



CAPITAL CHRISTIAN SCHOOL

## COME BACK TO SCHOOL PLANS

18 September 2020

# INTRODUCTION

Capital Christian School (CCS) has developed this plan to support our community's safe return to school in August amid the current pandemic. Our needs and responses are different from many other public and private schools due to the following:

1. CCS population is relatively small – especially given the fact that we sit on 67+ acres
2. We can maintain physical distancing of 6ft. or more thanks to our spacious classrooms with healthy ventilation and airflow
3. We do not have complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms.

The guidelines in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other applicable federal, state, and local agencies.

CCS priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID in the context of returning to purpose of serving the needs in our community. Understanding that there is an inherent risk to being in session on campus while in a pandemic, we also understand that we are part of a local community that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
  - a. **Life Groups:** Students are organized into distinctive cohorts to minimize the spread of COVID-19 between groups.
  - b. **Hygiene:** Within these cohorts, we will emphasize strong, hygienic practice with available supplies.
  - c. **Education:** Students will be educated and trained to practice safe measures outside of the classroom.
  - d. **Distance options:** If a student or their family member is in a higher-risk group, we will give them the option of a remote learning plan.
2. **Presence:** Students benefit from consistency in their schedule and learn better from a developed relationship with their teachers. Many families are struggling with inconsistency and lack experience to provide a healthy learning environment. Essential workers are unable to be at home with their students and fulfill their responsibilities professionally. Therefore, we provide options to families so that students are at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue in their holistic development: relationally, spiritually, mentally, emotionally, physically, and academically.

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# GENERAL PROTOCOLS

## Social Distancing

- All persons on campus will practice social distancing of six feet or more as much as is practicable.
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6 ft and > 15 minutes
- Signage will be used throughout campus to support social distancing and proper hygiene norms
- Ad-hoc interactions by adults should be avoided
- Large gatherings, such as in-person assemblies in one room, are not allowed
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus
- No more students will be admitted into a restroom at a time than there are sinks
- Classrooms will be encouraged to go outside and be outside for any gathering and for classrooms.

## Student Cohorts / Life Groups

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space in their classrooms and the extended care space
- Students and staff will not share workspaces or supplies if they are from different cohorts.
- Cafeteria will be closed at this time. Students are to bring their own supplies for snacks, hydration, and lunch. Should we offer cafeteria lunch, students must pre-order their lunch and the lunch will be delivered to their cohort with their name on the outside of their bag.
- Outdoor spaces will be used as much as possible
- Student desks will be spread out to maximize space and be at least 6 feet from each other.
- Windows (if available) and doors will be opened to increase air flow and ventilation.

## CCS Staff

Employees are encouraged to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces.

There will be limited access to certain workspaces to reduce exposure and ensure safety.

**Office** – Each campus will restrict the number of persons in the offices to maintain social distancing. Plexiglass will be used in common service areas of interaction with the students or with parent. Consistent cleaning will be done to common surface areas.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted. Staff will clean before and after each use of equipment.

## Screening

- Students and staff must conduct a daily self-check before they come to campus. Grades K – 5 are screened with questions and recorded daily through brightwheel app on mobile devices.
- Health screenings include the following for children:
  - Does the child have a fever (100.4°F or greater) without having taken any fever-reducing medication?
  - Has the child been exposed to or possibly exposed to anyone in the last 14 days with COVID-19?
  - Does the child have a sore throat?
  - Does the child have a new uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
  - Does the child have diarrhea, vomiting, or abdominal pain?
  - Does the child have new onset of severe headache, especially with a fever?
- Health screenings include the following for Adults:
  - Do you have a fever (100.4°F or greater) without having taken any fever-reducing medication?
  - Do you have a loss of smell or taste?
  - Do you have a cough?
  - Do you have muscle aches?
  - Do you have a sore throat?
  - Do you have congestion or a runny nose?
  - Do you have shortness of breath?
  - Do you have chills?
  - Do you have a headache?
  - Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
  - Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?
  - Have you been asked to isolate or quarantine by a medical professional or a local public health official in the last two weeks?
- A temperature check will be conducted for all persons during their first class or as they come onto campus. Any individual experiencing or showing symptoms will report to the office designated isolation space for screening
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day

## Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

- The school staff shall frequently remind students and staff to not touch the face covering and to wash their hands frequently.

## Face Coverings

Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. A cloth face covering should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is removed temporarily, it should be placed in a clean paper bag or plastic bag with the student's name and date until it needs to be put on again. The bag should be disinfected, cleaned or discarded on a routine basis.

**Everyone on campus must wear a mask.** Students who refuse to wear a face mask will be excluded from campus, with the following exceptions:

- K - 2nd grade students while seated at desks or with the permission of the teacher within their cohort.
- Students engaging in socially distanced (6' separation) outdoor physical activity
- **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** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others ... Staff must return to wearing a face covering outside of the classroom.”<sup>1</sup>
- Information for all staff, students and families for proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>
- Individuals with a documented medical issue

## Gloves

**All custodians and food services personnel must wear gloves**

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

## Voluntary Staff Testing

CCS Staff that interact with our students on waiver will voluntarily be tested as much as is practicable. Our plan is to have all school staff on our elementary-age campus tested over two (2) months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff involved with elementary over time. This would include but not limited to teachers, para-professionals, cafeteria workers (which we currently do not have), janitors, or any other school employee that may have contact with students or other staff. Our hope is that this surveillance testing will help detect asymptomatic infections as our administration will be working with our Testing POC.

Sacramento County Community Testing Sites can be found here:

[https://www.saccounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

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<sup>1</sup> COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

# Staff Training and Family Education

## Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- Implement procedures for turning in assignments to minimize contact
- Consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing things; where sharing occurs, clean, and disinfect between uses

## Cleaning & Disinfection Routine

- Students will have one ziplock bag labeled “Clean” with 5 clean rags and another labeled “dirty” with dirty rags that they take home daily, like their backpack.
- Teachers will spray the area with disinfectant to ensure proper coverage and wait times.

## Healthy Hygiene Practices

Reducing the risk of exposure to COVID-19 by proper personal hygiene practices and disinfection is a critical part of ensuring student and staff safety.

- Staff and families will be trained and educated in sanitation and hygiene instruction through thorough training and review of protocols.
- Within cohorts, we will emphasize strong, hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.
  - Build time into daily routines for students and staff to wash hands.
- Families will be constantly reminded to maintain hygiene and distancing at home and in the community.

## Visitor & Volunteer Protocols

*The safety of our staff and students is our primary concern. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.*

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child’s classroom if deemed essential by the principal

- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

## Food & Package Delivery

Students must bring their own food to school or purchase meals through the approved food service program. Parents or non-approved vendors or delivery services (e.g., GrubHub) bringing food to campus during the day is prohibited. Students shall not share food or beverages.

## COVID Symptoms and Case Response

### Definitions

A **contact** is defined as a person who is <6 feet from a case for >15 minutes. An entire cohort or group is considered a contact if they have shared time indoors, even with distancing.

A **cohort** is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

### Contact Tracers

- CCS has a designated employee who is a contact tracer: Pamela Wright
- Contact tracers must be trained either by the county within which the school resides, or take one of the following courses on contact tracing:
  - Webinar-Based as recommended by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/general-training-modules.html>
  - Coursera Option: <https://www.coursera.org/learn/contact-tracing-for-covid-19>

### Students:

- Fever of 100.4 degrees or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.
- (If a student is exhibiting symptoms refer to student health history form)

### Adults:

- Fever of 100.4 degrees or higher;
- Chills;
- Cough;
- Shortness of breath/ difficulty breathing; Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;

- Nausea or vomiting; Diarrhea

## Testing

- Any student or staff person with symptoms not explained by another non-infectious condition diagnosed by a medical professional needs to be tested for COVID-19.
- Per this directive, symptomatic individuals must be tested within 48 hours of symptom's onset and provide test results within 72 hours. Parents are responsible for the cost of these tests.
- If the medical provider for the individual with symptoms cannot guarantee a 72-hour turnaround in the test results, the symptomatic individual must use the school's designated testing laboratory:

Alcala Testing & Analysis Services

David Hogan

760-705-0803

davidhogan@alcalalabs.com

- A designated licensed nurse, Tiffany Shelley, will collect upper respiratory specimens with mail-in testing.

## Response to Confirmed/Suspected COVID-19 Cases and Close Contacts (TABLE 1)

SCENARIO 1: ANSWERING “YES” ON SCREENING <u>OR</u> EXHIBITING A COVID <u>SYMPTOM</u>	
IMMEDIATE ACTIONS	COMMUNICATION
<p><b>Student/staff are isolated at the site in the designated office space until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</b></p> <p><b>To return to school:</b>  All symptomatic persons should be tested for COVID-19.</p> <ul style="list-style-type: none"> <li>• If they test positive, they can return to campus 10 days after symptoms started, 24 hours without fever, and improving symptoms. (There is no requirement for 24 hours of improving symptoms).</li> <li>• If they test negative, they can return 72 hours after symptoms resolve.</li> </ul> <p>All persons in the COVID-positive person’s cohort and any other close contacts must be tested for COVID per the testing guidelines, above.</p> <ul style="list-style-type: none"> <li>• If student/staff tests positive, see Scenario 3.</li> <li>• If student/staff tests negative, see Table 2 below.</li> </ul> <p>In addition, the individual may have a medical note by a physician that provides an alternative explanation for symptoms and reason for not having a COVID-19 test (e.g., seasonal allergies)</p> <p><b><u>School site will remain open</u></b></p>	<p>COVID-19 symptoms letter provided to the individual or individual’s guardian (<a href="#">See Appendix E</a>)</p>

## SCENARIO 2: FAMILY MEMBER OR CLOSE CONTACT (OUTSIDE COMMUNITY) TESTS POSITIVE

### **Student/staff sent home Principal & county COVID-19 School Liaison notified**

Student/staff instructed to quarantine/monitor for symptoms, even if they test negative, for a full 14 days after last exposure to the person testing positive for COVID.

Household contacts can end quarantine 14 days after their last exposure to the positive household member.  
If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.

**School site will remain open**

**Student (Guardian) or Staff:** Immediately notify the county COVID-19 School Liaison if they are defined as a close contact of a confirmed case  
[\(See Appendix E\)](#)

## SCENARIO 3: STUDENT OR STAFF MEMBER TESTS POSITIVE

**Student/staff sent home, if not already at home.  
School administration, RD, and county COVID-19 School Liaison notified.  
Sacramento County of Public Health notified  
Close off and clean any areas used by the person who tested positive, per [CDPH](#) and [CDC](#) guidance**

Student/staff that tested positive:

- Positive persons must isolate for 10 days from symptom onset go 24 hours without fever (without fever-reducing medication) and demonstrate improving symptoms.

School-based close contacts:

- identified and instructed to self-quarantine and monitor symptoms for 14 days.
- Close contacts include the entire cohort and any non-cohort members who have been within 6 feet for 15 minutes or more.
- Even if a cohort maintains 6 feet of distance, the prolonged duration of indoor exposure warrants quarantine.

\*Close contacts should be tested, whether they have symptoms or not.  
Testing does not shorten the quarantine requirement.

**School site will remain open**

**COVID-19 positive Individual:** Notify school administration and COVID-19 School Liaison immediately

**School Site:**

- Contact Sac County Public Health
- Close Contact letter and Self-Quarantine Instructions sent to school close contacts within 48 hours.

[\(See Appendix E\)](#)

## Steps to Take in Response to Negative COVID-19 Test Result (TABLE 2)

A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	
IMMEDIATE ACTIONS	COMMUNICATION
<ul style="list-style-type: none"> <li>• If a symptomatic school member testing negative had a known close-contact exposure to a COVID-positive person, they must complete a 14-day quarantine, even with a negative test.</li> <li>• If the symptomatic person testing negative did not have a known exposure, they can return to school 72 hours after their symptoms resolve.</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	
<ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure to COVID-19 positive non-household contact.</li> <li>• Household contacts can end quarantine 14 days after their last exposure to the positive household member.</li> <li>• If the infected household member isolates in their own bedroom with their own bathroom, the exposed person's quarantine can be concurrent with the infected person's isolation.</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	
Can return to school/work immediately	No action is needed

Chart adapted from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

(\*) A contact is defined as a person who is <6 feet from a case for >5 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort or other group may need to be considered exposed, particularly if they have shared time indoors.

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

Chart sourced from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

### Additional Details

## Distance Learning

Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing virtual learning or independent study

**School Closure and Subsequent Reopening:** Capital Christian School, in consultation with Public Health, will determine if a partial or full school closure is needed based on [guidance](#) and [recommendations](#) from CDPH. Please refer to the most current guidance, currently as follows:

**State Criteria for Allowing In-Person Instruction:** ([as of July 17, 2020](#))

- a) Closure: A school must close in-person instruction if the County is placed on the County Monitoring List (CML). If the County is added to the CML before school resumes, schools must conduct distance learning until the county is off the CML for 14 days. If the County is added to the CML, superintendents (in consultation with labor, parent, and community organizations) may request a waiver for elementary schools for in-person instruction. The county department of public health publishes, reviews, and approves all waiver applications.
- b) Reopening: The school can reopen in-person instruction after the County has been removed from the CML for at least 14 days. The county department of public health publishes, reviews, and approves all waiver applications.

**Local Criteria for Closure and Re-opening in response to COVID-19 Cases:**

- c) Individual School Closure: Closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Health Officer. For example, school closure may be appropriate in any of the following scenarios:
  - i) Multiple cases in multiple cohorts at a school
  - ii) There are at least 5 percent of the total number of teachers/student/staff cases within a 14-day period, depending on the size and physical layout of the school.
  - iii) Public health investigation or other local epidemiological data results in the County Health Officer recommending school closure.
- d) Reopening: Public Health and the school will be in communication throughout this process. School and school districts can typically reopen after 14 days and the following:
  - i) Cleaning and disinfection have occurred;
  - ii) Public health investigation is complete
  - iii) Local public health is consulted and has no concerns with re-opening.

# SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

## Product Guides

The process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

### Hand Sanitizer

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.
- Do not use hand sanitizers that may **contain methanol** which can be hazardous when ingested or absorbed.

### Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the **Environmental Protection Agency (EPA)- approved list “N,”** and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

## General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	After each recess
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

## Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are permitted.
- Students and staff are encouraged to bring their own supply of food and hydration and not to share them with others.

## HVAC Considerations

- Fresh outdoor air is introduced as much as possible.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present

## School Procured Additional Supplies

Item	Quantity	Notes
<a href="#"><u>Hand Pump Sprayer</u></a>	1/classroom	For teachers to spray desks for students to wipe down.
<b>Staff Gloves</b>	100 count/class	Nitrile gloves
<b>Bulk Hand Sanitizer</b>	1/site	55-gallon drums for refill stations
<b>Individual Pumps</b>	1/person	8oz
<b>Cleaning Solution</b>		Alcohol-based
<b>Student Towels/ Ziplock Bags</b>		For cleaning personal work surface and storing clean and soiled towels
<b>Restroom Soap Dispensers</b>		Automated
<a href="#"><u>Pencil box/supply bin</u></a>	1/student	
IR Therm	7/school	Housed in the school office or with first period teachers of the day
Acrylic/Plexiglass		Office counters & isolation space

## Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school in order to make sure all students have the same supplies and will not share them.

Item	Quantity	Notes
Water bottle	1	With drinking fountains turned off, students will be encouraged to fill bottles at home. They will have access to one of the touchless water bottle filling stations.
Backpack	1	Students will be assigned a hook where they will hang their backpack. The backpacks will be at a distance, as to not touch other backpacks. Students will have access to their backpacks in staggered groups.
Clean cloth face mask	1	
Towel	1	Students will bring a towel (beach towel for intermediate and middle school students) for use to sit on during outdoor instruction, work, or lunch.

## FACILITY ADJUSTMENTS

- Office has hand sanitizer dispenser and paper towel dispensers
- Autosense faucets have been installed in many restrooms
- Classroom rugs, group tables, and extra furniture has been removed and individual desks or tables installed with six-foot gapping between student stations
- Students have their own designated space (desk/table) with their own supplies, water bottle, cleaning materials, and hand sanitizer
- Social distancing and best practices signage posted around campus and distributed to families
- Hand sanitizer stations installed at every point of egress in every room on campus
- Public space (eg, number of seats) has been minimized in the front office







## DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

*Tell your mom, dad, or caregiver before  
you come to school, Tell your teacher or  
an adult if you become sick at school*



cough



Shortness of breath  
or problem breathing



chills



sore throat



loss of taste  
or smell



muscle pain

### OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite*



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



2M  
6 FEET



2M  
6 FEET



Please practice social distancing

Thank you







# SCHOOL ROUTINES

## Morning Drop-Off

Drop-Off Hours: 8:00 AM - 8:20 AM

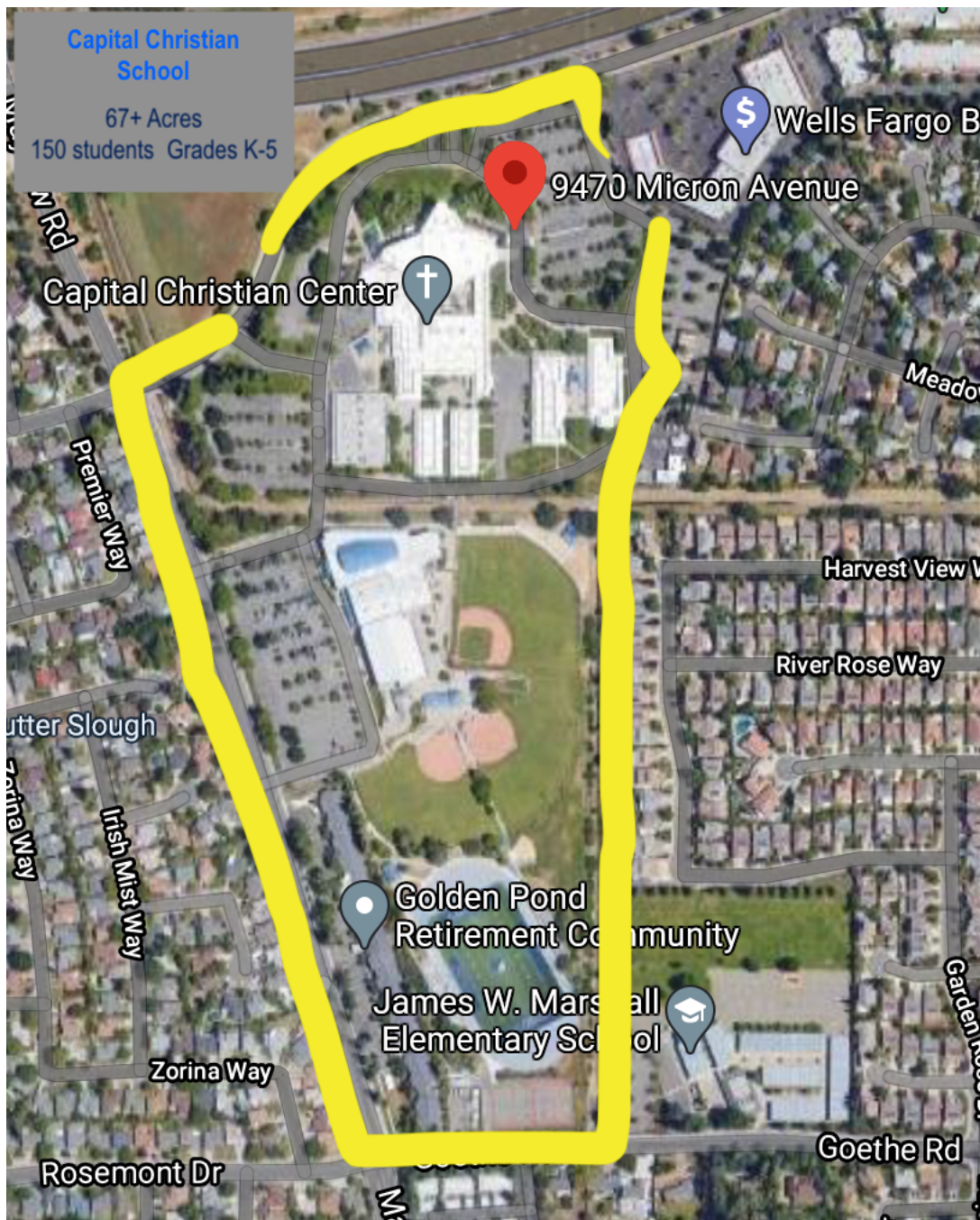
**Staffing:** Teachers and Aides

**Protocol:**

- Parents use the Brightwheel app to check and record student's health symptoms.
- Parents escort their child while maintaining social distancing to the classroom.
- Teachers will follow student screening and entry protocol at the classroom doors.

## Mitigation of Close Contact during Pick-up and Drop-off times

- Our campus provides ample spacing for parents to drop off their student and walk them up to their classroom.
  - Signs are visible and remind students and families to stay at least 6 ft. apart and to wear face masks.
  - Parents have been instructed on maintaining social distancing of at least 6 ft. from other students and families.
- We anticipate using only 12 classrooms of our available 22 classrooms in the K-8 area. We also have additional classrooms we can use in other buildings, if necessary, to keep classrooms and parents socially distanced.
  - Classrooms open directly to the outside. There are no enclosed corridors or hallways or "main entrance" doors that would cause a bottleneck.
- Principals and Vice Principals monitor pick-up and drop-offs to ensure that families are not in close contact with each other.
  - From our observations this year, pick-up and drop-off times have been smooth and not congested due to our wide corridors and multiple entry areas onto campus for K-5. In addition, if there was an issue, the administrators would adopt a staggered pick-up and drop-off time by classroom or grade level.
  - Should a staggered pick-up and drop-off time by classroom be implemented, classrooms will be staggered by grade levels and there would be a "waiting area" designated in the parking lot area for families to remain in their cars should they have more than one child in different grade levels of release and drop-off.





## Recess and Physical Education

**Staffing:** Teachers and Aides

**Protocol:** Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Activities such as jump rope, calisthenics, and exercise where students can conduct independently will be the standards. Teachers will clean doorknobs after each recess/PE. PE will be held outside when possible. Students will recess in separate areas of the campus (Zone 1 and Zone 2). Play structures will not be in use. If it rains, students will remain in the classrooms or be allowed into the gym to do individualized activities socially distanced. The activity area in the gym will be cleaned before and after each use.

## Lunch

During lunch, students must remain in their cohort, and the cohorts must remain socially distant from other cohorts.

**Protocol:** Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. The hot lunch program is currently suspended. If it does continue, staff will have lunch delivered to classrooms by an aide masked and gloved. Students will put their trash in their class' trash can.

## Chapel

On-campus Chapel will be limited to gatherings of less than 100 in areas that would permit social distancing of 6ft. or more for students. As much as possible, gatherings will be held outdoors or be limited to grade-specific Chapels that will greatly reduce the number of students in one area.

## After School Pick-Up

**Time:** 3:00pm – 3:30pm

**Staffing:** Teachers and Aides

**Protocol:**

- Campus will open beginning at 2:50pm.
- Students are picked up by their parents personally from the classrooms.

## Extended Care

**Hours of Operation:** 7:00 AM – 8:00 AM; 3:30 PM – 5:30 PM

**Staffing:** School employees

**Protocol:** Extension will be held in the extended care room and a converted cafeteria space, with each grade level having their own area and each student their own supplies and seating. Parents will pick-up following the traffic pattern (one-way only).

## Restroom Use

Restroom time is scheduled for a class during their allotted recess times and at other class specific times during the day. Use outside of the schedule will be on a limited, case-by-case basis. If a student must use the restroom outside the allotted time, they shall go to the restroom, wait on the designated marks (6 feet apart) until the restroom is available, and then return directly to class, maintaining social distance and wearing a face mask at all times.

- No more students in a restroom than sinks
- X Marks the Spot (spaced line up spots outside restroom)
- Students will disinfect hands at their desk space upon returning to class

## Daily Health Screening (Adults)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Please respond to the following questions:

- ☐ Do you have a fever (100.4°F or greater) without having taken any fever-reducing medication?
- ☐ Do you have a loss of smell or taste?
- ☐ Do you have a cough?
- ☐ Do you have muscle aches?
- ☐ Do you have a sore throat?
- ☐ Do you have congestion or a runny nose?
- ☐ Do you have shortness of breath?
- ☐ Do you have chills?
- ☐ Do you have a headache?
- ☐ Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- ☐ Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?
- ☐ Have you been asked to isolate or quarantine by a medical professional or a local public health official in the last two weeks?

**If YES, circle symptom(s) and see your supervisor immediately.**

Record is kept in a google spreadsheet online for accountability and transparency.

- Date
- Temp
- Symptom(s) (Y/N)
- Screened by

**If a person is exhibiting symptoms or exceeds the body temperature of 100.4 degrees F, they will be instructed to go home or to the nearest health center.**

Then, complete the following section of this form:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_ Yes \_\_\_\_ No

Date the employee returned to work: \_\_\_\_\_

# County Health Reporting Form

## APPENDIX C

## COVID-19 SCHOOL REPORTING FORM

Schools (including daycare, childcare, and K-12) should:

- Report cases of confirmed COVID-19 in students or staff to Sacramento County Public Health by using this reporting form OR by submitting a line list (if there are multiple cases and it is easier for the school)
- Follow Sacramento County Public Health guidance after identification of a student or staff with confirmed COVID-19

### SCHOOL INFORMATION

<b>School Name:</b>	<b>School Address:</b>
<b>School Point-of-Contact #1:</b>	<b>Phone Number for Point-of-Contact #1:</b>
<b>School Point-of-Contact #2:</b>	<b>Phone Number for Point-of-Contact #2:</b>

### STUDENT/STAFF INFORMATION

<b>Student/Staff Name:</b> (Last, First)	<b>Date of Birth:</b>	<b>Sex:</b>
		<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Home Address:</b>	<b>City</b>	<b>Zip Code:</b>
<b>Race:</b>	<b>Ethnicity:</b>	<b>Teacher(s):</b>
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
<b>Date of Illness Onset:</b>	<b>Date of Last Attendance:</b>	<b>COVID-19 + Test Date:</b>
		<b>Parent Phone #:</b>

### REPORTING DETAILS

<b>Have exposed parties/cohort been notified?</b>	<b>Was distance learning triggered?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Information:</b>	



**Please send/fax report to:**  
 Sacramento County Public Health  
 COVID19@sacounty.net  
 Fax: (916) 854-9709

## Daily Health Screening (Students)

Students are screened daily by their parents on the Brightwheel App. CCS has been using this app and this process to document and check students before they arrive into their classrooms. The teacher further checks the temperature of each student upon entering the classroom.

- Health screenings include the following for children:
  - Does the child have a fever (100.4°F or greater) without having taken any fever-reducing medication?
  - Has the child been exposed to or possibly exposed to anyone in the last 14 days with COVID-19?
  - Does the child have a sore throat?
  - Does the child have a new uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
  - Does the child have diarrhea, vomiting, or abdominal pain?
  - Does the child have new onset of severe headache, especially with a fever?

---

## APPENDIX A: AGENCY UPDATES & RESOURCES

Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- [CDC Portal Page for K-12 Education](#)
- [CDC Report on the Importance of Schools Reopening](#)
- [NBC Report from Pediatricians](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Use of Face Coverings](#)
- [County Data Monitoring](#)
- [Sacramento County Community Testing Sites](#)
- [Blueprint for a Safer Economy](#)
- [Governor's Link to status for Blueprint for a Safer Economy](#)
- [County Directives](#)
- [Other directives by governmental/public health agencies](#)

# Cases and Exposures Correspondence

## Confirmed Case Letter

[Date]

Dear CCS School Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that an individual at Capital Christian School has tested positive for COVID-19. The last date of known exposure at the school was [date].

While our investigation did not identify your child as having close contact with the individual during the infectious period, we want to maintain transparent communication with families. Due to the potential of exposure to COVID-19 that we all face in the community, please continue to monitor your student for symptoms and keep them home if they are experiencing COVID-19 symptoms: fever, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, nasal congestion or runny nose, nausea or vomiting, or diarrhea (or found online [here](#)). If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test.

Sacramento County Public Health has been notified. Capital Christian School and Public Health are working closely together to take the necessary steps to protect our community and prevent the spread of COVID-19 in school. In accordance with Public Health guidance, school will continue to operate in-person instruction. Individuals that were determined to be close contacts to the individual who tested positive have been notified to stay home.

If you have any health-related questions, please contact your healthcare provider. If you have any school related questions, please contact your COVID-19 School Liaison, (name). Additional resources can be found at the following website:

<https://dhs.saccounty.net>

Thank you for your flexibility and ongoing support of safety measures that allow our students to continue to learn.

Respectfully,

[Principal Name and Contact Information]

## Close Contact Letter

[Date]

Dear Parents/Guardian of \_\_\_\_\_ (student name):

This letter is to inform you that your child has been identified as a close contact to an individual who has tested positive for COVID-19 during the infectious period. A close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes. The last date of known exposure was \_\_\_\_ [date].

Sacramento County Public Health advises that your child immediately stay at home, except to get medical care, even if they do not have symptoms. Additional information is included in the Self-Quarantine document being issued to your child. During your child's self-quarantine, do not allow non-household members into your home, and if there are household members who are medically frail or elderly they should stay separated from your child.

Please follow the directions in the attached Self-Quarantine from Sacramento County Public Health. If your child develops symptoms consistent with COVID-19, contact your healthcare provider. Be sure to let the provider know that your child has had direct exposure to someone that has tested positive to COVID-19 through school. Your healthcare provider will determine if your child needs a test.

Although other household members are not on quarantine, everyone should continue practicing prevention measures when out in the community, including washing your hands with soap and water frequently, using a face mask, avoiding large gatherings, and practicing social distancing.

If you have health-related questions, please contact your healthcare provider. Additional resources can be found at:

- <https://dhs.saccounty.net>
- Centers for Disease Control and Prevention (latest information on symptoms, how to protect other household members, cleaning, and more): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- <https://www.capitalchristian.school/about-us/reopening>

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Name and contact information of principal]

## Symptoms Letter

Dear Parent or Guardian:

This letter is to inform you that your student feels unwell and has shown symptoms that are similar to COVID-19 per county guidelines. In order to best care for all students and staff, your student is being sent home today.

To return to school, wait at least 10 days after symptom onset, 24 hours with no fever (and no fever reducing medication), and improvement in other symptoms. If medical attention is needed, households should contact their healthcare provider. Your healthcare provider will determine if your child needs a COVID-19 test. If your student tests positive, please notify school administration immediately. If your student tests negative for COVID-19, they should remain home at least 24 hours with no fever (without fever reducing medicine) and symptoms improvement. If testing was not done, the individual may have a medical note by a physician that provides alternative explanation for symptoms and reason for not having a COVID-19 test or, follow the 10 days after symptom onset, 24-hour fever-free rule outlined above.

Our Director of Tailored Educational Services, Michael Lorente, will connect with you ASAP to discuss providing instruction during this hiatus.

If you have any health-related questions, please contact your healthcare provider. If you have any COVID-19-related questions, please contact name. Additional resources can be found at the following website:

- <https://dhs.saccounty.net>

The health and safety of our students and staff are our top priority. Thank you for your prompt attention to this matter.

Respectfully,

[Principal name and contact information]

## Scenario 3 - Quarantine Letter



[Date]

Dear X School Parent or Guardian,

This letter serves as notification that a student or staff member of your cohort at Capital Christian School has tested positive for COVID-19. The date of possible on-campus contact was [Date]. The following measures were taken, in keeping with Scenario 3 of our Return-to-School Plan Protocol:

- School Principal, the Board of CCS, the school contact tracer, Sacramento County Public Health, and I were notified.
- The areas used by the person who tested positive were closed off and thoroughly cleaned per [CDPH](#) and [CDC](#) guidance.
- The Student or staff member that tested positive will isolate for 10 days after symptoms onset or test date. In order to return to campus, positive persons must isolate for 10 days from symptom onset and go 24 hours without fever (without medication) and demonstrate improving symptoms.

The members of your family who were on campus that day must quarantine and monitor for symptoms for a full 14 days after [Date]. Testing does not shorten the 14-day quarantine.

Please note that all information, including the name(s) of reporting individuals, is confidential.

For additional information about COVID-19, please visit the [CDPH](#) and [CDC](#) guidance websites.

The health and safety of our community are our priority. We greatly appreciate everyone's efforts in staying informed, calm, and thoughtful as we all do our part to help keep our communities and schools stay safe.

If you have any questions or concerns, please contact principal [insert principal name and contact information here].

Sincerely,

Timothy S. Wong  
Head of School

The Distance Learning opportunities provided by [Name of School] School are intended to keep us safely in community.

## Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, Chapel, assemblies, and music. Students on independent, remote learning will be folded into the whole site distance learning program.

## Distance Learning (DL)

### Preparation

- Staff has reviewed the parent survey in preparation for the DL program.
- Teachers have met with previous teachers and the Director of Curriculum and Instruction to determine the success of individual students during the previous distance learning period and any standards gaps that may need to be addressed.
- Video announcement will be scheduled with families.
- Teachers will post daily lesson plans on our digital Learning Management System (LMS).
- Classroom teachers, aides, and IT support will be available throughout the school day to respond to student's questions, concerns, and needs.
- Teachers and the principal will post and email a weekly announcement on Unified Classroom (our LMS).
- Teachers will focus on building individual relationships with students.
- Teachers will schedule weekly check-ins, and grade appropriate office hours.
- It is important for students to learn to communicate their needs with their teachers. We recognize that lessons are not one size fits all, and a distance learning format needs to be adjusted to accommodate all students.
- DL program will be initiated as per the new [guidelines](#) by Governor Newsom or through the collaboration with County Health Office as determining it to be the best strategy for the health of students and staff.

# Consultation

## Teachers and Staff

- Administration has continued to meet with teachers and staff through the changes of COVID-19. In development of the waiver application, an all-staff meeting was held on August 6<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup> as a follow-up to the strategy that has been shared through email and video of the purpose for those meetings. The August 6<sup>th</sup> meeting was conducted live with social distancing and all staff members wearing masks while being broadcasted via zoom so that all staff and faculty could ask questions and process our proposed strategy. As a private school, we needed to continually address questions and concerns throughout the rehiring process, so our philosophy and values were of no surprise to our group. The questions were more focused on the implementation of the strategy. The feedback from the group that has been confirmed through our Principal over K-8. The team that we have for K-5 was very eager and willing to move forward with our strategy for application for the waiver. We currently are following much of the guidelines already under day care licensing. Teachers continue to meet with our Principal to discuss creative ways to address learning challenges and innovative ways to maintain classroom cleanliness and social distancing. Due to our large classrooms, we have ample space for students to be socially distanced while working at their desks. In addition, we have several classrooms that are not being used. As a result of working with teachers, we have reconfigured the layout of our campus, moved classrooms into more strategic locations, painted, updated, and adapted classrooms for COVID-19.

## Parents and Families

We have had weekly communication with families via zoom, video, and email on the development of our strategy and our hopes of being granted waivers. As mentioned, all of our families are currently following the guidelines under licensing and doing the daily self-checks and social distancing.

Results from a surveymonkey done on August 24, 2020 included these responses from parents of Grades K-5. As you will see, of the approximately 150 students enrolled, we received 64 responses from parents. We estimate that the responses are approximately 50% of our families (as many have multiple children enrolled):

Q1

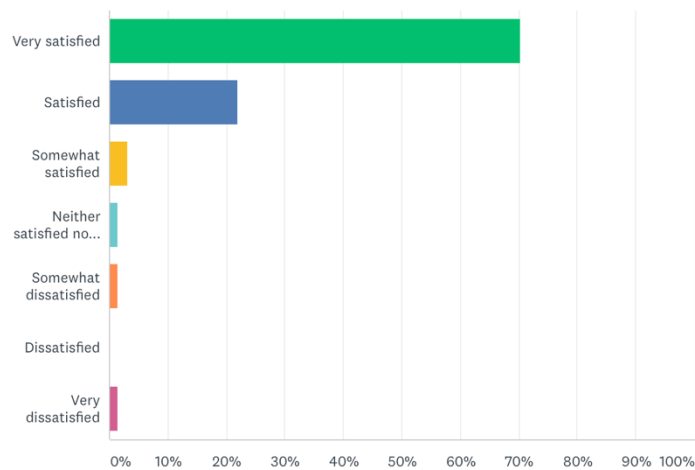


Customize

Save as ▼

How satisfied have you been with our response to the challenges of starting this school year?

Answered: 64 Skipped: 0



## ANSWER CHOICES ▼

## RESPONSES ▼

▼ Very satisfied

70.31%

45

▼ Satisfied

21.88%

14

▼ Somewhat satisfied

3.13%

2

Q2

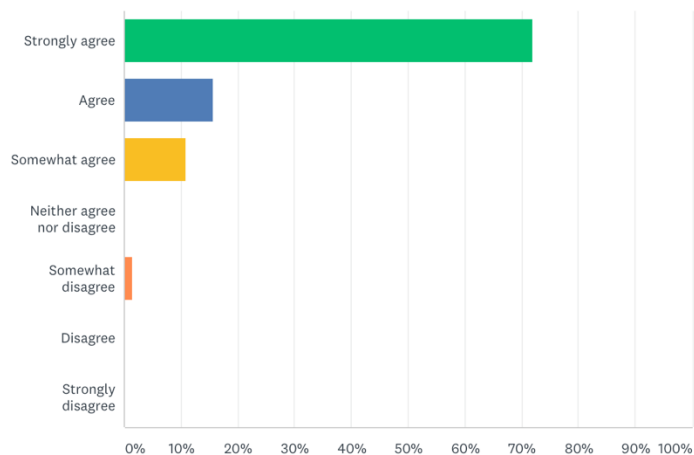


Customize

Save as ▼

Communication from Capital Christian School has helped me stay appropriately informed about how the school continues to adapt to the challenges in educating my child during this pandemic.

Answered: 64 Skipped: 0



## ANSWER CHOICES ▼

## RESPONSES ▼

▼ Strongly agree

71.88%

46

▼ Agree

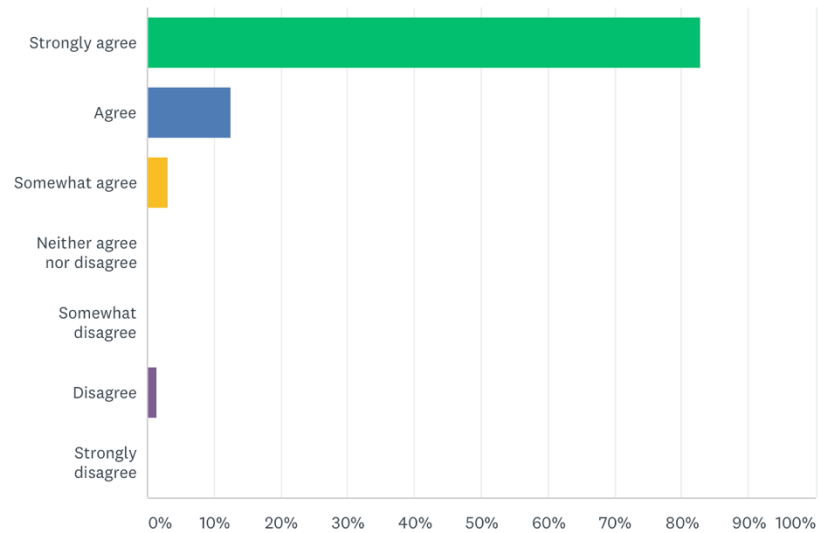
15.63%

10



The staff and the faculty at Capital Christian make me feel like they really care about me and my family.

Answered: 64 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	82.81%	53
Agree	12.50%	8
Somewhat agree	3.13%	2

Please be as candid and open about your experience thus far with CCS, and how we can improve on our service to you and your family.

Answered: 44 Skipped: 20

RESPONSES (44) WORD CLOUD TAGS (0)

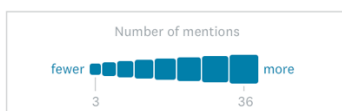
Cloud View List View

Search responses



Customize

keep want love campus extremely one Everything way since questions  
 leaders several kids back enough CCS family navigate However  
 planner happy first students families grateful many  
 approach think back campus day distance learning even  
 LOVE school family great parents take students well



Showing 75 words

NEW!

Combined words (0)

Hidden words (0)

Q10



Save as ▼

Please be as candid and open about your experience thus far with CCS, and how we can improve on our service to you and your family.

Answered: 44 Skipped: 20

RESPONSES (44) WORD CLOUD TAGS (0)

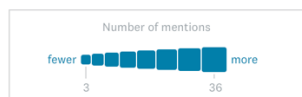
Cloud View List View

Search responses



Customize

CCS will school going children things kids hard work  
 teachers Mrs Carico work new CCS needs ideal  
 learning impressed staff frustrated also daughter  
 Middle School manage continue choice provided Thank  
 days school find appreciate issue teaching feel offered COVID-19



# Waiver Application

## APPLICATION FOR A WAIVER TO OPEN ELEMENTARY SCHOOLS FOR IN-PERSON INSTRUCTION DURING COVID-19

Please complete all fields and sign and date. Schools must submit completed waiver applications to [COVID19@saccounty.net](mailto:COVID19@saccounty.net) at least 14 days prior to the proposed reopening date and may not conduct in-person instruction until a waiver is granted by Sacramento County Public Health (SCPH).

### I. APPLICANT INFORMATION

SCHOOL NAME: <b>Capital Christian School</b>								
SCHOOL ADDRESS: <b>9470 Micron Ave, Sacramento, CA 95827</b>								
SCHOOL DISTRICT/LEAD ORGANIZATION: <b>Capital Christian Center</b>								
SCHOOL TYPE (PUBLIC, PRIVATE, CHARTER): <b>Private</b>								
ENROLLMENT FOR EACH GRADE TO BE REOPENED:								
TK	K	1	2	3	4	5	6	
88	40	27	14	19	22	25	24	
PROPOSED REOPENING DATE: <b>September 14, 2020</b>								
WEB ADDRESS WHERE SCHOOL REOPENING PLAN IS PUBLISHED: <b>capitalchristian.school</b>								
APPLICANT NAME AND TITLE (DISTRICT SUPERINTENDENT OR EQUIVALENT): <b>Timothy S. Wong, Head of School</b>								
PHONE: <b>831.521.2442</b>								
E-MAIL: <b>tim.wong@capitalchristian.school</b>								
<small>By signing this application, I hereby attest that I am duly authorized to sign and act on behalf of applicant school/organization (hereinafter referred to as "school"). I certify that our school has developed a plan to safely reopen for in-person instruction and that all information contained within the reopening plan and this application are true to the best of my knowledge. I certify that our school has consulted with labor, parent, and community organizations impacted by our school's decision to reopen for in-person instruction. I acknowledge that I remain responsible for implementing all measures described in our school's reopening plan and that our school will immediately notify Sacramento County Public Health of an outbreak of COVID-19 (3 or more cases) among school students, teachers, and/or staff by calling (916) 875-5881. I understand that schools may be advised or ordered by SCPH to close a cohort or an entire campus in the event of an outbreak and that waivers for in-person instruction may be revoked if it is discovered that a school is not implementing COVID-19 prevention measures as described in their reopening plan or if local epidemiological conditions warrant a suspension of in-person instruction.</small>								
<b>Timothy Wong</b> Signature				Digitally signed by Timothy Wong Date: 2020.08.26 10:40:07 -07'00'				<b>8.26.20</b> Date



**II. CONSULTATION**

Applicants must submit evidence of consultation with labor, parent, and community organizations, including names and dates relevant organizations were consulted and the outcome of the consultation. If no labor organization exists, applicants must submit a detailed written description of the process by which school teachers and staff were consulted. Please confirm consultation with the following groups. Include name of organization(s), date(s) consulted, and outcome of the consultation.

**■ LABOR ORGANIZATION(S):**

We met with our faculty and staff August 6th, 14th & 21st to discuss the strategies of study pods and the research behind the plan. On August 21st we shared the results and findings from the previous week. The August 6th meeting was conducted live and on zoom so that every faculty member to ask questions and have buy-in and feedback to the plan.

**■ PARENT ORGANIZATION(S):**

We have communicated with families and parents consistently through video and email messages on our strategy with the study pods/cohorts. All of this is documented. The results of both parents and students feedback is recorded and reported back to our stakeholders through surveymonkey.com.

**■ COMMUNITY ORGANIZATION(S):**

We have shared our study pods/cohort strategy with the Association of Christian Schools International, legal counsel, Member of the Board of County Supervisors, and other private and Christian schools throughout the state of California.

**III. REOPENING PLANS**

Please confirm that the elementary school reopening plan(s) address the following concepts, consistent with guidance from the California Department of Public Health, and that the plan has been published on the website for the school or its governing organization.

<b>CLEANING &amp; DISINFECTION:</b>
How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
<b>COHORTING:</b>
How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g. instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
<b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b>
How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<b>FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR:</b>
How CDPH's face covering requirements will be satisfied and enforced.
<b>HEALTH SCREENINGS FOR STUDENTS AND STAFF:</b>
How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
<b>HEALTHY HYGIENE PRACTICES:</b>
The availability of handwashing stations and handsanitizer, and how their use will be promoted and incorporated into routines.
<b>IDENTIFICATION AND TRACING OF CONTACTS:</b>
Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
<b>PHYSICAL DISTANCING:</b>
How space and routines will be arranged to allow for physical distancing of students and staff.
<b>STAFF TRAINING AND FAMILY EDUCATION:</b>
How staff will be trained and families will be educated on the application and enforcement of the plan.
<b>TESTING OF STUDENTS AND STAFF:</b>
How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
<b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b>
How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<b>TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:</b>
The criteria the school officials will use to determine when to physically close the school and prohibit in-person instruction.
<b>COMMUNICATION PLANS:</b>
How school officials will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

## RESOURCES

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>