

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space as needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. *****Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.***

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

Woodland Star has three self contained kindergarten classes staffed by one teacher and one classroom assistant. WSCS will have one dedicated distance learning teacher and assistant. Two self contained classes will be on-site with one teacher and one classroom assistant for each class.

WSCS has one class for each grade (1st-8th) and is staffed by one teacher and one classroom assistant.

Based on Parent Survey results and with Class Teacher input, classes have been divided into 2 stable groups.

Cohort A: Attends in person Monday/Tuesday 8:40-12:30

Cohort B: Attends in person Thursday/Friday 8:40-12:30

Wednesdays all students will be in distance learning to allow for cleaning between cohorts.

Both asynchronous and synchronous live instruction are scheduled from 1:30-3:00 daily for grades 1-8.

Students at home will participate in live instruction through video-streaming.

B. For regular classes, how many students and staff will be in each planned stable, group structure:

In person cohorts will consist of no more than 1 Class Teacher, 1 Classroom Assistant, and students.

C. If you have departmentalized classes, how you will organize staff and students in stable groups:

N/A

D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:

All electives (Specialties) that would cause a teacher/instructor to pass into more than one cohort will be delivered via video-streaming both to in-person and distance learning students.

a. Other considerations – After school programs, special education, therapies, carpooling, etc.:

Aftercare will not be offered during the remainder of the 2020/21 school year.

After school tutoring services will continue to be offered via video conferencing.

Special Education students will attend in the A (Mon/Tues) Cohort. Services in small groups will be provided outdoors to the best of our ability. One-on-one services may be provided in the Student Services room.

Staff/Faculty Students: Staff and Faculty students who must be on campus when their assigned cohort is in distance learning will

be part of a second cohort. These students will be monitored by office staff and will be located in the main hall. This cohort will consist of no more than 10 students.

Staff meetings, IEPs, back to school nights, Parent/teacher conferences, 504, IEP and SST meetings will be held remotely to the greatest extent possible.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / vendor policy - log-in/out list:

Essential visitors/vendors will be asked to undergo the same precautionary measures as all employees and students. These include a self-assessment check, and following masking and distancing protocols. Unless impractical, all deliveries will be left outside the office, visitors that enter buildings will be asked to undergo a temperature check.

B. Policy for limiting non-essential visitors:

Non essential visitors, volunteers, and community members have been asked to not come to campus unless a virtual option is not available. Anyone entering campus will be required to undergo the same precautionary measures as all employees and students including self assessment check and following masking and distancing protocols.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

- Students will remain in vehicles until self assessment is verified.
- Once verified, parents will enter the “playground gate” and drive through the firelane.
- Families with students in grades K-2 will drop off behind the 3rd grade classroom and bathrooms.
- Families with students in grades 3-8 will drop off at the front gate.
- Parents will remain in their vehicle during the drop off procedure.
- Once the student has exited the vehicle and arrived at the curb, parents will proceed through the firelane and turn right towards the Altimira bus circle.

While driving is the preferred method during hybrid learning, families who do not have access to a vehicle may walk their students to the front gate between from 8:35 to 8:45 daily. Students must be accompanied by a parent/guardian until completion of the ParentSquare COVID-19 self assessment has been verified. Students (including grades 6-8) may not go directly to the classrooms.

Students who arrive after 8:40 will need to follow walk up protocols.

B. Describe plan to minimize mixing of cohorts on arrival to school:

After entry to the school, students will proceed to their classroom ramp where 6 feet spatial distancing will be marked with tape and/or paint dots.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

Students- Check in staff will confirm completion of ParentSquare COVID-19 Self Assessment.

Staff- Office staff will confirm receipt of ParentSquare COVID-19 Self Assessment results.

Temperatures will be monitored as needed with no-touch, digital thermometers.

D. How school/district plans to encourage a zero-mingling policy before school:

- Prior to reopening, safety orientation meetings will be held.
- A family/school safety agreement will be required outlining all of our safety protocols including our drop off and pick up protocols.
- Staff will be instructed to remind parents and students of our safety protocols.
- Parents/Guardians will be asked to remain in their vehicles during drop off and pick up.



Light green indicates the flow of traffic, purple are our points of entry.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

School Grounds:

- WSCS has identified the need to be a one-way campus to the greatest extent possible.
- Directional signage will inform staff and students the path to take, minimizing crowding in narrow walkways.

Outdoor Play Areas:

- Areas will be designated by visual markers including paint and signage.

Breaks/M meal Times:

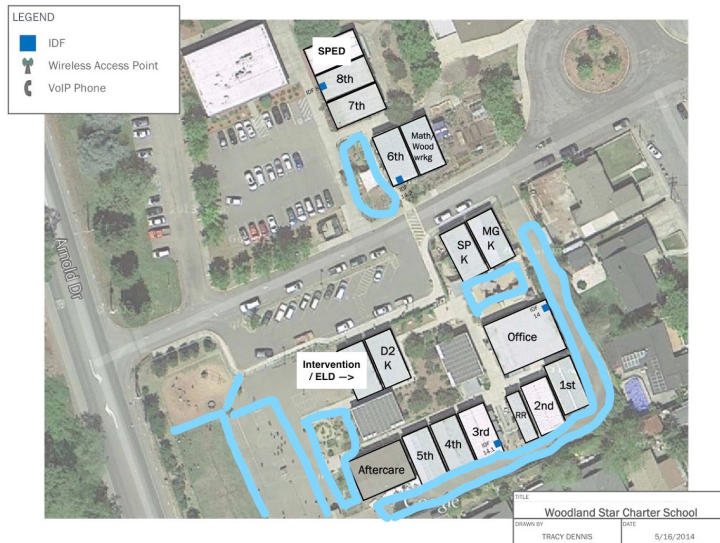
- To the greatest extent possible, meals will be eaten outdoors.
- Covered areas have been designated for use during inclement weather and preassigned.
- Recess/M meal Times will be flipped with no more than half of the grades using the yard or dining areas at any given time.

1st-4th Grade: 10:15 Snack, 10:30 Recess

5th-8th Grade: 10:15 Recess, 10:30 Snack

Kindergarten: after the 10:45 bell

- With the exception of using the bathroom, students will remain with their class during snack/recess and will not be permitted to co-mingle with other groups.
- Each cohort will have a designated outdoor space in which to eat and will be no closer than 6 feet from another cohort.
- Each student will be distanced 6 feet from any other student within their cohort.



Blue indicates outdoor recess areas

Bathrooms:

- Each class will be assigned a bathroom and will be single use only.
- Classroom staff will use the same facilities as students.
- Any additional personnel on campus will use office restrooms.
- Kindergarten classrooms are equipped with their own facilities.
- Grades 1-2 will each be assigned an existing restroom.
- Grades 3-8 will be assigned a portable restroom.
- The aftercare bathroom will be reserved for Isolation room use only.

Office:

With the exception of using the restroom, the use of the office by non-office staff will be by appointment only through the ParentSquare conferencing sign up.

Each classroom is equipped with gloves, facial coverings for adults and students, tissues, bandaids, and basic sanitizing supplies to limit traffic between classrooms and the office throughout the day.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

- The flow of traffic for pick up will be reversed and entry into the fire lane will be through the kindergarten entrance.
- Families who are only picking up students in grades 6-8 should line up along the curb of the Altimira bus circle and will

exit following the orange line.

- Families with students in grades K-6 should line up along the center of the bus circle and then progress through the firelane to the black top area.
- Two lanes of traffic will be formed on the black top, to the best of our ability, families with students in K-2 will be directed to the lane closest to the grass. Families with students in grades 3+ only will be directed to the lane closest to the garden. Staff and students must remain on the grass until all cars have stopped moving.
- Unless students need assistance safely “buckling up,” parents will remain in their vehicles.
- Vehicles will exit through the “playground gate.”
- Staff and students remaining after the last car must remain on the grass until all vehicles have exited the grounds.

B. Plan to minimize mixing of cohorts on departure:

- Each cohort will have a designated waiting area on the field or in the playground gardens
- Students will be spaced 6 feet apart

C. How school/district plans to encourage a zero-mingling policy after school:

- Prior to reopening, safety orientation meetings will be held.
- A family/school safety agreement will be required outlining all of our safety protocols including our drop off and pick up protocols.
- Staff will be instructed to remind parents and students of our safety protocols.
- Parents/Guardians will be asked to remain in their vehicles during drop off and pick up.
- Most days, additional synchronous instruction is offered following pick up/lunch break which does not allow time for families to remain on site.



Orange indicates the flow of traffic for middle school pick up only, light green is the flow of traffic for all other grades, purple are our points of entry.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

A. Please provide complete policy for face coverings:

Face coverings are required for all adults (staff, parents, or community members) who are at the school site. California has made it mandatory for all individuals over the age of 2 to wear a mask or face covering with few exceptions. WSCS has purchased an ample supply of face masks for those who need them but encourages all students and staff to come to school with a personal facial mask. Staff will also be provided with disposable face coverings and face shields. Shields are not allowed as a substitute for masks even in a classroom setting.

Masks must fit properly (snuggly around the nose and chin with no large gaps around the sides of the face). Masks can be made of breathable fabric such as cotton, but the fabric must be tightly woven (does not allow light to pass through). All masks, whether cloth or disposable must consist of a minimum two layers. Masks may not include exhalation valves or vents. Scarves, ski masks, gaiters, or bandanas are not allowable as a replacement for masks in the classroom setting. Masks with clear plastic panels are acceptable especially when working with students with hearing or speech difficulties or for young students learning to read, but may collect excess moisture, so they should be used for short periods of time only.

Staff and students with masks or facial coverings that do not meet these requirements will be given a disposable mask.

Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Masks will be placed in a clean, safe area, clearly marked with the student's name while not in use.

Training will be provided for students and staff in the proper use and etiquette of all face coverings. This includes flyers, posters, and accessible videos.

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥ 2 ply, no bandanas, etc):

Masks can be made of breathable fabric such as cotton, but the fabric must be tightly woven (does not allow light to pass through). All masks, whether cloth or disposable must consist of a minimum two layers. Masks may not include exhalation valves or vents. Scarves, ski masks, gaiters, or bandanas are not allowable as a replacement for masks in the classroom setting. Masks with clear plastic panels are acceptable especially when working with students with hearing or speech difficulties or for young students learning to read, but may collect excess moisture, so they should be used for short periods of time only.

C. Where will extra masks be available if needed?

Disposable masks will be available to staff and students upon arrival, in each classroom, and in the office. Classroom supplies will be restocked as necessary.

D. Describe plan for refusal to wear face coverings:

Students who refuse to wear face coverings will not be allowed to remain on campus and will revert to distance learning. If a student is able to rectify, they will once again be welcomed to in-person instruction.

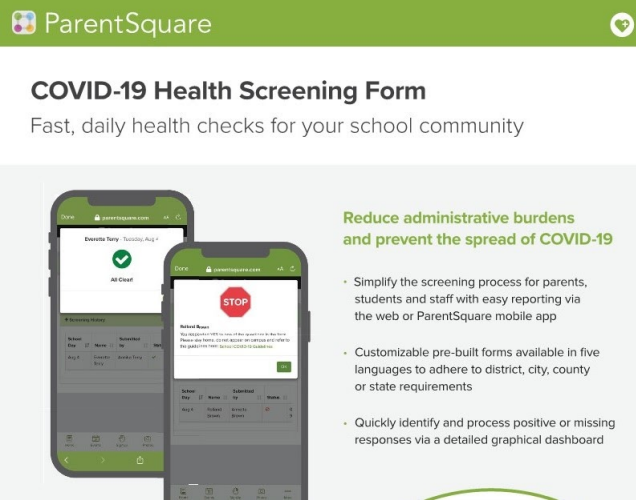
7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

A. Details of at-home screening plan:

- WSCS will use the ParentSquare COVID-19 Screening module for Staff and Families to perform daily self assessments.
- Staff and students who arrive on campus without having submitted the assessment be required to complete the assessment prior to entering the drop off area. WSCS currently uses ParentSquare as it's main method of communication and all parents have access.

- No touch, digital thermometers are available for screening students and staff as needed throughout the day.



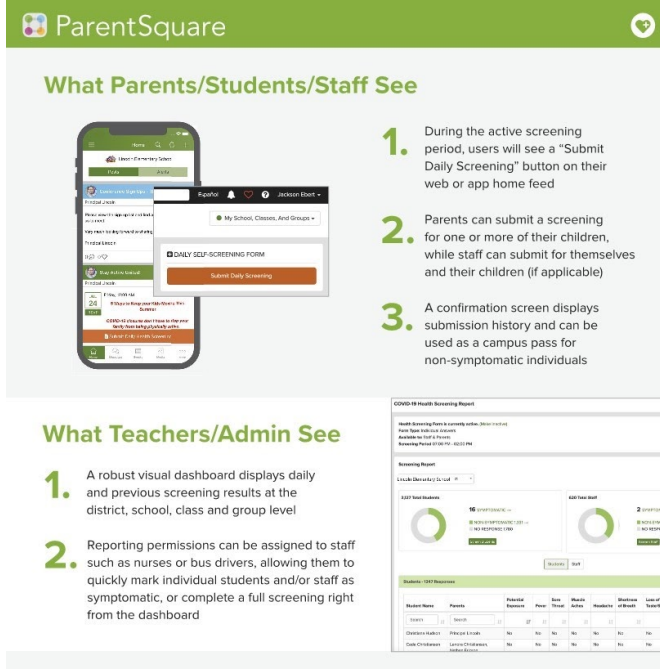
ParentSquare

COVID-19 Health Screening Form

Fast, daily health checks for your school community

Reduce administrative burdens and prevent the spread of COVID-19

- Simplify the screening process for parents, students and staff with easy reporting via the web or ParentSquare mobile app
- Customizable pre-built forms available in five languages to adhere to district, city, county or state requirements
- Quickly identify and process positive or missing responses via a detailed graphical dashboard



ParentSquare

What Parents/Students/Staff See

1. During the active screening period, users will see a "Submit Daily Screening" button on their web or app home feed
2. Parents can submit a screening for one or more of their children, while staff can submit for themselves and their children (if applicable)
3. A confirmation screen displays submission history and can be used as a campus pass for non-symptomatic individuals

What Teachers/Admin See

1. A robust visual dashboard displays daily and previous screening results at the district, school, class and group level
2. Reporting permissions can be assigned to staff such as nurses or bus drivers, allowing them to quickly mark individual students and/or staff as symptomatic, or complete a full screening right from the dashboard

COVID-19 Health-Screening Report

Health-Screening Data is currently active. Select a report:

Parent Square Health-Screening Report

Reporting Period: 07/01/20 - 07/02/20

Screening Report

1. 100% (10/10) 2. 100% (10/10)

Screening Report

1. 100% (10/10) 2. 100% (10/10)

| Student Name | Parents | Screening Period | Screening Status | Screening Date | Screening Time | Screening Location | Screening Method | Screening Result |
|--------------|----------|------------------|------------------|----------------|----------------|--------------------|------------------|------------------|
| Student 1 | Parent 1 | 07/01/20 | Completed | 07/01/20 | 07:00 | Classroom | Self-Report | Pass |
| Student 2 | Parent 2 | 07/01/20 | Completed | 07/01/20 | 07:00 | Classroom | Self-Report | Pass |
| Student 3 | Parent 3 | 07/01/20 | Completed | 07/01/20 | 07:00 | Classroom | Self-Report | Pass |
| Student 4 | Parent 4 | 07/01/20 | Completed | 07/01/20 | 07:00 | Classroom | Self-Report | Pass |
| Student 5 | Parent 5 | 07/01/20 | Completed | 07/01/20 | 07:00 | Classroom | Self-Report | Pass |

- Students whose self assessment shows that they are showing symptoms of COVID-19 prior to arrival will be asked to stay home.
- If they arrive for in-person learning, they will be denied access to the drop off area and will be instructed to return home.

B. Support available for individuals staying home:

- All live instruction will be also streamed through video conferencing.
- Students who opt to remain in distance learning, are showing symptoms, or are required to isolate will have the same opportunities for learning as those who are in-person.

C. Screening criteria/procedure onsite for staff:

- WSCS has contracted with Valencia Lab/Color through CDPH for COVID-19 employee screening for bi-weekly asymptomatic testing when tier assignment requires it (purple and red)
- We will offer no-cost screening for all employees on a rotating schedule.
- Symptomatic and response testing will be offered to staff as requested.
- Staff will be trained to identify common COVID-19 symptoms
- No-touch thermometers will be available to monitor staff temperatures throughout the day or as needed
- Staff will be reminded to communicate when they are feeling symptoms without the fear of reprisal

D. Immediate protocol in case of a sick staff/faculty member:

- 1) Move the ill individual to the Isolation Room (Aftercare)
- 2) If symptoms are non-life threatening:
 - a. Employee will be offered a COVID-19 test
 - b. The employee will be asked to go home and follow isolation protocol
- 3) If symptoms are life threatening:
 - a. Emergency services will be contacted
 - b. Call employee's designated emergency contact

Instructional Staff:

- 1) Remove all students and staff from the classroom
- 2) Students at home will continue with asynchronous learning
- 3) Students at school will continue with live instruction in an outdoor venue until pick up

- 4) After students leave for the day begin sanitization of the room by qualified custodial staff

Non Instructional staff:

- 1) Remove all employees from the building.
- 2) After students leave for the day, begin sanitization of the room by qualified custodial staff

E. Screening criteria/procedure onsite for students:

- Staff will be trained to identify common COVID-19 symptoms
- No-touch thermometers will be available to monitor student temperatures throughout the day or as needed
- Students will be reminded to communicate when they are feeling symptoms

F. Immediate protocol in case of a sick student:

- 1) Move the ill individual to the Isolation Room (Aftercare room)
- 2) If symptoms are non-life threatening:
 - a. The parent/guardian or emergency contact will be called to immediately pick up the student and to follow isolation protocol.
 - b. Parents will be given information on how to seek testing resources.
- 3) If symptoms are life threatening:
 - a. Emergency services will be contacted
 - b. Call the student's parent/guardian or emergency contact
- 4) Remove all students and staff from the classroom
 - a. Students at home will continue with asynchronous learning
 - b. Students at school will continue with live instruction in an outdoor venue until pick up
- 5) After students leave for the day, begin sanitization of the room by qualified custodial staff

G. Symptom monitoring procedures throughout day:

- Staff will be trained to identify common COVID-19 symptoms
- No-touch thermometers will be available to monitor student temperatures throughout the day or as needed
- Students will be reminded to communicate when they are feeling symptoms

H. Screening of essential visitors/vendors:

- Essential visitors and vendors will perform a COVID-19 self assessment.
- If they require entry to a building, a temperature check will be done

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:

Woodland Star has contracted with Valencia Lab/Color to perform on-site, self administered COVID-19 screening.

| | Yellow CR <1.0 TP <2% | Orange CR 1-3.9 TP 2-4% | Red CR 4-7 TP 5-8% | Purple CR >7-13.9 TP >8% | Deep Purple CR >14 |
|-------|------------------------------------|--------------------------------------|--|--|--|
| Staff | Symptomatic and Response Testing | Symptomatic and Response Testing | Symptomatic and Response testing plus every other week Asymptomatic testing | Symptomatic and Response testing plus every other week Asymptomatic testing | Symptomatic and Response testing plus weekly Asymptomatic testing |

B. Plan to routinely test students by tier:

- WSCS does not plan to offer COVID-19 testing to students.
- We will regularly communicate locally available testing options.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

A. Bus/Transport/Carpools:

N/A

B. Classrooms:

- Desks will be spaced to ensure 3-feet distance between students.
- Desk locations will be marked with tape as a visual reminder as to where they need to be located.
- Teacher/Classroom Aid desks will be located to ensure 6-feet distance between students and each other.
- Directional signage will direct students on the flow of traffic within the classroom to help prevent crowding.
- Spacing indicators will be on floors to ensure safe distancing on ramps and at sinks.

C. Hallways:

N/A

D. Student lockers:

- K-5th Grade classrooms are equipped with hooks in and outside classrooms for student use.
- Proper spacing will be indicated and will be supported by staff reminders when storing/retrieving belongings.
- Middle school classrooms have lockers for personal storage, but students will be asked to keep their belongings with them.
- If this is not feasible, additional spacing indicators will be placed instructing students where to wait to ensure physical distancing minimums are met.

E. Bathrooms:

- Each class will be assigned one bathroom or portable facility for one at a time use only.
- Spatial indicators will be used to reinforce physical distancing between students while waiting.

F. Locker rooms:

N/A

G. Gymnasium:

N/A

H. Playground / fields:

- Each grade/class will have $\frac{1}{4}$ of the play area designated to them.

I. Staff break rooms:

- The staff break room will not be available for use.
- Staff kitchen area time may be scheduled for use using our office time sign ups on ParentSquare.

J. Other:

- K. Plan for specific situations when distancing is >6 ft is not possible:** Students will be distanced 3 feet away within the classroom only. Six feet distance will be maintained in all other situations to the greatest extent possible. Clear plexiglass or similar dividers will be available if full distancing is not possible.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

- Every building entry point has been equipped with a hand sanitizer dispenser
- Students and Staff will sanitize hands when entering and exiting any room
- Staff and Students will wash their hands with soap and water no fewer than 4 times daily
 - Entering the room in the morning
 - Before snack
 - Before recess
 - When returning from recess
- Additional handwashing will be reinforced after using the restroom and when behaviors warrant (ie...after using a tissue, touching the face, etc.)

B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:

- All classrooms except 6th are equipped with sinks and are fully stocked with soap and paper towels.
- 6th Grade has a dedicated outdoor sink which will be stocked with soap and paper towels.
- Additional stations will be available near the portable restrooms.
- Drinking fountains have been disabled and will not be in use. Staff and students will use water bottles or other personal cups. Bottled water dispensers will be provided.



Orange are bathroom facilities, purple dots indicate hand washing/sanitizing station locations.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

A. General high-touch surfaces:

Office:

- Sanitizing spray and wipes are available for cleaning before/after each use
- Surfaces will be cleaned daily, in the afternoons, by custodial staff

B. Classrooms:

- Sanitizing spray and wipes are available for use throughout the day for high touch surfaces
- Classrooms will be cleaned daily, in the afternoons, by custodial staff
- Heavy cleaning will be done between cohorts on Wednesdays

C. Bathrooms:

- Bathrooms will be cleaned daily by custodial staff
- Bathrooms will be deep cleaned between cohorts and over the weekends by custodial staff

D. Cafeteria:

N/A

E. Playgrounds:

Main playground

- Playground equipment will be cleaned between class use to the best of our ability
- Each class has its own supply of balls. Sharing between classes has been greatly discouraged

Kindergarten Playground- supplies will be cleaned between class uses.

F. Offices:

- Sanitizing spray and wipes are available for use before/after each use
- Offices are cleaned daily, in the afternoons, by custodial staff
- Desk spaces are not shared and have been equipped with plexiglass dividers in shared spaces

G. Hallways:

N/A

H. Locker rooms:

N/A

I. Gymnasium:

N/A

J. Other:

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

- Each student has been assigned their own classroom supplies.
- Supplies such as tape, glue sticks, and scissors that need to be shared will be cleaned after use.
- Office supplies are generally not shared.
- Each classroom is equipped to meet their needs and office staff has their own small supply .
- Copy room supplies are sanitized before and after usage.

B. Toys / Play equipment:

Kindergarten:

- To the best of our ability, toys will be cleaned between uses.
- Many of our toys are made of natural materials and require care in cleaning.
- Each class (cohort) has their own toys/play equipment.

Playground equipment will be sanitized between cohorts.

C. Electronics equipment:

Classroom:

- Each teacher has been assigned a computer for in-class usage.
- Classroom assistants will be assigned a Chromebook for in-class usage.
- These are not to be shared between adults but appropriate sanitizing materials will be available.
- As a general rule, students will not require electronic equipment for in person learning, but if it is needed, each student will have their own device and appropriate sanitizing materials will be available.

D. Tools:

- Our custodial staff is a single employee and tools are not shared.
- Woodworking will not be offered through the 20/21 school year.

E. Other:

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room / area:

- WSCS has identified the Aftercare room as it's isolation area.
- It is a self contained, double-sized portable with a bathroom facility.
- Staff has been instructed that this room will not be accessible for any other use.
- When in use, all windows (6) and doors (2) will remain open and HVAC and air purifier will be in full use.

B. PPE available for staff providing care in Isolation area:

- Disposable gowns, N95 masks, face shields, and disposable gloves.

C. Staff trained to provide care in Isolation area:

- Susan U'Ren, Office Manager
- Evelin Sanchez, Bilingual Office Assistant

D. Plan for staff-caregiver to be fit-tested and trained to seal-check N95 respirator:

WSCS will use fit-testing/training through SCDPH for individuals required to use them.

E. Protocol for immediate removal and relocation of ill individual:

Employee-

- 1) Move the ill individual to the Isolation Room (Aftercare)
- 2) If symptoms are non-life threatening:
 - a. Employee will be offered a COVID-19 test
 - b. The employee will be asked to go home and follow isolation protocol
- 3) If symptoms are life threatening:
 - a. Emergency services will be contacted
 - b. Call employee's designated emergency contact

Instructional Staff:

- 1) Remove all students and staff from the classroom
- 2) Students at home will continue with asynchronous learning
- 3) Students at school will continue with live instruction in an outdoor venue until pick up
- 4) After students leave for the day begin sanitization of the room by qualified custodial staff

Non Instructional staff:

- 1) Remove all employees from the building.
- 2) After students leave for the day, begin sanitization of the room by qualified custodial staff

F.

Student:

- 1) Move the ill individual to the Isolation Room (Aftercare room)
- 2) If symptoms are non-life threatening:
 - c. The parent/guardian or emergency contact will be called to immediately pick up the student and to follow isolation protocol.
 - d. Parent's will be given information on how to seek testing resources.
- 3) If symptoms are life threatening:
 - c. Emergency services will be contacted
 - d. Call the student's parent/guardian or emergency contact
- 4) Remove all students and staff from the classroom
 - c. Students at home will continue with asynchronous learning
 - d. Students at school will continue with live instruction in an outdoor venue until pick up
- 5) After students leave for the day, begin sanitization of the room by qualified custodial staff

G. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

- WSCS has purchased an electrostatic cleaner and EPA approved cleaning supplies.
- Contaminated rooms will be sanitized with extra care given to commonly touched surfaces.

H. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

Staff or Parent/Guardian will be informed of the following:

1. Recommendation of testing with current local testing options
2. If the symptomatic person tests negative or provides documentation that the symptoms are typical of an underlying health issue, they may return to work/school when fever free for 24 hours without the use of reducers and symptoms have improved.
3. If no test is performed and no documentation is offered, staff/student will fall under isolation/quarantine protocols.
4. If the test is positive, staff/student will be excluded from school for 10 days from the symptom onset and has been fever free for 24 hours without the use of reducers AND symptoms have improved.
5. Parents/Guardians will be informed of distance learning options while the student is under isolation protocols.

I. Plan for testing symptomatic individuals:

- Testing will be available to employees only.
- We have contracted with Valencia Labs/Color to perform self-administered testing.

- Parents/Guardians will be given information on where to seek local testing.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

WSCS has designated the **Operations Manager, Rebecca Traum** as **COVID-19 Coordinator**. With support from: Susan U'Ren Office Manager, Evelin Sanchez, Bilingual Office Assistant and James Lloyd, Administrator, she will:

1. Coordinate notification of staff, students/parents (following Public Health Guidelines) when there has been a COVID-19 exposure
2. Collect and report data to the Sonoma County Public Health Office
3. Be a single point of contact for concerns and questions from staff, parents, and students via telephone, email or video conferencing during the day
4. Provide Contact Tracing in conjunction with Public Health guidelines
5. Provide for the dissemination of related communications

B. Plan for confirmed COVID-19 case reporting:

- Notify the County Health Department of a confirmed positive case.
- Identify school contacts, inform the County Health Department of those contacts and exclude from school for a minimum 10 days after the last exposure.
- Recommend testing 8-10 days for contacts after last exposure if asymptomatic and immediately if symptomatic.
- Schoolwide community notification of a known case.
- Direct notification within the cohort and known close contacts.

C. Plan for “Close Contact” identification:

- WSCS defines “Close Contact” as contacts less than 6 feet lasting longer than 15 minutes within a 24-hour period.
- We will utilize attendance records, ParentSquare Self Assessment Checks, and conversations with Staff and Parents/Guardians to identify all contacts that may be considered “close.”
- WSCS will aim to err on the side of caution in reporting potential contacts.

D. Plan for Exposure testing for staff:

- All employees may be offered self-administered COVID-19 tests in the case of exposure.
- If an employee prefers to use an off-site testing facility, we will communicate current location options.

E. Plan for Exposure testing for students:

N/A

Parents/Guardians will be given information on current local testing options.

F. Support for staff in Isolation/Quarantine:

Non-instructional and Instructional Support Staff:

- Will be offered the opportunity to perform job duties from home.
- Will be informed of all benefits available to them if they are unable to perform their job duties including California 2021 COVID-19 Sick Pay and regular sick pay balances.

Class Teachers:

- If the class teacher has been instructed to self isolate or quarantine and is able to perform their job duties, that class will revert to distance learning until the self isolation/quarantine period has ended.
- If the class teacher is unable to perform their job duties, a certificated substitute will step in to fill the distance learning teaching position.
- Will be informed of all benefits available to them if they are unable to perform their job duties including

California 2021 COVID-19 Sick Pay and regular sick pay balances.

***Note: Our planned date of reopening has been scheduled to allow ample time for all employees to obtain both doses of a COVID-19 vaccination AND allow two weeks for full efficacy. Vaccinations are optional for all employees but our survey results indicate that 98% are receiving the vaccine.**

G. Support for students in Isolation/Quarantine:

- Students in isolation/quarantine will revert to distance learning.
- All live instruction will be available simultaneously to both in person and distance learning students.
- If a student is ill and unable to attend distance learning classes, those absences will be considered excused and additional learning supports will be offered.
- Every effort will be made to academically support students who are absent due to COVID-19 illness or quarantine.

H. Return to school criteria for COVID-19 positive individual:

- The individual will be excluded from school for 10 days from symptom onset AND has been fever free for 24 hours without the use of reducers AND symptoms have improved.
- If the individual is asymptomatic, the 10 day exclusion applies.

I. Return to school criteria for exposed close contacts:

- Stay home for 10 days since the last exposure
- If no symptoms and test negative on or after day 8, may return to school.
- If not tested, must stay home for 14 days with no symptoms.
- If symptoms arise, then an additional 10 day isolation must take place.
- If there is ongoing contact (ie parent or sibling) the person must remain in isolation until 10 days after the positive contact is no longer infectious. In most cases, this is 20 days after the person with COVID-19 first developed symptoms or had a positive test.

J. Outbreak response plan:

- The need to quarantine a cohort or entire school site will be determined by Sonoma County Public Health officials depending on the extent of exposure.
- Partial school closure occurs when one or more students or staff members are confirmed to have COVID-19.
- Total school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that test positive for COVID-19, and following consultation with the Local Health Officer.
- School closure occurs when there are three or more probable or confirmed cases in 25% or more stable groups or there have been three or more probable or confirmed cases and more than 5 percent of the total number of teachers/students/staff are infected within a 14-day period.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Typically, these school closures will last 14 days.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

A. Provide plan for communications with families and staff after an onsite exposure:

WSCS strives to balance the need for clear and transparent communications regarding COVID-19 exposure while protecting staff and students' rights and needs for privacy. At no time will names or other personal identifiers be released when making COVID-19 notifications. If at any time WSCS has questions whether a notification of potential exposure should be made, we will

seek guidance from the County Health Department. To keep staff and families informed, we rely on staff and families to maintain the same clear and transparent communications with us regarding their COVID-19 exposures and COVID-19 status.

Symptoms only: No communications

Confirmed close contact: Communications will be made if the close contact was made in the school environment and on a case-by-case basis otherwise.

Confirmed positive: Schoolwide community notification of a known case and direct notification within the cohort and known close contacts.

16. Staff training

How staff will be trained on the application and enforcement of the plan

A. Provide plan for training staff on new COVID-19 Safety plan:

- Training has been and will continue to be provided during staff meetings.
- Ongoing safety plan reminders are sent to employees weekly through our Weekly Office Memo.

B. Provide plan for enforcing COVID-19 Safety plan with staff:

Employees that do not follow the safety plan will:

- 1st Violation: receive a verbal reminder/warning - documented by COVID Coordinator
- 2nd Violation: receive a formal written email warning. Confirmation of receipt required within 24 hours.
- 3rd Violation: receive a written letter of reprimand and will retake Cal OSHA safety training
- Further steps will be taken if necessary and determined by the Administrator, including but not limited to suspension, reassignment, or termination.

C. Provide plan to remain current on guidelines and best practices:

- Operations Manager, Rebecca Traum has been identified as our Safety Plan Coordinator.
- The plan is updated regularly and notifies the Administrator of any guideline or best practice changes.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

A. Provide plan for educating families on new COVID-19 Safety plan:

- Each family will be required to attend a Re-entry Orientation meeting prior to on-site learning. These meetings will include:
 - Masking Guidelines and best practices
 - Pick up/Drop off Procedures
 - How to use the ParentSquare Covid-19 Self Assessment Tool
 - When to stay home
 - When to expect communications
 - Hand washing and Cleaning schedules
- Each family will be required to sign a Family/School Safety agreement that clearly outlines safety responsibilities and expectations.

B. Provide plan for enforcing COVID-19 Safety plan with students/families:

Depending on the severity of the issue enforcement will take the form of:

- Verbal warning from the teacher
- Call home to parents after school
- Immediate exclusion: parents will be required to pick up student ASAP
- Other responses may be appropriate and will be determined by the administrator in consultation with the teacher and COVID-19 Coordinator.

C. Provide plan for continuing communication/education as guidelines change:

- WSCS makes continuous updates to our Reopening/Safety Plan and posts it in multiple places on our school website.
- We will communicate any changes to procedures and protocols through Parent Square.
- Additional communications will be made through weekly teacher newsletters, our weekly newsletter, our monthly newsletter and through continued staff training.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

- Each classroom has adequate natural ventilation, with multiple operational windows and at least one door.
- Each classroom has a stand alone HVAC system with MERV-13 filters installed and has been equipped with an air purifying system appropriate to the room size.
- In the case that air quality prohibits the use of natural ventilation (PurpleAir 150+), the school will need to revert to distance learning until conditions improve.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

A. Labor organization(s) and date(s) consulted:

(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

No labor organization

Staff has been consulted through surveys, community meetings, and staff meetings.

Staff Meetings: March 15, 2021, March 18, 2021

Community Meetings (staff and faculty invited to participate): July 29, 2020, September 23, 2020, February 11, 2021

Survey: February 5, 2021

All stakeholders are encouraged to voice safety concerns by contacting James Lloyd, Administrator or Rebecca Traum COVID-19 Coordinator.

B. Parent / Community Organization(s) and date(s) consulted:

Parents have been consulted through community meetings and surveys.

Community Meetings (staff and faculty invited to participate): July 29, 2020, September 23, 2020, February 11, 2021
Safety Plan and Intent to Return to In Person Learning Survey: February 12, 2021

Charter Council (governing board): Consulted through monthly meetings.

Reopening Resolution: Adopted March 10, 2021

Parent Association: Consulted through monthly meetings. Most recent meeting was March 3, 2021.

All stakeholders are encouraged to voice safety concerns by contacting James Lloyd, Administrator or Rebecca Traum COVID-19 Coordinator.

Reopening Committee: Comprised of Administration and Office Staff, one faculty member, and one member of the school community. Meets weekly on Monday afternoons.