

Chico Oaks Adventist Elementary School

Reopening Plan

2020-2021

1. General Measures

- We will regularly monitor communications from local and state authorities (including the California Department of Public Health and the California Department of Education) to receive information and guidance regarding protecting our community from COVID-19.
- We will consult other local educational agencies in our region, including the county office of education and our parent organization (Northern CA Conference of Seventh-day Adventist Education Department) regarding best practices for protecting our community from COVID-19. We will continue to review county and state measures as they are announced in response to COVID 19 pandemic. Our employer, the Northern California Conference, keeps principals updated on the latest information from the state.
- We will regularly evaluate to what extent external community organizations can safely utilize the site and campus resources. If we determine that external community organizations can safely use the facilities, we will ensure that they follow these safety measures.

2. Promoting Healthy Hygiene Practices and Face Coverings

- Students and staff will be reminded to use tissue to wipe their noses and to cough/sneeze inside a tissue or their elbows.
- Students and staff will have routines for washing their hands before entering the classroom at the beginning of the school day, after lunch, and after recess. (In order to minimize the need for student movement and congregation in bathrooms, each classroom contains a sink).
- Fragrance-free hand sanitizer will be available for staff and student use when it is not practical to wash their hands at a sink (hand sanitizer dispensers will be installed for this purpose).
- Students and staff will be required to use face coverings in accordance with CDPH guidelines.
 - Under 2 years old - No Face Covering is Required
 - 2 years old - 2nd grade - Strongly encouraged
 - 3rd grade - High School - Yes, unless exempt
 - All staff must use face coverings in accordance with CDPH guidelines.
- Students will wear a cloth face covering or face shield throughout the day, which can be temporarily removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When students need to remove their face covering, they will place it in a clean paper bag that is clearly marked with their name and date. The face covering will remain in the paper bag until the student is ready to wear again.

- Hot lunch volunteers will use gloves and facial coverings when preparing meals. Food will be dished out by staff, self-service will not be allowed.
- Information will be provided to all staff and families in the school community regarding proper use, removal, and washing of cloth face coverings using the CDC information at these web locations. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

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

- If a student refuses to wear a face covering, they will be excluded from on-campus instruction, unless they are exempt. If they are exempt, they will be provided with online learning opportunities.
- Students will be instructed to wash their hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.

3. Cleaning, Disinfection, and Ventilation

- Frequently-touched surfaces will be cleaned/disinfected as needed.
- Frequently touched surfaces in the school include, but are not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
- We will clean and disinfect items and equipment, such as toys, games and art supplies to the extent that is practical between uses.
- We will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. We will provide employees training on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act.
- We will provide custodial staff with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product.
- All products will be kept out of children's reach and stored in a space with restricted access.
- We will establish a cleaning/disinfecting schedule that facilitates proper use of cleaning products.
- We will ensure proper ventilation during cleaning and disinfecting times. We will introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practical. When cleaning, we will air out the space before children arrive; and plan to do thorough cleanings when children are not present. If using air conditioning, we will use the setting that brings in fresh air. We will replace and check air

filters and filtration systems to ensure optimal air quality. **There are separate HVAC systems and independent HEPA filtration units for each classroom. Each classroom will also have their own Air Purifier unit.**

4. Implementing Distancing Inside and Outside the Classroom

ARRIVAL AND DEPARTURE

- Upon arriving at school, all students and staff will have their temperatures checked using a non-contact thermometer before entering the school gym. Parents will wait in vehicles to confirm students have no signs or symptoms.
- Once in the gym, students will be assigned to small groups following social distancing protocols. Students will remain within the same groups as much as possible; keeping the students and staff consistent with each group, to the greatest extent possible to limit exposure from other groups.
- We will designate routes for entry and exit, using as many entrances as feasible. We will put in place other protocols to limit direct contact with others as much as practicable.
- Departures: Parents will wait in cars while staff members bring students to cars following social distancing protocols.

CDC DAILY HOME SCREENING FOR STUDENTS

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

These are the CDC guidelines for checking students for symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

CLASSROOM SPACE

- We will configure seating arrangements to facilitate appropriate physical distancing. (Our average class size is approximately 17 students).
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

NON-CLASSROOM SPACES

- We will limit nonessential visitors and activities involving other groups while students are at school.
- We will use outdoor space for instruction when practicable.
- We will serve individually plated meals in classrooms or outdoors that facilitate appropriate grouping and distancing.
- Outdoor recess activities and outdoor lunches will be staggered in four separated periods (K-2, 3-4, 5-6, and 7-8).

5. Limit Sharing

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

6. Training and Education of Staff and Families

- Staff, students and parents will be encouraged to understand the importance of protecting from the spread of COVID-19 for the safety of the community as well as the continued in person operation of the school.
- When practicable, we will conduct training and education virtually and through email communication. We will utilize any videos, online links, papers, studies or materials that are suggested by the CDC or local and state health offices. We also have several medical professions i.e. doctors and nurses in our school community who can come and help teach the staff, students, and parents with good hygiene practices.
- Students will receive direct instruction from the teacher and/or principal on the application, enforcement and information related to the reopening plan. They will practice the skills in class with the teacher.
- We will provide education to staff and families regarding the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- Teachers will be trained on enforcement of our reopening plan, what to do when there is a positive case at school, how to report the case and the steps needed to conduct contact tracing.
- Education and reinforcement of safety protocols will be addressed at our weekly staff meetings. These staff meetings will either take place virtually through ZOOM, or in person while social distancing.
- We will send parents an educational letter about enhanced cleaning, physical distancing, face coverings, and screening practices, and Covid-19 symptoms.
- We will conduct staff meetings and teacher Inservice days both in-person and virtually. We have 14 days in teacher preparation and Inservice days prior to the first day of school. These Inservice days are conducted in-person, through ZOOM, and through educational learning platforms.
 - Teacher will receive training on COVID 19 symptoms according to the Center for Disease Control (CDC) guidelines
- We will provide Information to all staff members and families regarding proper use, removal, and washing of cloth face coverings.

- Staff will be trained in regard to testing protocols, testing locations, in accordance with FERPA, HIPAA, and state privacy requirements.
- Teachers will be trained in how contact tracing is utilized. Staff will be reminded of the importance of keeping students in their cohorts and recording any cross cohort contact so the proper contact tracing can be performed if required.
- This plan while currently on our school website will also be emailed to every family and staff member of Chico Oaks Adventist.
- Handouts of Butte County Flowcharts, and our reopening plan will be available to hand out in hard copy to any families that do not have access to email or the internet.
- We will follow the guidance of the CDPH guidance at: [Responding to COVID-19 in the Workplace](#);

7. Checking for Signs and Symptoms

- We will instruct staff and students to stay at home when they are sick without fear of reprisal. We will ensure that staff, students, and families are aware of these policies.
- We will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. ***Carina Espinoza, Chico Oak's office manager will act as a staff liaison designated to respond to COVID concerns.*** We will be alert throughout the day for signs of illness in staff or students.
- Students will be placed into classroom cohorts. The liaison will maintain contact lists of each cohort identified at the school. Upon any positive case, this cohort contact list will be provided to the Butte County Public Health Department for contact tracing purposes. The contact list provided will provide name, phone numbers, and family information needed for tracing.
- We will implement screening and other procedures for all staff and students entering the facility.
 - We will conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
 - We will ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - We will make available and encourage the use of hand-washing stations or hand sanitizer stations.
 - We will document/track incidents of possible exposure in the FACTS system and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. FACTS is our schools information system (SIS) which contains all student information along with family information. In that system there is an option to track any medical charting that we feel necessary to use. It tracks allergies, medical issues, medical notes and

screenings. I have included a copy of what it looks like in my application. It is essentially a student dashboard.

o If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. If deemed necessary we will send the student to the "isolation room" until the student can be picked up from a parent/caregiver.

- We will ask if they have been in contact with any person with COVID-19. Close contact is defined as contact within 6 feet for greater than 15 minutes without a face covering.
- We will follow guidelines from Butte County Public Health [COVID-19 Exposure: What Should I Do?](#)

WHEN I CAN BE AROUND OTHERS IF SHOWING SYMPTOMS FOR COVID-19?

-10 days since symptoms first appeared and

-24 hours with no fever without the use of fever-reducing medications and - COVID-19 symptoms have improved

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

8. Plans for Testing Staff

- We will require all staff to be tested periodically by their primary care provider, an immediate care provider or a community testing site as testing capacity permits and as is practicable. All staff will be tested over the time frame of 2 months by 25% or 50% every month, etc. We only have 10 staff members so that means that every month at least 5 staff members will be tested.
- Surveillance testing of staff will be conducted every two months. The cost of testing will be covered by health plans or the school/conference.
- Carina (COVID liaison) will coordinate Staff testing during school hours, under our insurance if or when it is recommended by Butte County Public Health. Staff will be given resources and handouts that explain the different types of testing and where they can be obtained. Paradise Medical Group will be conducting our routine tests. Staff may also choose to go to a drive thru location like CVS or Ampla.

9. When a Staff Member, Child or Visitor Becomes Sick or has had contact with a person with COVID-19

- We have designated an isolation room which is a room off of our school office and children and staff do not have access too. We will separate anyone who exhibits symptoms of COVID-19.

- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in the isolation area until they can be taken via car by a parent or caregiver home or to a healthcare facility, within one hour of parent being called by telephone.
- Students or staff who exhibit COVID-19 symptoms will immediately be required to wear a face covering and wait in the isolation room until they can be taken home via car or any mode of transportation that the parent has. These symptoms include, but are not limited to:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

- If we become aware that a student or staff member is COVID-19 positive, we will do the following:
 - Notify staff and family members in person, through the phone, text messaging or email (while maintaining confidentiality as per FERPA and state law related to privacy of education records)
 - Notify local health officials
 - Document/track incidents of possible exposure
 - Close all areas that were occupied by that person until they have been thoroughly cleaned and disinfected.
- We will advise sick staff members and students who have been absent from school due to COVID-19 to isolate at home until they have met the CDC criteria to discontinue home isolation. This includes being symptom free, 3 days with no fever, and 10 days since symptoms first appeared.
- The State guidelines for isolation or quarantine can be found on the following pages.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
 - Stay Home except to get medical care
 - Separate Yourself from others
 - Monitor your symptoms
 - Call ahead before visiting your doctor
 - If you are sick wear a mask over your nose and mouth
 - Cover your coughs and sneezes
 - Clean your hands often
 - Avoid sharing personal household items

Please see the guide as to when to safely end home isolation or quarantine. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home->

[isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/when-its-safe.html)

- We will provide distance learning opportunities to students while they are away from school due to COVID-19.

9. Maintaining Healthy Operations

- We will monitor staff absenteeism, and we will ensure that other staff are available to fulfill the duties of staff members who are absent.
- We will monitor the types of illnesses and symptoms among our students and staff and address them as deemed appropriate.
- We will designate Carina Espinoza, our Office Manager as our staff liaison to be responsible for responding to COVID-19 concerns. The liaison will be trained to coordinate the documentation and tracking of possible exposure to notify local health officials, staff, and families in a prompt and responsible manner. responsible for responding to COVID-19 concerns. Workers know who they are and how to contact them. The liaison is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- We will maintain communication systems in person, through the phone, by text messaging, by email, and through our school website, that allow staff and families to self-report symptoms and receive prompt notifications regarding exposures and closures. We will do this in a way that maintains confidentiality, as required by FERPA and state law related to privacy of educational records.
- We will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning opportunities.

10. Plans for Partial or Total Closures

- We will monitor communications from state and local authorities regarding COVID-19 transmission and/or closures in our area and will adjust operations accordingly.
- If a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps:
 - The classroom with one positive case will move to distance learning for 14 days.
 - The entire school will move to distance learning for 14 days when there are cases in two cohorts.
 - We will maintain regular communications with the local public health department.
 - All areas of the school visited by the COVID-19 positive individual will be closed temporarily for cleaning and disinfection.
 - We will advise those who have been in contact with the COVID-19 positive individual to isolate at home.

- We will implement communication plans for school closure to include outreach to students, parents, staff members and families through email, phone calls, and virtual meeting platforms.
- We will provide guidance to students, staff members, and families regarding the importance of physical distancing measures while school is closed (including discouraging gathering elsewhere).
- In order to maintain continuity of education, we will implement one of the following three instruction strategies (as applicable):

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

1. In-Person Learning: With safety measures in place, students will be taught by their teacher (in-person) five days a week, as is traditionally done.
2. Adaptive Learning: If it is determined that some students need to isolate at home while others attend school, teachers will provide “in-person” instruction at school to students who are able to safely attend school, and will use distance instruction platforms and strategies to make instruction available to students who, due to COVID-19, are not able to attend school.
3. Distance Learning: If it is determined that the entire school needs to close due to COVID-19, teachers will use distance instruction platforms and strategies to instruct students while they isolate at home.