



Tracy SDA Christian Elementary School

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Introduction

As we look forward to the **School Year 2020 – 2021 at Tracy SDA Christian Elementary School (Tracy Adventist School)**, we anticipate that COVID-19 will continue to circulate.

Students, teachers, and other school staff will be at risk for transmitting and acquiring infection.

It is important that everyone in our school community take steps to reduce transmission, particularly to those at high risk, while balancing the need to maintain a strong educational experience that effectively supports staff, students, and our Tracy Adventist School families.

Our school's action plan will align with state or county guidelines, whichever is stricter.

This document was developed to provide our school with set policies, practices, and strategies that will be implemented as recommendations by our local and state education and health departments. These safety measures will enhance education and promote health and safety, while reducing the risk of contracting the virus throughout the school year.

We have made optional plans for three possibilities for the **School Year 2020 – 2021**. We are currently preparing for **PLAN A** and will move to **PLAN B** or **PLAN C** if the state or county mandates that all schools to do so.

PLAN A - 5-day (Mon-Fri) site-based instruction with heightened precautions.

1. Students will be educated with 6 feet of social distancing, proper hand washing and disinfecting. All students will wash hands for at least 20 seconds with soap and water before and after breaks as well as after lunch.
2. Disinfecting stations will be strategically placed throughout the school.
3. Social distancing floor/seating markings will be placed in waiting and reception areas.
4. Classroom arrangement will be designed for maximum space between students, recognizing that it is not always feasible to have 5-6 feet of social distancing during primary instructional time in the classroom.
5. Water fountains will be turned-off. Students are encouraged to bring their own water bottles from home.
6. All teachers, staff, volunteers, and students will be required to wear a face mask.
7. Temperature checks will be conducted at the start of each school day with all teachers, staff, and students. For temperatures that reach 100.4 or above, parents will be notified to pick-up their child.
8. Parents are encouraged to take their child(ren) temperature each day prior to coming to school to monitor for any fever.
9. There will be marked 6 feet of spacing to remind students to always stay 6 feet apart in lines and at other times where they may congregate (e.g., during lunch, arrival and dismissal, restrooms)
10. The staff will monitor the arrival and dismissal to limit assembling and ensure students go straight from the vehicle to their classroom, and vice versa.

11. Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted.
12. Any visitors and volunteers must report to the office, upon arrival, for a temperature check and health screening question.
13. Students will remain in their classes, grades K to 3 and grades 4 to 6, to limit interactions among other classes.
14. Upon arrival to school each day, students will either go directly to their classroom.
15. All off-campus field trips for the fall 2020 have been cancelled. Off-campus field trips will be re-evaluated after the Winter break. In lieu of off-campus trips, teachers will coordinate on-campus visitors to bring these experiences to their students.
16. Classroom parties will be discontinued.
17. Students in Kindergarten to 3rd grade will eat lunch in their classroom and students in grades 4th to 6th grade will eat lunch in the classroom and/or the outdoor eating areas. All students are encouraged to bring a lunch that does not require heating.
18. Student breaks/recess and lunch times will be staggered to minimize overcrowding.
19. There will be daily cleaning and disinfection of classrooms as well as common areas, following CDC guidelines for schools.
20. All school programs where there is a general assembly of people will be virtual or online.
21. After-school care will continue, with limited enrollment and social distancing in place.

The after-school teacher will be required to check-in at the office for temperature check and screening questions.
22. All staff will take part in COVID testing on a rotating bi-monthly schedule.

PLAN B:

If the state or county limits student on school campus, students will attend 5-consecutive days on alternating weeks (K-3 students' week then 4-6 students' week). On the week when the students are not on campus, teachers will continue to provide instruction via distance learning. During "off-campus" weeks, each classroom will be cleaned and disinfected. All supplies, books and schoolwork will be sent home on the Friday before a distance learning week. All on-campus extracurricular programs will be cancelled.

PLAN C:

If distance learning is mandated by the state or county, Tracy Adventist School will provide distance learning 5 days a week. All on-campus activities will be cancelled.

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 Tracy SDA Christian Elementary School 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. 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

If, during the school year, new documentation provides that we need to reevaluate our current plan to make our school campus safer, we will comply.

- A. **Student or staff with Covid-19 symptoms** (fever, cough, loss of taste or smell, difficulty breathing)

Action: Send home, recommend testing, school/class remain open.

Communication: Class parents notified.

- B. **Student or staff with close contact with a confirmed Covid-19 case.**

Action: Send home, quarantine for 14 days, require testing, but still quarantine.

School/class remain open.

Communication: Notify school community and notify the Public Health Department.

- C. **Student or staff with confirmed case of Covid-19.**

Action: Notify the Public Health Department, isolate case and remove from school for 14 days. After positive test, recommend testing of contacts, do extra disinfection and cleaning of classroom where case spent time, follow the recommendation of the Health Department as to closure or not.

Communication: Notify the school community and notify the Public Health Department.

- D. **Student or staff that tests negative after symptoms.**

Action: May return to school 3 days after symptoms resolve. The school/class will remain open.

Communication: Notify the school community and notify the Public Health Department.

E. School with multiple positive Covid-19 cases.

Action: School follows recommendation of Health Department as to closure or not.

Class/cohort closes. School closes if 5% of students or staff are infected or if multiple classes are affected.

Communication: Notify school community and notify the Public Health Department.

F. Students who develop symptoms of illness while at school will be separated from others right away. Parents will be asked to pick up the child immediately.

3. Injury and Illness Prevention Plan

The updated plan has been presented to staff, teachers, and parents in August 2020. The update plan was presented to staff and the school board members in August 2020. The updated plan was presented to our parents at the parent virtually meeting on September 18, 2020.

4. Campus Access

- A. There will be minimized contact at school between students, staff, families, and the community at the beginning and end of the school day.
- B. There will be minimized movement of students and teachers or staff as much as practicable. Students will remain in the same space and in groups as small and consistent as practicable.
- C. There will be maximized space between seating and desks (at least four to six feet).
- D. Mechanical barriers will be used when physical distancing is not possible.
- E. The orientation of desks will be that students are not facing each other.
- F. There will be limited nonessential visitors, volunteers, and activities involving other groups.

- G. There will be use of non-classroom space for instruction, including regular use of outdoor space.
- H. There will be minimized congregate movement through the school as much as practicable.

5. Hygiene

The school should teach and reinforce – to both students and staff – healthy hygiene practices such as washing hands, avoiding contact with one’s eyes, nose, and mouth; and covering coughs and sneezes. Other methods to promote healthy hygiene include the following:

- A. Staff will model and practice hand washing.
- B. A portable hand washing station will be placed near the playground.
- C. Teachers will teach and reinforce the proper use of cloth face coverings, masks, or face shields.
- D. Students and staff will be frequently reminded not to touch their face covering and to wash their hands frequently.
- E. Information will be provided to staff, students, and students’ families on the proper use, removal, and washing of cloth face coverings.
- F. Adequate supplies will be available to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizer throughout the campus.

6. Protective Equipment

- A. All sinks will have soap.
- B. Hand washing stations with soap and/or fragrance-free 60% ethyl alcohol hand sanitizer will be made available in or near classrooms.

- C. Students and staff will wear face covering during school hours on campus.
- D. Plexiglass will be installed if needed.
- E. The school will provide face coverings to any students who needs one.
- F. We have purchased enough processionaries items, hand sanitizers and disinfecting materials to last for the school year. We will purchase more as needed.
- G. 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.

7. Physical Distancing

- A. Contact at school between students, staff, families, and the community at the beginning and end of the school day will be minimized.
- B. The movement of students and teachers or staff will be minimized as much as practicable.
- C. Space between seating and desks will be maximized (at least four to six feet).
- D. Mechanical barriers will be used when physical distancing is not possible.
- E. Desks will be oriented so that students are not facing each other.
- F. The school will limit nonessential visitors, volunteers, and activities involving other groups.
- G. Non-classroom space may be used for instruction, including regular use of outdoor space.
- H. Congregate movement through hallways will be minimized as much as practicable.
- I. Students eat meals in the classrooms or outdoors.
- J. The sharing of foods and utensils will be avoided.
- K. There will be limited joint activities where practicable.

- L. Procedures will be implemented in the classroom for turning in assignments in ways that minimize contact.

8. Cohort Plan

The classes at Tracy Adventist School has 10 or less students. Students will stay with the same teacher all day. Parents will be met in the parking lot for temperature checks to be taken.

Students will go directly to their classroom in the morning.

9. Cleaning and Disinfecting

- A. Classrooms and common areas will be disinfected daily following the Centers for Disease Control and Prevention (CDC) guidelines for cleaning and sanitizing in schools.
- B. There will be limited use of shared playground equipment.
- C. The sharing of objects and equipment, such as toys, games, and art supplies, will be limited to the extent practicable. Where allowed, they will be cleaned and disinfected between uses.
- D. A cleaning and disinfecting schedule have been established.
- E. There will be proper ventilation during cleaning and disinfecting.
- F. All our classrooms will have direct access to the outdoor school spaces. Windows and doors will remain open to encourage cross ventilation.
- G. Each students' belongings will be kept separate from other students and sent home daily for disinfection.
- H. Deep cleaning and disinfection will happen every evening after students are dismissed.

- I. 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 can make sure it is done regularly.

10. Employee Issues

- A. The administration will be the liaison(s) responsible for responding to COVID-19 concerns.
- B. Staff training was done with all employees.
- C. The training included:
 - Disinfecting frequency, tools, and chemicals to be used
 - Physical distancing implementation
 - Symptom screening implementation, including temperature check
 - Use of protective equipment
 - Cough and sneeze etiquette/hands away from face
 - Frequent handwashing and proper technique
 - Confidentiality around health recording and reporting.

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

Tracy SDA Christian Elementary School will educate students/parents/employees on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19, physical distancing, and available mental health resources. If there is a confirmed case of Covid-19 on campus, school administration will notify the local health department as well as the families of the students who were exposed.

This document is being respectfully submitted on behalf of Tracy Adventist School.

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Tracy SDA Christian Elementary School