



CAPITAL CHRISTIAN SCHOOL COVID-19 SAFETY PLAN

1 February 2021

INTRODUCTION

Capital Christian School (CCS) has developed this plan to support our community's continued commitment to safety amid the current pandemic. Our campus has been open to in-person instruction since October 2020 which began with a soft opening in cohorts for grades K-12 in August 2020. 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 63+ acres.
2. We can maintain physical distancing of 6ft. or more thanks to our spacious classrooms with continuous 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 California Department of Public Health, (CDPH), Sacramento Public Health Department (SPHD), Centers for Disease Control and Prevention (CDC), and other applicable federal, state, and local agencies.

CCS priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 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. **Mitigation Strategies:** The following mitigation strategies, when layered, decrease the risk of In-school transmission. It is the combination of layers that are most effective and have been shown to decrease transmission.
 - i. Face coverings
 - ii. Stable groups (K-5) and Life Groups (6-12)
 - iii. Physical distancing
 - iv. Adequate ventilation
 - v. Hand hygiene
 - vi. Symptom and close contact exposure screening
 - vii. Surveillance or screening testing
 - b. **Education:** Students, staff, and parents will be educated and trained to practice safe measures inside and outside of the classroom.
 - c. **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

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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 for in-person instruction 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.

INTRODUCTION	2
GENERAL PROTOCOLS.....	6
SOCIAL DISTANCING.....	6
STABLE GROUPS (K-5) / LIFE GROUPS (6-12)	6
CCS STAFF.....	6
SCREENING	7
<i>Personal Protective Equipment (PPE)</i>	8
<i>Face Coverings</i>	8
<i>Gloves</i>	8
<i>Voluntary Staff Testing</i>	9
STAFF TRAINING AND FAMILY EDUCATION	9
DELIVERING INSTRUCTION	9
CLEANING & DISINFECTION ROUTINE	10
HEALTHY HYGIENE PRACTICES.....	10
VISITOR & VOLUNTEER PROTOCOLS.....	10
FOOD & PACKAGE DELIVERY.....	10
COVID SYMPTOMS AND CASE RESPONSE	10
<i>Contact Tracers</i>	11
<i>Symptoms</i>	11
<i>Testing</i>	11
SAFE ENVIRONMENT.....	15
PRODUCT GUIDES	15
GENERAL DISINFECTION MEASURES.....	15
SAFE WATER.....	16
HVAC CONSIDERATIONS	16
SCHOOL PROCURED ADDITIONAL SUPPLIES	16
SUPPLIES PROVIDED BY FAMILIES/STUDENTS.....	17
FACILITY ADJUSTMENTS.....	18
SCHOOL ROUTINES.....	29
MORNING DROP-OFF	29
MITIGATION OF CLOSE CONTACT DURING PICK-UP AND DROP-OFF	29
RECESS AND PHYSICAL EDUCATION	32
LUNCH	33
CHAPEL	33
AFTER SCHOOL PICK-UP	33
EXTENDED CARE.....	33
RESTROOM USE	33
<i>Daily Health Screening (Adults)</i>	34
<i>County Health Reporting Form</i>	35
<i>Daily Health Screening (Students)</i>	36
APPENDIX A: AGENCY UPDATES & RESOURCES	36
CASES AND EXPOSURES CORRESPONDENCE	37
<i>Confirmed Case Letter</i>	37
<i>Close Contact Letter</i>	39

Scenario 3 - Quarantine Letter..... 40

DISTANCE LEARNING OUTLINE..... 41

DISTANCE LEARNING (DL)..... 41

Preparation..... 41

CONSULTATION..... 42

Teachers and Staff..... 42

Parents and Families..... 43

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.
- Communal activities will be limited. Use of communal space will be properly spaced and cleaned between uses.
- 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 when the opportunity allows

Stable Groups (K-5) / Life Groups (6-12)

- Students will operate in stable groups in K-5 (courses, recess, lunches, etc.) Students in grades 6-12 will operate in Life Groups for special activities.
- 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. Seating charts will be utilized at the 6-8 and 9-12 levels.
- Students and staff will not share workspaces or supplies if they are from different cohorts.
- Cafeteria is closed at this time. Students are to bring their own supplies for snacks, hydration, and lunch.
- 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 daily, paying special attention to commonly touched surfaces. Sites have hand sanitizers and cleaning products accessible throughout the workplace to disinfect touched objects and surfaces.

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

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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. Please refer to [CDPH Guidelines](#).

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-2 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.”¹
- 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

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

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 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. Again, this is voluntary, and we hope as vaccinations become more available for our teachers that voluntary staff testing will not be necessary.

Sacramento County Community Testing Sites can be found here:

<https://www.saccounty.net/COVID-19/Pages/Symptom-Screening-MobileTestingSite.aspx>

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, will continue with social distancing in a well ventilated large common space.
- Activities that involve singing will continue with social distancing in a well ventilated large common space.
- 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

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.
- Throughout classrooms, we will emphasize strong, hygienic practice.
- [Cleaning hands at key times](#) with soap and water for at least 20 seconds or 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.

- In addition, CCS 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. 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. A stable group is considered a contact if they have shared time indoors, even with distancing.

A stable group (previously cohorts) is a group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids mixing with any other groups for any activities.

Contact Tracers

- CCS has a designated employee who is a contact tracer.
- Two designated contact tracers have taken the required [COVID-19 Contact Tracing](#) course with Johns Hopkins University. Additional training is also available:
 - 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>

Symptoms

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 need 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. Testing sites are also communicated to families.

- 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

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

Table 1. 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 remain 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 (unless parents do not permit), 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 remains 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.
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(*) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 2-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion.

(**) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

Chart adapted from [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) January 14, 2021

Additional Details

Distance Learning

Capital Christian School will 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 [updated guidance and recommendations from CDPH](#).

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 and stable groups impacted, which suggest that active in-school transmission may be occurring. For example, school closure may be appropriate in any of the following scenarios:
- Within a 14-day period, an [outbreak](#) has occurred in 25% or more stable groups in the school.
 - Within a 14-day period, at least three [outbreaks](#) have occurred in the school and more than 5% of the school population is infected.
 - 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
- ii) Public health investigation
- iii) Consultation with the LHD.

SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Our school continues 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
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily

Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	After each recess
Common Areas	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

- Introduce fresh outdoor air as much as possible.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule.
- Ensure proper ventilation during cleaning and disinfecting.
- Air out space before children arrive and do a thorough cleaning when children are not present.

School Procured Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teachers to spray desks for students to wipe down.
Staff Gloves	100 count/class	Nitrile gloves
Bulk Hand Sanitizer	1/site	55-gallon drums for refill stations
Individual Pumps	1/person	8oz
Cleaning Solution		Alcohol-based
Restroom Soap Dispensers		Automated
IR Thermometers	7/school	Housed in the school office or with first period teachers of the day

Acrylic/Plexiglass		Office counters & isolation space
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Supplies Provided by Families/Students

Most student supplies will be purchased in bulk by the school 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	

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 have 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.





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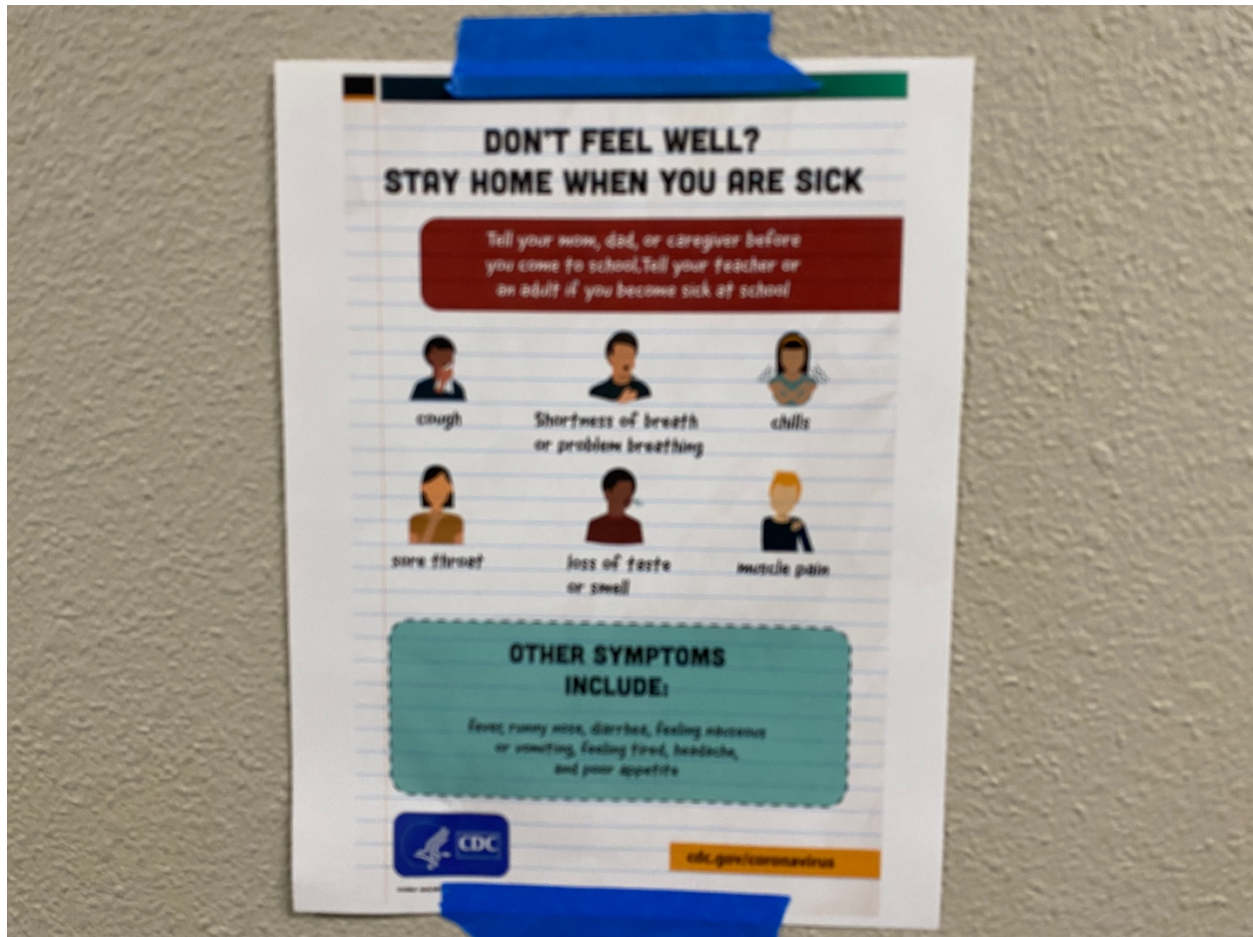


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SCHOOL ROUTINES

Morning Drop-Off

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

Staffing: Teachers and Aides

Protocol:

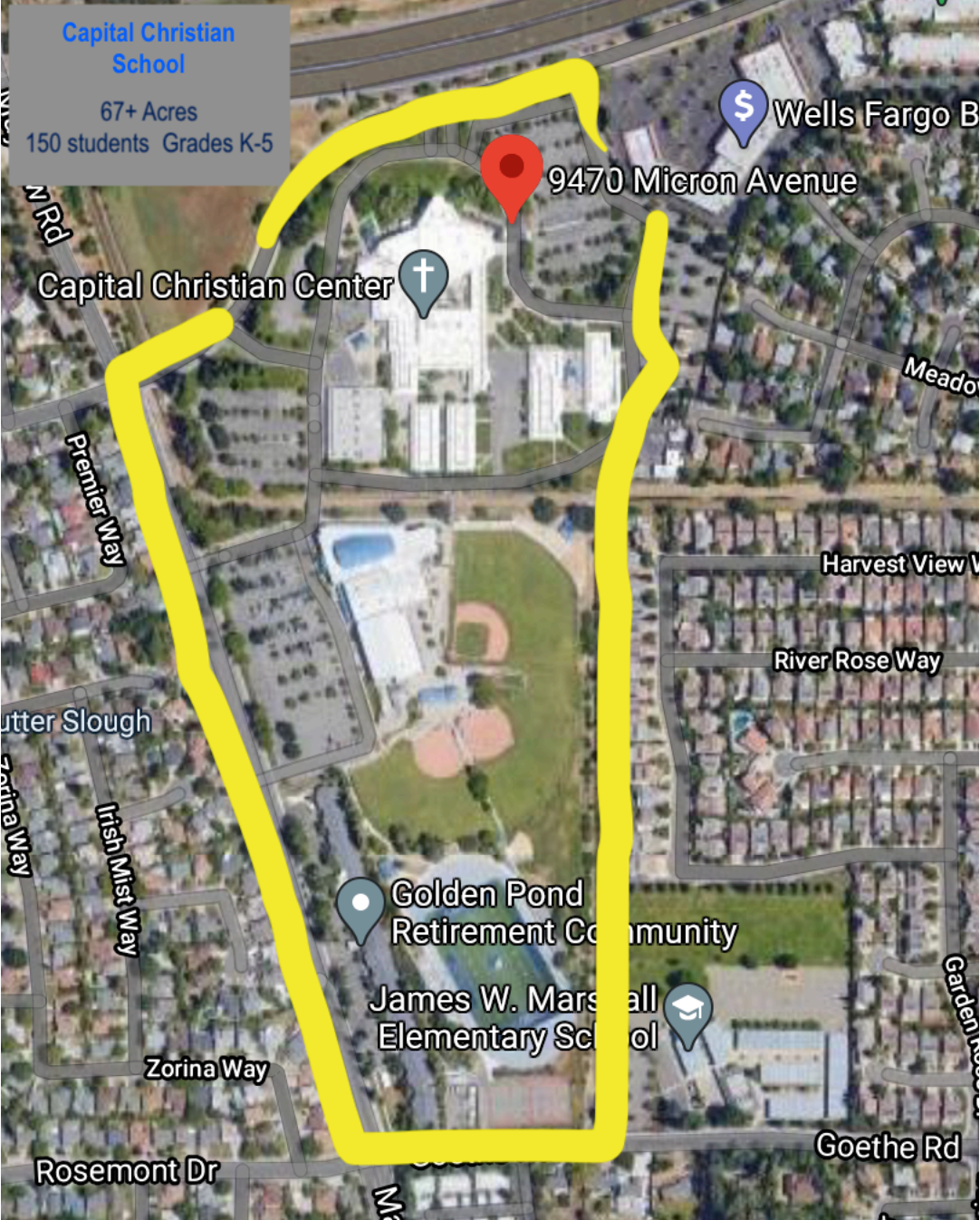
- Parents use the brightwheel app to check and record student's health symptoms.
- Parents escort their child while maintaining social distancing to the classroom.
- Teachers will follow student screening and entry protocol at the classroom doors.

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

- Our campus provides ample spacing for parents to drop off their student and walk them up to their classroom.

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- 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 are 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 in K-8 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-off 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. 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.



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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. PE will be held outside when possible. Students will recess in

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separate areas of the campus (Zone 1 and Zone 2). If it rains, students will remain in the classrooms or be allowed into the gym to do activities socially distanced.

Lunch

During lunch, students must remain in their designated classroom.

Protocol: Students will eat lunch at their assigned seats in their classrooms or outdoors as much as possible when weather permits. 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 activities that will greatly reduce the number of students in one area. Chapel can also be adapted to be held within stable groups as necessary due to the county being in a higher-risk tier.

After School Pick-Up

Staffing: Teachers and Aides

Protocol: K-5 students are picked up by their parents personally from the classrooms. 6-8 and HS students are able to get picked up in the designated pick-up areas on each campus.

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 follow good hand washing etiquette

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

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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

School Name:	School Address:
School Point-of-Contact #1:	Phone Number for Point-of-Contact #1:
School Point-of-Contact #2:	Phone Number for Point-of-Contact #2:

STUDENT/STAFF INFORMATION

Student/Staff Name: (Last, First)	Date of Birth:	Sex:
		<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:	City	Zip Code:
Race:	Ethnicity:	Teacher(s):
<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
Date of Illness Onset:	Date of Last Attendance:	COVID-19 + Test Date:
		Parent Phone #:

REPORTING DETAILS

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



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](#)

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- [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 Sacramento County 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 campus administrator. 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.

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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

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]

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. 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, , 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 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.

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- Teachers will post daily lesson plans on our digital Learning Management System (Unified Classroom).
- Classroom teachers, aides, and IT support will be available throughout the school day to respond to students' questions, concerns, and needs.
- Teachers and the principals will post and email a weekly announcement on Unified Classroom.
- 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

For Initial Fall Reopening

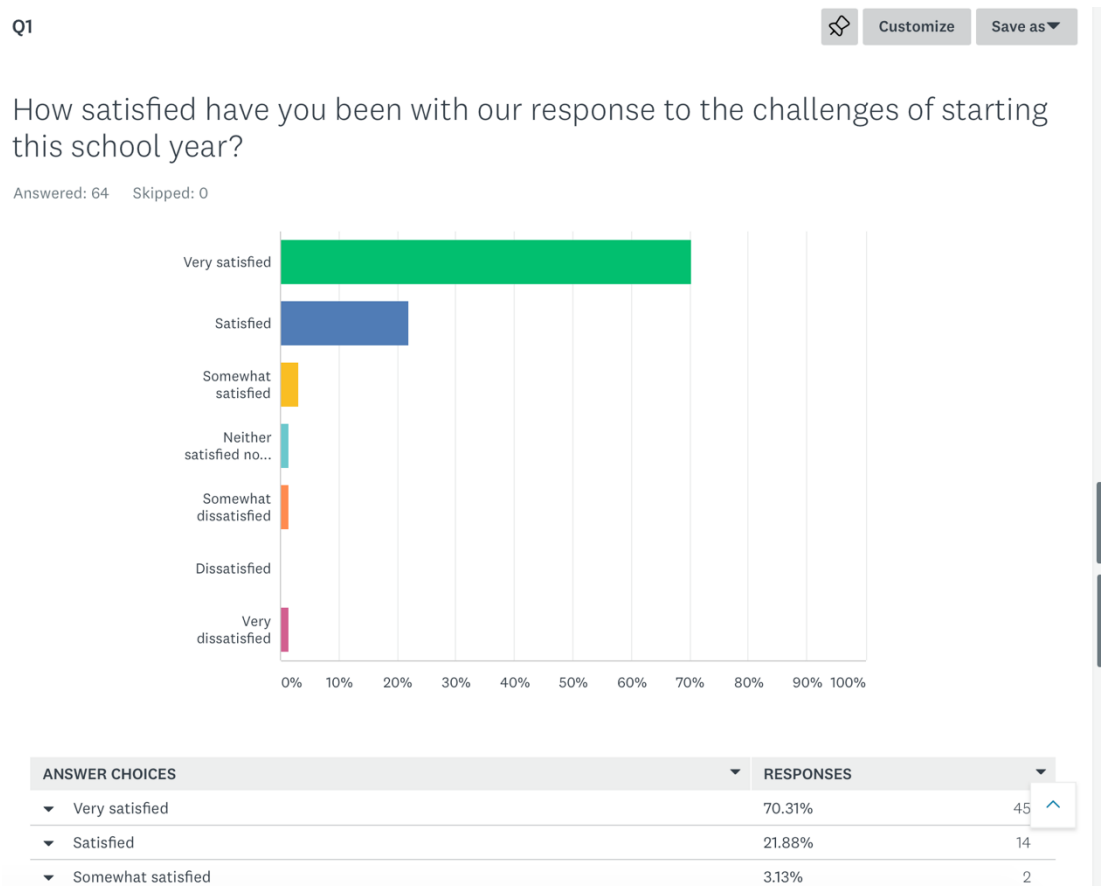
Teachers and Staff

- Administration 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 6th, 14th, and 21st as a follow-up to the strategy that has been shared through email and video of the purpose for those meetings. The August 6th 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 were following much of the guidelines already under day care licensing. Teachers continued 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 were not being used. As a result of working with teachers, we reconfigured the layout of our campus, moved classrooms into more strategic locations, painted, updated, and adapted classrooms for COVID-19 guidelines.


Parents and Families

We 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 were 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. 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):



Q2

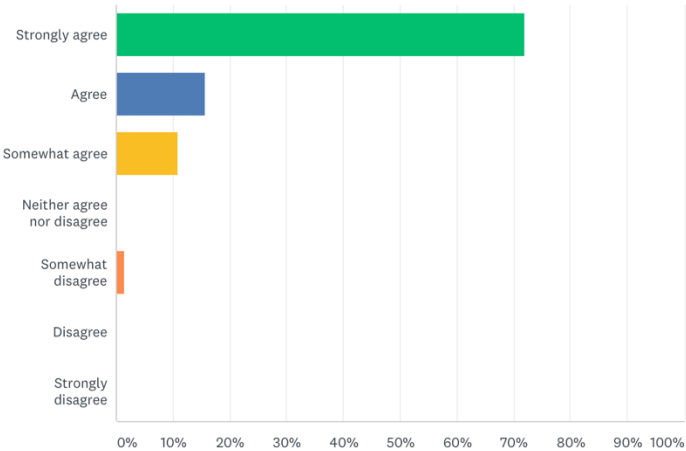


Customize

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

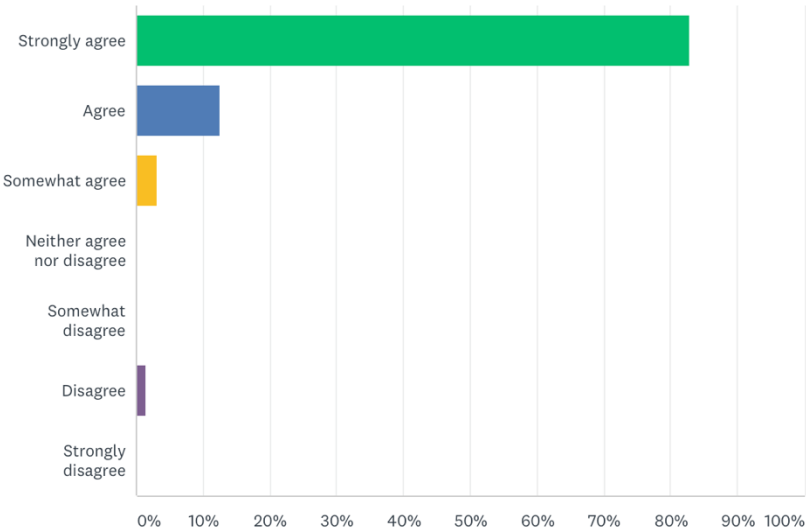
Q3

Customize

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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

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

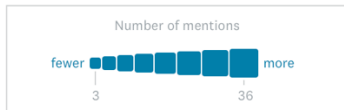
RESPONSES (44) WORD CLOUD TAGS (0)

Cloud View List View

Search responses

Customize

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



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