

COVID-19 Safety Plan

Chico Oaks Adventist Elementary School

2020-2021

(Our plan includes the COVID-19 Prevention Program (CPP) as directed by Cal/OSHA)

GENERAL MEASURES

- We will regularly monitor communications and review updates 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 access State Technical Assistance resources available for schools and for LHDs to support safe and successful in-person instruction, available on the [Safe Schools for All Hub](#).

FACE COVERINGS

- Students and staff will be required to use face coverings in accordance with CDPH guidelines.
 - **Students in all grade levels K-12 are required to wear face coverings, unless exempted.**
- 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.
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- 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.
- The school will provide a face covering for any student or staff member who needs a replacement mask or does not have one.

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 maximize the space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Short-term exposure of less than 6 feet between students and staff are permitted but the duration should be minimized and masks must be worn.

- 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).

VENTILATION

- 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.**

PROMOTE HEALTHY HAND HYGIENE PRACTICES

- 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).
- Students will not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
 - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed. 1-800-222-1222.
- 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.
- Staff have bathrooms that are for employees only. They are supplied with antibacterial soap, paper towels, and hand sanitizer. They are cleaned on a daily basis, and high touched surfaces are wiped down multiple times a day.

- All employees are also provided with sinks to wash their hands in the staff room and in individual classrooms. Hand sanitizing stations are also scattered throughout the buildings.

CLEANING AND DISINFECTION

Frequently-touched surfaces will be cleaned/disinfected as needed.

- Frequently touched surfaces in the school include, but are not limited to:
 - Sink handles
 - Shared tables, desks, or chairs
 - Door handles
 - Shared technology and supplies
- 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.

CHECK FOR SIGNS, SYMPTOMS AND EXPOSURES

- 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 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

- We have designated an isolation room to separate anyone who exhibits symptoms of COVID-19.
- 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. 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
- Enloe Medical Center has two immediate care facilities within a ten-minute drive from our school. Enloe Hospital has a rapid care clinic which will be capable of giving rapid Covid-19 test results. Individuals displaying Covid-19 symptoms will be able to go there directly and get prompt confirmation of positive or negative Covid-19 test results.
- 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.
- We will provide distance learning opportunities to students while they are away from school due to COVID-19.

STAFF INTERACTIONS/PROCEDURES

- Ensure staff maintains a physical distance of six feet from each other at all times by: reducing the number of persons in an area at one time, including visitors. Stagger lunch and break times.
- We will ensure that all staff use face coverings in accordance with [CDPH guidelines](#) and Cal/OSHA standards. Staff will be provided face coverings at the beginning of the work day and ensure they are properly worn over the nose and mouth when indoors.
- PPE (such as gloves, face shields and mask) are provided as needed to staff.
- We will conduct all staff meetings, professions development training and education, and other activities involving staff with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge.
- We will reduce the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings have been added to indicate where employees and others should be located or their direction and path of travel.

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.
- PPE's among staff will not be shared. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping them down with approved disinfectant cleaners.

TRAIN ALL STAFF AND EDUCATE 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.
- 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
 - Proper 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.
- Staff will be trained in regards 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 that 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](#);

MAINTAIN 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.

CONFIRMED COVID-19 CASE

The following measures will be taken when a student, teacher or staff member has symptoms or is confirmed COVID positive.

	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 Local Health Dept. ● 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, and exclude contracts (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 contracts 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 cases 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 the 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.

(*) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

MEASURES FOR WHEN A CLUSTER OR OUTBREAK IS BEING INVESTIGATED AT A SCHOOL

- When either a school or Local Health Department is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school.
- CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school are from different households and are not contacts of each other in any other investigation cases.

School Actions

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period..
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.

SCHOOL CLOSURE DETERMINATIONS

- 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 multiple 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):

SCHOOL 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.
- Maintain records and report COVID-19 cases at our workplace to the local health department whenever required.
- 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved
 - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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.