



# LODI SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL

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## **Lodi SDA Elementary Plans for re-opening the School**

This document was approved initially by the LSDAE board on June 9, 2020  
then reviewed and reapproved on August 30, 2020.

## Lodi SDA Elementary Plan for Reopening

### 1. Local Conditions to Guide Reopening

The State of California and San Joaquin County have indicated that San Joaquin County is on the monitored watch list and that students may not return for face-to-face instruction until the county has been off the watch list for 14 consecutive days. It also indicates that elementary schools can apply for a waiver of that ruling. We are asking for your consideration in providing a Lodi SDA Elementary a waiver allowing face to face instruction. Protective equipment including masks, shields, handwashing stations, no-touch thermal scan thermometers and disinfecting supplies are on our campus and ready for the first semester of school. In addition, we have the capability of operating multiple outdoor and/or socially distanced classrooms so that the students will have fresh air and will be able to stay in small stable cohorts of less than 14 throughout their time on campus.

### 2. Plan to Address Positive COVID-19 Cases or Community Surges

- a. If in the course of the school year, new documentation provides that we need to reevaluate our current plan to make our school campus safer, we will comply.
- b. Debra Brown, our office administrator will be the person who will support contact tracing of exposed students or staff. She will also be the one responsible for notifying the parents or school community of what has happened. She will be our designated contact with the San Joaquin County Health Dept.
- c. Debra Brown will follow-up with parents and staff to make sure there is proper documentation of the results of Covid-19 testing on file at the school. A copy of the results will be made and kept on file in the office.
- d. Measures to be taken when a student, teacher or staff member has symptoms.

	Student or Staff with:	Action:	Communication:
1	Covid-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing.)	Send home Recommend testing School/class remain open	Class parents notified
2	Close contact with a confirmed Covid-19 case	Send home Quarantine for 14 days <b>Require testing, but still quarantine</b> School/class remain open	Notify school community
3	Confirmed case of Covid-19	Notify Public Health Dept. Isolate case and remove from school for 14 days after positive test Recommend testing of contacts Extra disinfection and cleaning of classroom where case spent time <b>School follows recommendation of health dept as to closure or not.</b>	Notify school community Notify Public Health Dept.
4	Tests Negative after symptoms	May return to school 3 days after symptoms resolve School/class remain open	Notify school community Notify Public Health Dept.
5	Multiple positive Covid-19 cases	<b>School follows recommendation of health dept as to closure or not.</b> Class/cohort closes. School closes if .05% of students or staff are infected or if multiple classes are affected	Notify school community Notify Public Health Dept.

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- e. Additional areas beside the classrooms, visited by COVID-19 positive individuals, will have a deep cleaning and disinfecting process before staff and students return to that area.
- f. Education for the affected class will continue via zoom during a quarantine period. Should the teacher of the affected class become ill, a substitute teacher will be hired to keep the zoom class going.
- g. At any time, students will have the option to complete their instruction through distance learning if the student or their parents requests it.
- h. The use of outdoor classrooms will be in effect throughout the time(s) that the county's exposure to Covid-19 rate is above the required level and weather permits it. In addition, students will remain with their cohort of 14 throughout the day minimizing as much as possible exposure to high numbers of people.
- i. Cohort staff will be tested three or four days before we reopen the school.
- j. Cohort staff will continue with regular testing to determine if they may be asymptomatic carriers of Covid-19.
- k. Communication with the school community will be the responsibility of the campus administrator, Patrice Osborne. We have a communication system that sends texts and emails to all parents and custodians of our students. This will be used to let the parents know immediately when something has happened. Individual student, staff or family names will not be mentioned in any communication. All medical records are kept locked in a secure file cabinet.
- l. The campus administrator, Patrice Osborne will verify that Debra Brown has contacted the San Joaquin County Health Department whenever a positive Covid-19 case has been documented.

### 3. Injury and Illness Prevention Plan

- a. Our IIPP has been updated to include the necessary changes to protect our students and staff from COVID-19.
- b. The updated plan was presented at staff orientation in August 3, 2020.
- c. The updated plan was be presented to our parents at the Parent Orientations, scheduled on August 6 and 12, 2020.

### 4. Campus Access

Our school plant is large, with plenty of outside areas to play and study. This will be helpful for us being able to maintain social distancing with our students.

- a. We will minimize the numbers of people on our campus by not allowing parent volunteers or guest speakers to interact with our students.
- b. Any staff or students showing signs of illness or with a temperature of 100.4 or above will not be admitted on campus. All staff and students will be monitored throughout the day for fever and/or symptoms.
- c. Parents will be asked to take their child(ren)'s temperatures before dropping them off at school. Staff should take their own temperatures before coming to school.

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- d. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed on each school staff member. Temperatures will be taken with no-touch thermometers. Staff members will wash or sanitize their hands as they enter the property.
- e. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed by school staff on every student. Temperatures will be taken with no-touch thermometers.
- f. Before entering the campus, students will wash or use hand sanitizer.
- g. Marks on the concrete outside classrooms will indicate 6-foot distancing for lining up to enter class.
- h. Outdoor classrooms will be in use to help students get plenty of fresh air and separation.
- i. Students will be spaced 6 feet apart from each other. In a situation where that is impossible, we will provide a clear screen divider for added protection.
- j. If a student or staff become symptomatic during the course of the school day, he or she will be placed in the sick room until a parent comes to pick them up. Should multiple students or staff require isolation, they will be spaced 6 feet apart on the porch outside the office. As parents take their child away, they will be given a written sheet with the CDC criteria to discontinue home isolation. These must be followed before the student or staff may return to school.
- k. If a staff member leaves the campus due to symptoms, they will be given a written sheet with the CDC criteria to discontinue home isolation
- l. While current COVID-19 guidelines are in place, use of the facility by people not part of the church and school will be curtailed.
- m. Deliveries will all be funneled through the front office. A clear shield has been installed in front of the window to protect office staff as deliveries are made.

### 5. Hygiene

- a. During the first week of face-to-face instruction, staff will teach students how to wear and use face coverings, how and when to wash/sanitize their hands, how to properly cover coughs and sneezes and the procedure for letting someone know if they are not feeling well.
- b. Parents were invited to two zoom meeting in early July as we worked on our plan for reopening. Parents will be required to attend a zoom meeting on the procedures and processes we will follow in reopening before their child can attend classes on campus.
- c. Each classroom has a sink for hand washing. In addition, a hand sanitizing station, with fragrance free more than 60% alcohol hand sanitizer, is set up outside every classroom to minimize wait times at handwashing stations.
- d. Students will be required by the cohort leader, to wash their hands multiple times throughout the day. (upon arrival, mid-morning break, lunch, midafternoon break)
- e. Sanitizing wipes will be used repeatedly and regularly throughout the day to wipe desk areas, sink counters and faucets, door handles, etc. Cohort Leaders will document when the classroom was wiped down so administration can verify it was done.
- f. Students entrance into the bathrooms will be limited. Dividers between the sinks are provided.

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### 6. Protective Equipment

- a. Training for staff on the proper use, removal and washing of PPE equipment was done during the pre-session staff meetings. The staff was heavily involved in the creation of this document are well-versed in what their responsibilities for implementation are. Continuous monitoring of the implementation process will occur to make sure everything is going as planned.
- b. Parents were invited to two zoom meeting in early July as we worked on our plan for reopening. Parents will be required to attend a zoom meeting on the procedures and processes we will follow in reopening, before their child can attend classes on campus. Periodic follow up of the procedures will follow until everyone understands the process.
- c. All staff have face coverings and shields while interacting closely with students.
- d. Face coverings or shields are available in the office for staff members who forgot to bring their own.
- e. Disposable gloves are available for staff members when needed. Janitorial staff will be required to wear gloves when doing any cleaning or working with disinfectants.
- f. Students will wear face covering to school as they arrive on campus. Face coverings will be used while in school.
- g. The school will provide face coverings to any students who needs one.
- h. We have purchased enough PPE equipment, hand sanitizers and disinfecting materials to last for the first semester of school. We will purchase more as needed.

### 7. Physical Distancing

- a. Students will be spaced at least six feet apart when seated at their desks. If this is not possible, then a clear barrier will be placed between the students. Desks will be arranged so that students are facing forward.
- b. When the weather allows, classes will be held outdoors for optimum fresh air.
- c. School capacity will be limited so that we can maintain the required six-foot social distancing in each classroom.
- d. Small group activities and play spaces have been arranged to maintain as much separation as possible.
- e. Toys, and class manipulatives have been placed in individual baggies for individual student use. These items will not be shared among students unless they have been disinfected.
- f. Physical barriers were installed at the office window.
- g. Our school does not have a bus and will not be involved in transporting any students while the Covid-19 threat is real.
- h. No more than two classes will be allowed on the playground at any one time to allow plenty of space between students. Students will participate in organized games so that social distancing can be monitored more easily.
- i. We will not have food service provided while Covid-19 remains a threat.

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- j. The staff room has been limited to only 3-4 in it at any one time. All staff members are assigned a seating area only for them.
- k. Staff meetings are held in a large room where staff can easily socially distance.
- l. Posters reminding students to physically distance are placed all over campus.
- m. Stickers, helping students to physically distance outside of bathrooms and classrooms have been placed on the sidewalks.

### 8. Cohorting Plan

- a. Our regular class sizes range from 11-20 students. Students will be arranged in groups (cohorts) of 14 or less.
- b. Students will stay with the same teacher all day.
- c. The principal and music teacher will be responsible for a cohort in the classes where there are too many students.
- d. Cohorts will be as follows
  - i. With 14 in a group we can easily place the student desks 6 feet apart.
  - ii. Students will enter the classroom (either indoor or outdoor) of their cohort and remain with that teacher for the entire day.
  - iii. Lessons that are normally taught by other teachers will be provided via zoom and the cohort teacher will monitor the students while they are working on zoom.
  - iv. Other lessons will be taught by the cohort leader. The normal classroom teacher will work with the cohort teacher to make sure similar activities take place in both classes.
  - v. Students will eat outside on the picnic tables with no more than 4 students at a table.
  - vi. Recesses will be supervised by the same instructional aide and cohort leader each day.
  - vii. Parents will be met in the parking lot for temperature checks to be taken. Students having a temperature will immediately return with their parent and not enter campus at all.
  - viii. Students will go directly to their cohort's gathering place. Our classrooms all have exterior entrances, so there will be no congregating in the halls.
  - ix. There are stickers to guide the children with correct social distancing as they line up by their cohort's meeting place.

Grade level	Number in Cohort	Teacher
K	11	Ms. Nguyen
1	14	Ms. Schultz
2	14	Ms. Walters
3	14	Ms. Silber
4	12	Ms. Phelps
4-5	14	Mr. Nevis
6	14	Mr. Scarbrough
1-3	11	Mrs. Zimmermann
5-6	14	Ms. Osborne

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### 9. Cleaning/Disinfecting

- a. High cleanliness standards will be maintained at all times.
- b. Sharing of materials, toys or electronics will be kept to a minimum. In most instances, each student will have their own sanitized baggie of materials to use.
- c. Each student using an electronic device will have one for his or her use only. Shared electronics will only be used when testing must happen. If electronics are share, the keyboard and mouse will be wiped down with a sanitizing wipe between each user.
- d. Permeable items which cannot be disinfected, such as stuffed animals, pillows and couches, have been removed from the classrooms.
- e. Disinfection of surfaces and materials will be completed on a regular and scheduled basis. Documentation of the disinfection will be kept to make sure nothing falls through the cracks.
- f. Door handles, bottle fillers, sink handles, and restroom surfaces will be disinfected multiple times throughout the day. The Janitor will keep a record of when they were disinfected so that we make sure it is done regularly.
- g. Deep cleaning and disinfection will happen every evening after students are dismissed.
- h. Ventilation systems have been checked and new filters installed throughout the school.
- i. All our classrooms have direct access to the out of doors. Windows and doors will remain open to encourage cross ventilation.
- j. Each student's belongings will be kept separate from other students and sent home daily for disinfection.
- k. Water fountains have been disengaged. Water bottle fillers have been left working. All students will have a personal water bottle while on campus.

### 10. Employee Issues

- a. Pre-session staff training was completed with all employees. Training included:
  - i. Disinfecting Frequency, tools and chemicals to be used
  - ii. Physical distancing implementation
  - iii. Symptom screening implementation, including temperature checks
  - iv. Use of protective equipment
  - v. Cough and sneeze etiquette/ Hands away from face
  - vi. Frequent handwashing and proper technique
  - vii. Confidentiality around health recording and reporting.
- b. The front office administrator and principal, will be the liaison(s) responsible for responding to COVID-19 concerns.
- c. Reasonable accommodations have been made for the one teacher on our staff who has an identified pre-existing condition.

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### 11. Communication with Students, Parents, Employees, Public Health Officials and the Community

- a. There were two meetings zoom meetings that took place prior to the start of school, in which the stakeholders of the school met with administration regarding implementation plans. At this meeting, the proper use of PPE/EPG equipment, cleanliness and disinfection, transmission prevention, when to keep your child home, and how to report a COVID event was discussed.
- b. An additional Zoom meeting will be required for all parents to attend before their student can come to campus for face-to-face instruction. The meeting will cover:
  - i. Disinfecting Frequency, tools and chemicals to be used
  - ii. Physical distancing implementation
  - iii. Symptom screening implementation, including temperature checks
  - iv. Use of protective equipment
  - v. Cough and sneeze etiquette/ Hands away from face
  - vi. Frequent handwashing and proper technique
  - vii. Confidentiality around health recording and reporting.
- c. The Lodi SDA School Board approved this plan on June 9, 2020. The plan was revised again in preparation for this request for a waiver and was approved by the Lodi SDA Elementary School Board on August 30, 2020.
- d. LSDAE Communication Plan is as follows:
  - i. Contact the county health department and our NCC Representative of the exposure. Review legal responsibilities with them at that time.
  - ii. Notify staff and families immediately of a possible COVID-19 exposure, this will be done via email and will NOT mention any specific names of staff, students or families.
  - iii. Advise the one(s) who have contracted COVID-19, not to return to school until they have met the CDC criteria to discontinue home isolation.
  - iv. Consideration the need to close class(es) during a time of quarantine will include:
    - The number of family members in the school who have been exposed.
    - Recommendations from the NCC
    - Current recommendations by the San Joaquin County Health Department
    - Input from administration and board
- e. Debra Brown, our office administrator will be the person who will support contact tracing of exposed students or staff. She will also be the one responsible for notifying the parents or school community of what has happened. She will be our designated contact with the San Joaquin County Health Dept.
- f. Debra Brown will follow-up with parents and staff to make sure there is proper documentation of the results of Covid-19 testing on file at the school. A copy of the results will be made and kept on file in the office.

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- g. Communication with the school community will be the responsibility of the campus administrator, Patrice Osborne. We have a communication system that sends texts and emails to all parents and custodians of our students. This will be used to let the parents know immediately when something has happened. Individual student, staff or family names will not be mentioned in any communication.
- h. All medical records are kept locked in a secure file cabinet.
- i. The campus administrator, Patrice Osborne will verify that Debra Brown has contacted the San Joaquin County Health Department whenever a positive Covid-19 case has been documented
- j. Measures to be taken when a student, teacher or staff member has symptoms.

	Student or Staff with:	Action:	Communication:
1	Covid-19 Symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing.	Send home Recommend testing School/class remain open	Class parents notified
2	Close Contact with a confirmed Covid-19 case	Send home Quarantine for 14 days <b>Require testing, but still quarantine</b> School/class remain open	Notify school community
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