1200 square feet.
- Staff will 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. Students will not congregate for any activity or for turning in or collecting assignments or materials.
- We will implement procedures for assignment exchange to minimize shared contact.

NON-CLASSROOM SPACES

- We will limit nonessential visitors and activities involving other groups while students are at school.
- We will limit communal activities where practicable. When communal activities are necessary, we will facilitate proper distancing, face coverings and sanitation procedures.
- We will use outdoor space for instruction often and when practicable.

- If meals are served, they will be on individual plates in classrooms or outdoors that facilitate appropriate grouping and distancing.
- Recess activities and lunches will be staggered in three separated periods (K-2, 3-6, and 7-8). Each of these stable groups have 20 or fewer students.
- Students will be encouraged to use the bathroom individually rather than small groups. We have a large campus with much outdoor space and will engage in great amounts of outdoor learning.

6. Storage of Student's Face Coverings During School

- The face covering will be removed for meals, snacks, nap time, or outdoor recreation or, or when it needs to be replaced.
- When a cloth face covering is temporarily removed, it will be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

7. Sharing Limits

- Each child's belongings will be kept separated in backpacks, storage cubbies, containers or personal desk storage.
- PE or play equipment will be assigned to each individual class group.
- Students will have their own electronic devices, books, and other learning tools as much as practicable.

8. Training and Education of Staff and Families

- Staff, students, and parents will be encouraged to understand the importance of protecting from the spread of COVID-19 for the safety of the community as well as the continued in person operation of the school.
- We will provide Information to all staff members and families regarding proper use, removal, and washing of cloth face coverings as indicated through these CDC websites.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- We will provide additional education to staff and families regarding the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Symptom screening practices
 - COVID-19 specific symptom identification
 - How Covid is spread
 - The importance of staff and students not coming to school if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19.
 - For staff, COVID-19 specific symptom identification and when to seek medical attention.
 - The employer's plan and procedures to protect staff from COVID-18 illness.

- When practicable, we will conduct training and education virtually and through email communication.
- Students will receive direct instruction from the teacher and/or principal on the application, enforcement and information related to the reopening plan. They will practice the skills in class with the teacher.

9. Symptom and Exposure Screening

- **Parents or caregivers will be strongly encouraged to monitor their children for signs of infectious illness every day.** Parents will keep their child home even if symptoms are mild and instructed to have their child tested for SARS-CoV2.
- Staff members will be provided with the list of COVID-19 symptoms and will be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-Cov2.
- Staff and students will be required to stay at home when they are sick without fear of reprisal.
- Students who remain home will be provided with learning opportunities at home.
- We will ensure that staff, students, and families are aware of these policies.
- We will be alert throughout the day for signs of illness in staff or students.
- We will conduct daily visual wellness and symptom checks as students arrive and prior to individuals being allowed to join the classrooms.
 - We will take students' temperature with a no-touch thermometer.
 - Students with a temperature of 100.4 or higher will be sent home.
 - We will ask all students or their parents about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. These symptoms include, but are not limited to:
 - ~ fever or chills
 - ~ cough
 - ~ shortness of breath or difficulty breathing
 - ~ chills
 - ~ repeated shaking with chills
 - ~ muscle pain or body ache
 - ~ headache
 - ~ sore throat
 - ~ fatigue
 - ~ congestion or runny nose
 - ~ nausea or vomiting
 - ~ new loss of taste or smell
 - ~ diarrhea
- **Students and staff will stay home when sick** until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
- We will ask if they have been in contact with any person with COVID-19. Close contact is defined as contact within 6 feet for greater than 15 minutes without a face covering within a 24 hour period.

- We will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
 - If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card to identify if the student has a history of allergies. If deemed necessary, we will send the student to the “isolation room” until the student can be picked up from parent/caregiver.
 - WHEN I CAN BE AROUND OTHERS IF I THINK OR I KNOW I HAD COVID-19 AND I HAD SYMPTOMS
 - 10 days after symptoms first appeared **and**
 - 24 hours with no fever without the use of fever-reducing medications **and**
 - COVID-19 symptoms are improving
- https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

10.Plans for Testing Staff and/or for When a Staff Member, Child or Visitor Becomes Sick or has had Contact With a Person with COVID-19

- We will require all staff to be tested periodically by their primary care provider, an immediate care provider or a community testing site as testing capacity permits and as is practicable.
- Staff will be tested over a two-month period by 25% every two weeks or 50% every month.
- We will require staff and students to stay home if they have recently had close contact with a person with COVID-19.
- We will designate a separation room to isolate anyone who exhibits symptoms of COVID-19.
- Students or staff who exhibit COVID-19 symptoms while at school will be required to continue wearing a face covering and wait in the isolation room until they can be taken home. These symptoms include, but are not limited to:
 - fever
 - cough
 - shortness of breath or difficulty breathing
 - chills
 - repeated shaking with chills
 - muscle pain or body ache
 - headache
 - sore throat
 - fatigue
 - congestion or runny nose
 - nausea or vomiting
 - new loss of taste or smell
 - diarrhea

- Staff and students can go to a testing location of their choice that is capable of giving rapid Covid-19 test results.
- If we become aware that a student or staff member is COVID-19 positive, we will do the following:
 - Notify staff and school family members in person, through the phone, text messaging or email (while maintaining confidentiality as per FERPA and state law related to privacy of education records)
 - Notify local health officials
 - Document/track incidents of possible exposure
 - Close all areas that were occupied by that person until they have been thoroughly cleaned and disinfected.
- We will advise sick staff members and students who have been absent from school due to COVID-19 to isolate at home until they have met the CDPH criteria <https://www.cdph.ca.gov/> to discontinue home isolation. These include:
 - At least 10 days have passed since symptoms first appeared, **and**
 - At least 24 hours have passed with no fever (without the use of fever-reducing medications), **and**
 - Other symptoms have improved.
- We will ensure that all students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. provide distance learning opportunities to students while they are away from school due to COVID-19.

11.Plans for a Confirmed or Suspected Case of COVID-19 in School

Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school community
1	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19.	<ul style="list-style-type: none"> • Send home if at school • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open 	<ul style="list-style-type: none"> • No action needed.
2	Close contact with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remains open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.

3	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date • Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remain open. 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with potential exposure if case was present in school while infectious
4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

12.Maintaining Healthy Operations

- We will monitor staff absenteeism, and we will ensure that other staff are available to fulfill the duties of staff members who are absent.
- We will monitor the types of illnesses and symptoms among our students and staff and address them as deemed appropriate.
- We will designate John Linhares, the principal, as our staff liaison to be responsible for responding to COVID-19 concerns. The liaison will be trained to coordinate the documentation and tracking of possible exposure to notify local health officials, staff, and families in a prompt and responsible manner.
- We will maintain communication systems in person, through the phone, by text messaging, by email, and through our school website, that allow staff and families to self-report symptoms and

receive prompt notifications regarding exposures and closures. We will do this in a way that maintains confidentiality, as required by FERPA and state law related to privacy of educational records.

- We will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning opportunities.

13.Plans for Partial Closures and Triggers for Distance Learning

- We will monitor communications from state and local authorities regarding COVID-19 transmission and/or closures in our area, and we will adjust operations accordingly.
- If a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:
 - The classroom with one positive case will move to distance learning for 14 days.
 - The entire school will move to distance learning for 14 days when there are cases in multiple cohorts.
 - We will maintain regular communications with the local public health department.
 - All areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.
 - We will advise those who have been in contact with the COVID-19 positive individual to isolate at home.
 - We will implement communication plans for school closure to include outreach to students, parents, staff members and families through email, phone calls, and virtual meeting platforms.
 - We will provide guidance to students, staff members, and families regarding the importance of physical distancing measures while school is closed (including discouraging gathering elsewhere).
 - In order to maintain continuity of education, we will implement one of the following three instruction strategies (as applicable):

Below is a brief summary of each type of learning model:

1. In-Person Learning: With safety measures in place, students will be taught by their teacher (in-person) five days a week, as is traditionally done.

2. Adaptive Learning: If it is determined that some students need to isolate at home while others attend school, teachers will provide “in-person” instruction at school to students who are able to safely attend school, and will use distance instruction platforms and strategies to make instruction available to students who, due to COVID-19, are not able to attend school.

3. Distance Learning: If it is determined that the entire school needs to close due to COVID-19, teachers will use distance instruction platforms and strategies to instruct students while they isolate at home.