



WOODLAND STAR CHARTER SCHOOL

Waldorf-Inspired Public Education, Serving Grades TK-8.

Covid Safety Plan

ACKNOWLEDGMENTS

Together with our stakeholders, Woodland Star Charter School has created a *Reopening Plan* with the intent to provide our students with an equitable, accessible, and engaging educational experience to prevent further learning loss and make meaningful connections in the uncertainty that is ahead of us. Returning to school will be a daunting task for all of us but we will meet this challenge with strength and commitment to serve our students and subsequently the community at large.

**We would like to also acknowledge Credo High School and Sebastopol Charter School for sharing their reopening plans with us.*

Please note: This is a working document and is updated regularly.

This plan is being developed by the Reopening Planning Group which consists of Administration, Office Staff, one Parent/Community member with priority given to those with a medical background, one Faculty Member and one Charter Council Member (or board-designee).

Staying safe is a team effort and we need everyone's assistance with adhering to safety guidelines. Any student, family or staff member with concerns about safety protocols and/or violations should email covidsafety@woodlandstarschool.org. This account will be constantly monitored and issues routed to the appropriate supervisor to be addressed. Students, families, and staff who report issues may do so without the fear of reprisal. To the best of our ability, these concerns will be kept confidential.

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GLOSSARY OF TERMS

Asynchronous Learning: learning occurs at different times and at a different pace without real-time interaction between student and teacher

Group (or Cohort): an academic group (or cohort) consists of a small, static group of students working together in the same class, progressing through the same academic curriculum

COVID-19: a mild to severe respiratory illness that is caused by a coronavirus; is transmitted chiefly by contact with infectious material (e.g. respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Distance Learning: a method of teaching and learning where teachers and students do not meet in a brick and mortar classroom but instead use online resources and virtual classrooms.

ELD: English Language Development

Hybrid Model: combines face-to-face and online teaching into one cohesive experience. A portion of the students are in-person on-campus learning, while the other portion of students work online or remotely.

Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

Personal Protective Equipment (PPE): personal protective equipment, commonly referred to as "PPE"; worn to minimize exposure to hazards that cause serious injuries or illnesses.

Social Distancing: maintaining a greater than usual physical distance from other people or avoiding direct contact with people or objects in public places during a pandemic in order to minimize exposure and reduce the transmission of infection.

Social Emotional Learning: is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Social Emotional Wellness: is the ability to identify and manage emotions, express empathy, form healthy relationships, make responsible decisions and cope with stress.

Synchronous Learning: learning that occurs concurrently with other students that happens live or in real time.

INTRODUCTION

As a result of the COVID-19 pandemic and state of emergency declared by Governor Gavin Newsom, Woodland Star Charter School (WSCS) suspended in-person learning on March 23, 2020. We are in a time of unprecedented change for our educational system. WSCS is choosing to view this challenge as an opportunity to design a learning plan with equity and continued educational excellence at its core.

EXECUTIVE SUMMARY

The Reopening Plan has been developed to outline a variety of actions necessary to reopen school during the COVID-19 pandemic. Every effort has been made to create a plan that is reasonable and practical while maintaining a balance between a safe learning environment and effective teaching models.

Safety and health, both mental and physical, are of paramount importance, and WSCS is preparing to adhere to all county and state health orders. To appropriately share safety strategies, reasonings, and expectations with all stakeholders WSCS recognizes the importance of consistent, timely communications.

In evaluating effective instructional models, this plan recognizes that learning includes academic and social-emotional components, and specifically addresses practices and resources to meet the needs of our students and staff. This includes a thoughtful professional development plan to support staff in meeting the needs of our students.

The Covid Safety Plan outlines learning models available for the 2021-22 school year and how safety will be maintained based on current guidelines on local, state and federal levels.

WSCS is committed to providing equity and access to all learners. Specific sections in the plan delineate efforts to ensure English Learners, Students with Disabilities, Foster Youth, and Homeless students are provided the necessary support to be successful. WSCS recognizes that all learners deserve a safe, accessible, engaging, and equitable educational experience in which they can thrive academically, physically, and emotionally.

PLAN CONSIDERATIONS AND GUIDING PRINCIPLES

WSCS's *Reopening Plan* was developed in alignment with the following:

- [Sonoma County Health Orders](#)
- [CDC Cleaning Guidelines](#)
- [California Department of Education Opening Guidelines](#)
- [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - January 14, 2021](#)
- [Sonoma County Road Map to Reopening Schools Safely](#)
- [CA Assembly Bill 77: Education Finance Trailer Bill](#)
- [CA State Bill 98: Education Omnibus Budget Trailer Bill](#)
- [COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)

And with consideration and input from the following:

- Surveys and meetings with teachers
- Surveys and meetings with parents
- Community and other stakeholder meetings

GUIDING PRINCIPLES

WSCS has created this plan taking into consideration a wide range of input and requests. These overarching principles serve as our guide through the decision-making process.

- Provide optimal learning opportunities for all students
- Adhere to public health guidelines
- Ensure safety of staff and students
- Address students most in-need
- Address the social emotional needs of students

HEALTH AND SAFETY

In terms of Health and Safety, these overarching recommendations serve as our guide.

- Clearly defined COVID screening system
- Clearly defined roles and procedures for campus, class, and office sanitation
- Clearly defined policy for all Personal Protective Equipment (PPE) and remedies for non-compliance
- Clearly defined processes and protocols for student and staff
- Adequate sanitation, policies, and practices.

The Health and Safety recommendations focus on the student and staff health and safety, sanitation, and preparation, and maintenance of our facilities. There are expectations for overall safety for students, staff, parents, and the community. Together, we can lower the risk of the spread of COVID-19 and promote a positive and nurturing learning environment for our students.

All recommendations are based on mitigating risk and following the stages set out by our County Public Health Office, Center for Disease Control, and other scientific and educational authorities. WSCS will be flexible and responsive to change. Our cleaning and safety standards, by best effort, will adhere to current recommendations.

Health and Safety Communication Information

Providing regular and transparent communication within the school community is critical to building and maintaining trust, especially during these stressful times. The formats include but are not limited to communications through our notification system, telephone, text messaging, email, video-conferencing, flyers, website, and social media including Facebook. Teachers and Office staff will also provide parent and student outreach to ensure communication.

WSCS has designated the **Operations Manager, Becky Traum**, as **COVID-19 Coordinator**. 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

Promoting Behaviors that Reduce the Spread of COVID-19

Using multiple resources listed above, WSCS has adopted the following steps to promote healthy behaviors to reduce the spread of COVID-19.

Educate staff about when they should stay home, families about when their child(ren) should stay home, and when either staff or a student can return to work or school.

Employees and students who are sick are required to stay home. Students and staff will continue to report their absences.

Staff members, please contact Caroline Hopewell, Executive Director if you need to stay home due to a COVID-19 exposure or have been diagnosed with COVID-19.

Students, please contact either Susan U'Ren, Office Manager or Evelin Sanchez, Bi-lingual Receptionist, in the front office, if you need to stay home.

Hygiene and Etiquette

Videos, flyers, and modeling best practices will be used to teach and reinforce handwashing with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol is available. WSCS has purchased an adequate supply of hand sanitizer for all classrooms, various outdoor locations, and offices.

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

Every building entry point has been equipped with a hand sanitizer dispenser. Staff and students will sanitize hands when entering and exiting any room.

Staff and Students will wash their hands with soap and water, at a minimum:

- Entering the room in the morning
- Before snack/lunch
- When returning from recess

Before and after using shared materials

Additional handwashing will be reinforced after using the restroom and when behaviors warrant (ie...after using a tissue, touching the face, etc.) All classrooms except 6th are equipped with sinks and are fully stocked with soap and paper towels. The 6th Grade has a dedicated outdoor sink which is stocked with soap and paper towels.

[Proper Hand Washing Information - ENGLISH](#)

[Proper Hand Washing Information - Spanish](#)

[Proper Hand Washing Video - ENGLISH](#)

[What you need to know about handwashing Video- ENGLISH](#)

[What you need to know about handwashing Video- SPANISH](#)

Facial Coverings

While California's masking mandate has been lifted, current state recommendations are for all unvaccinated people over the age of 2 to continue masking indoors and Sonoma County has mandated mask usage by all individuals over the age of 2 while indoors in public settings. The CDHP requires indoor mask usage by staff and students.

With few exceptions¹Woodland Star will continue to require facial coverings meeting CDC guidelines. Adults and students, regardless of vaccination status, are required to wear facial coverings while indoors. All staff, students, and visitors will be required to wear facial coverings while outdoors except while eating or drinking. Additionally, students will have opportunities for supervised, outdoor, distanced mask-breaks during recess times. WSCS will re-evaluate the need for outdoor masking when Sonoma County's transmission rates are considered Moderate or lower.

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 generally allowable as a substitute for masks 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.

¹ [CDPH Masking exceptions](#)

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.

N95 respirators will be used for staff in high risk situations such as monitoring COVID-19 testing and for custodial purposes. Staff required to use these respirators will be fit tested per Cal OSHA guidelines through an independent medical provider and Sonoma County Health Services.

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.

[Proper Wearing of Face Mask Video - ENGLISH](#)

[State of California-Masks and PPE](#)

[State of California- Guidance on Faceshields](#)

WSCS will continue to monitor and update requirements for face coverings based on guidance from local and state health authorities.

Supply and Use of Personal Protective Equipment (PPE)

WSCS will provide proper PPE supplies including:

Disposable masks for staff and students (as needed)

Face shields for certificated and instructional classified staff

Hand sanitizer, soap, and paper towels

Physical guides

Signs and Messages

Signs that promote protective measures will be posted in visible locations throughout WSCS.

These include, but are not limited to, self-assessment of possible COVID-19 symptoms/exposure, when to stay home, proper use of PPE, access to training and where to obtain more information, and directional indicators for hallways and common areas.

Teachers and staff will make frequent reminders on how students can help reduce the spread of COVID-19.

Cleaning and Disinfection

Custodial staff and class teachers at WSCS will be thoroughly trained in the proper cleaning of frequently touched surfaces (e.g., outdoor equipment, door handles, desks, sink handles) within each building.

The use of shared objects (e.g., physical education equipment, art supplies, musical instruments, computers) will be significantly limited unless they can be cleaned after a single use. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection as required by product instructions.

Sanitizing spray and wipes are available but most cleaning will occur in the afternoons, by trained custodial staff while children are not on campus.

Classrooms, the office, and bathrooms will be cleaned daily. Deep cleaning/disinfecting will be performed weekly.

Ventilation Systems

Ventilation systems have been checked to be in working order and will be monitored for proper operation. WSCS will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. WSCS uses MERV 13 Filters which is the minimum recommendation for COVID-19. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. Each classroom has been equipped with an EPA approved air purification system appropriate for the room size. Outdoor activities, including instruction, will be encouraged.

On days when the air quality prohibits the use of natural ventilation (Fire.airnow.gov 200+), the school may need to close for instruction and regular school closure protocols will be observed.

Water Systems

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features are safe to use after the prolonged facility shutdown. Drinking fountains will not be used instead, purified water will be provided. Staff/Students are encouraged to bring a personal water bottle or reusable cup to school.

Movement within the School

WSCS has identified the need to be a one-way campus to the greatest extent possible. Directional signage will inform staff and students of the path to take, minimizing crowding in narrow walkways. Areas will be designated by visual markers including paint and signage.

Social Distancing

Classrooms will be set up with three feet distancing between students and six feet between students and teachers/staff to the best of our ability. The inability to maintain distancing within the classroom will not alter our instructional offerings for the 2021-22 school year and instead we will mitigate transmission through excellent ventilation practices, masking protocols, and regular handwashing.

Office Usage

During the 2021-22 school year, regular office usage will resume for staff and faculty. Each classroom is equipped with gloves, facial coverings for adults and students, tissues, bandaids, and basic sanitizing supplies to limit traffic between the classrooms and office throughout the day. We will continue to use the “ring bell for service” model to limit visitor and student entry into the office.

Restrooms

Restroom capacity will be limited to no more than 4 students at a time. Students will be asked to line up outside the facilities if capacity is reached. Staff and students are required to wear facial coverings inside the bathrooms and while waiting in line. Restrooms will be sanitized every day.

Students will be encouraged and reminded to frequently wash their hands and or use hand sanitizer when hand washing is not possible. Signs about the importance of handwashing will be placed in restrooms and other areas around campus.

Playground

The playground, field, blacktop and other play areas will be divided for recess use. Each class will have an area designated for their use. Designated areas will be clearly marked. To the best of our ability cohorts will rotate usage.

The kindergarten play area will be reserved for kindergarten use only.

Food Services

Students perform best academically when well nourished. WSCS will uphold practices and procedures for all students to have access to a meal. Meal preparation, health, safety and hygiene, cleaning, sanitation, and communication are updated and will be reviewed by identified employees within reopening training. Access to school meals will be communicated regularly.

When weather conditions permit, meals will be consumed outside, in pre-designated areas to the greatest extent possible. Students will not be permitted to share food or utensils.

Recess/M meal Times will be flipped. Grades 1-4 will have meals, then recess while 5th-8th grades will have recess, then meals. Kindergarten will schedule snack outside of the 30 minute grade windows. With the exception of using the bathroom, students will remain with their class during meals/recess and co-mingling with other groups will be discouraged. Each designated space will be spaced a minimum of 6 feet apart from each other and students within the areas will be distanced a minimum of 6 feet apart from one another.

We will continue to work with SVUSD to provide free and reduced meals to all students who qualify.

MAINTAINING A HEALTHY WORK AND SCHOOL SITE

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

Traditional Independent Study will be offered for students who are self-quarantining because of exposure to COVID-19.

Staff members requesting accommodations related to COVID-19 shall notify the Administrator immediately. Criteria for COVID-19 related leaves can be accessed in the *Leave Section* of this document.

Symptom Assessment

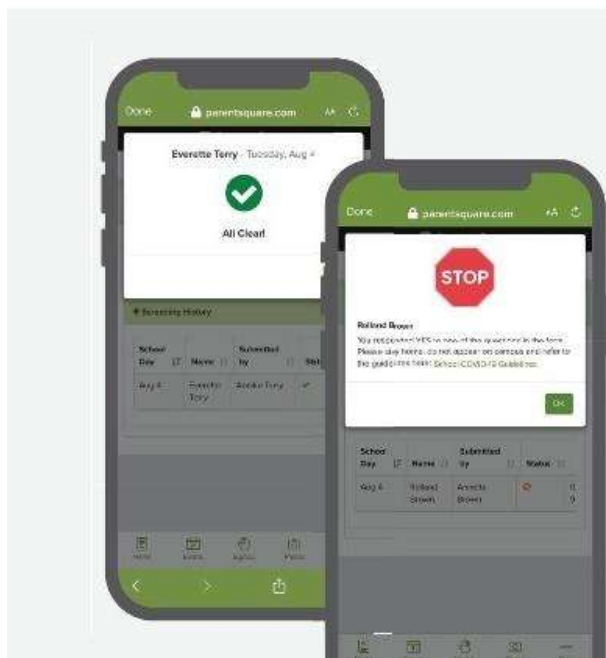
Parents will be required to keep sick students or students who have had close contact with a person with COVID-19 at home. Staff members are also required to stay home when sick or have had close contact with a person with COVID-19.

WSCS has implemented the ParentSquare COVID-19 Self Assessment. This health screening tool will allow staff and families to self-certify known COVID-19 symptoms prior to their arrival on campus. In the event that staff or student responses fall outside of safety parameters, Office Staff will be alerted.



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



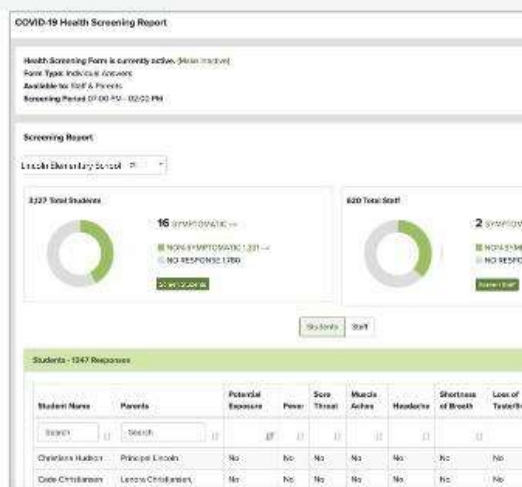
What Parents/Students/Staff See



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



Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to the school. For students and staff who develop symptoms while on-site, see the section on *Isolation and Quarantine*.

[CDC Screening Students for Symptoms of COVID-19](#)

[CDC Student Screening Flowchart](#)

[ParentSquare COVID-19 Health Screening Form Information Sheet](#)

Covid-19 Testing

Symptomatic Testing: This testing is for individuals with symptoms of COVID-19, either at home or at school.

Response Testing: This testing is used to identify positive individuals once a case has been identified within a stable group or cohort. This testing can be provided for symptomatic and asymptomatic individuals with known or suspected exposure.

Asymptomatic/Baseline Testing: This testing is used for surveillance, usually every two weeks, to understand whether schools have higher or lower rates of COVID-19 than the community, to guide decisions about safety for schools and administrators, and to help inform local health departments about district level in-school transmission rates.

Woodland Star has contracted with the CDPH School Testing Program (Valencia Labs) for testing. Faculty, staff and students may opt to use their own provider. Symptomatic and Response testing will be available to faculty, staff, and students upon request. Students will not be tested without parent approval and supervision.

We will regularly communicate current testing availability. [Sonoma County's COVID-19 Response website](#) offers up to the date information on local testing locations.

All students are encouraged to undergo weekly baseline testing.

Vaccinations

At this time, COVID-19 vaccines are readily available and free of cost. Staff and students are considered fully vaccinated after completing the one or two dose regimen (based on vaccine brand) and two full weeks have passed since the completion.

At this time, COVID-19 vaccines are not mandatory for students but are greatly encouraged for those who are eligible. Regular communications regarding SCOE and other County-sponsored vaccine clinic availability and updates to aged-based eligibility will be made through Parent Square.

Effective August 12, 2021 COVID-19 vaccination is required for all adults working on school sites whether paid or unpaid. Verification is required. Those who opt to not verify or who are not vaccinated will be required to undergo weekly surveillance testing.

County sponsored vaccine clinic information is regularly updated on the [Sonoma County Emergency](#) website. Appointments may also be made through [MyTurn](#) or [Vaccines.gov](#).

Isolation and Quarantine

Staff and students should self-monitor throughout the day for symptoms of illness. Persons exhibiting a fever of 100.4 degrees or higher, who have a cough or any other COVID-19 symptoms, will be isolated on the campus in a designated space. Students exhibiting symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare facility. School personnel and office health staff should use [CDC's Standard](#) and [Transmission-Based Precautions](#) when caring for sick people.

The isolation area will be off limits for all staff and students unless they exhibit signs of COVID-19 or are employed, trained and equipped with the proper PPE to monitor those individuals. While in the Isolation room, all individuals will remain a minimum of 6 feet away from one another and all the highest levels of ventilation will be utilized. Following usage of the Isolation room, it will be thoroughly sanitized by trained personnel.

Returning to School Following Traveling

Unvaccinated individuals who have traveled domestically will need to follow the [CDC's Domestic Travel Guidelines](#) prior to returning to campus. Following domestic travel, undergo testing 3-5 days after returning AND stay home and self-quarantine for a full 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. Fully vaccinated individuals may return to campus but should self monitor for symptoms.

Unvaccinated individuals who have traveled internationally will need to follow the [CDC's International Travel Guidelines](#) prior returning to campus. Following international travel, undergo testing 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If you don't get tested, stay home and self-quarantine for 10 days after travel. Fully vaccinated individuals should undergo testing 3-5 days after travel and self monitor for symptoms.

Visitors to Campus

Nonessential visitors, volunteers, and community members will be asked not to come to campus unless a virtual option (e.g., video conferencing) is not available. Anyone entering campus buildings will be subject to the same precautionary measures including and mask guidelines as outlined above and should sign in at the office prior to entering.

Attendance at staff meetings, IEPs, back to school nights, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, to the greatest extent possible. WSCS will ensure that technology is available for students/parents/guardians to participate in remote meetings.

Essential visitors/vendors will be asked to undergo the same precautionary measures as all employees and students. Unless impractical, all deliveries will be left outside the office.

When to stay home- Unvaccinated Staff and Students

Scenario	Criteria
Child or Staff has a negative test after symptoms of COVID-19 or an alternative diagnosis by a healthcare provider	Follow WSCS's regular sick policy: Staff and students may return to campus when they are: <ul style="list-style-type: none"> • fever free without the use of reducers for 24 hours • vomiting/diarrhea and nausea symptom free for at least 24 hours • Well enough to participate in routine activities
Child or Staff has symptoms of COVID-19, has not been tested and has not received an alternate diagnosis from a healthcare provider	Stay home until: <ul style="list-style-type: none"> • 10 days have passed since symptom onset AND • Fever free without the use of reducers for 24 hours AND • Symptoms have improved
Child or Staff has symptoms, was tested and is waiting for results	Stay home until the test results have been received and a determination can be made on how to proceed.
Child or staff had a positive test/confirmed COVID-19	Stay home until: <ul style="list-style-type: none"> • 10 days have passed since symptom onset AND • 24 hours symptom free without the use of reducers AND • Symptoms have improved <p>If you remain symptom free, stay home until 10 days have passed since the date of the test.</p>
K-8th student close contact with a confirmed positive while both parties were masked during the contact	May attend for in-person instruction IF <ul style="list-style-type: none"> • Student remains asymptomatic AND • Continues to appropriately mask AND • Undergoes twice weekly testing for 10 days AND • Quarantines from extracurricular and group activities (morning/aftercare) for 14 days • Students must fully isolate if symptoms develop

<p>K-8th student in close contact with a confirmed positive where either individual was not wearing a mask AND TK or Staff contact with a confirmed positive all scenarios</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • Day 11 from the date of last exposure without testing OR • After Day 7 if a test is performed after Day 5 from the date of last exposure AND the results are negative <p>Asymptomatic contacts must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND</p> <p>Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.</p> <p>If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.</p>
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When to stay home- Vaccinated Staff and Students

Scenario	Criteria
<p>Child or Staff has a negative test after symptoms of COVID-19 or an alternative diagnosis by a healthcare provider</p>	<p>Follow WSCS's regular sick policy: Staff and students may return to campus when they are:</p> <ul style="list-style-type: none"> • fever free without the use of reducers for 24 hours • vomiting/diarrhea and nausea symptom free for at least 24 hours • Well enough to participate in routine activities
<p>Child or Staff has symptoms of COVID-19, has not been tested and has not received an alternate diagnosis from a healthcare provider</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • 10 days have passed since symptom onset AND • Fever free without the use of reducers for 24 hours AND • Symptoms have improved
<p>Child or Staff has symptoms, was tested and is waiting for results</p>	<p>Stay home until the test results have been received and a determination can be made on how to proceed.</p>

Child or staff had a positive test/confirmed COVID-19	Stay home until: <ul style="list-style-type: none"> • 10 days have passed since symptom onset AND • 24 hours symptom free without the use of reducers AND • Symptoms have improved If you remain symptom free, stay home until 10 days have passed since the date of the test.
Student or Staff has been identified as a close contact	May continue with in person instruction as long as they remain asymptomatic.

Student Absences Due to COVID-19

Any student who contracts or lives with someone who has been diagnosed with COVID-19 must stay home in accordance with state and local health directives. Per Education Code section 48205, student absences due to illness or quarantine are considered excused absences. Students who are excluded from school due to exposure or positivity rates will revert to traditional independent study until they are able to return to campus. Students who are excluded due to exposure or personal illness will be offered additional educational supports if needed.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted but is not required. The student will be subject to the same precautionary measures including the COVID-19 Self-Assessment protocol as outlined above.

Employee Leave (Personal Illness/Injury/Necessity) Policies

WSCS will work with employees who are absent when they are sick due to any of the "qualifying reasons for leave related to COVID-19" as described in the [Department of Labor's Leave Rights and California 2021 COVID-19 Supplemental Paid Sick Leave](#)².

Staff members should contact **Becky Traum** for the next steps in documenting time off specifically related to COVID-19. The California 2021 COVID-19 Supplemental Paid Sick Leave provides additional types of leaves related to COVID-19. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met. The Supplemental Paid Sick Leave does not recognize a fear of coming to work due to

² California 2021 COVID-19 Supplemental Paid Sick Leave expires September 30, 2021

COVID-19 as a reason for covered leave. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19 as requested.

When Someone Becomes Ill On Campus

Any students or staff exhibiting symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility.

Staff and Students who exhibit symptoms of COVID-19 may not return to school or work until they meet the criteria outlined in the appropriate When to Stay Home section.

Isolation Rooms will be cleaned and disinfected throughout the day, if used. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, it may be necessary to temporarily relocate the Isolation Room for at least 24 hours.

When employees show symptoms of illnesses WSCS will:

Move the ill individual to the Isolation Room

If symptoms are non-life threatening: Employee will be offered a COVID-19 test and the employee will be asked to go home and follow isolation protocol.

If symptoms are life threatening: Emergency services will be contacted and we will call the employee's designated emergency contact.

Immediate sanitization of commonly touched surfaces will be done and a thorough cleaning/sanitization will be performed once students have left for the day.

When students show symptoms of illnesses WSCS will:

Move the ill individual to the Isolation Room

If symptoms are non-life threatening: The parent/guardian or emergency contact will be called to immediately pick up the student and will be instructed to follow isolation protocol. Parents will be offered testing for their student(s).

If symptoms are life threatening: Emergency services will be contacted and the student's parent/guardian or emergency contact will be called.

Immediate sanitization of commonly touched surfaces will be done and a thorough cleaning/sanitization will be performed once students have left for the day.

Support for staff in Isolation/Quarantine

Non-instructional and Instructional Support Staff: will be offered the opportunity to perform job duties from home. Employees will be informed of all benefits available to them if they are unable to perform their job duties.

Class and Subject Teachers:

If the class or subject teacher is under isolation or quarantine orders, a certificated substitute will be in place until their return. Employees will be informed of all benefits available to them.

Sonoma County Health Notification for Student/Staff Illness

Public Health Nurses will notify a school/district when a student or staff member is confirmed positive with COVID-19 and will lead contact tracing efforts as needed.

WSCS, through the designated COVID-19 Coordinator, will work with the County Health Department through their existing protocols to conduct testing and contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary.

Partial or Total Site Closures

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 (duration, numbers exposed, the closeness of contact, and other factors). For reference, see the [Sonoma County COVID-19 Notification Process](#).

Partial school closure occurs when one or more students or staff members are confirmed to have COVID-19. Decisions regarding partial or complete closure will be made by County Public Health Department recommendation.

COMMUNICATION

Providing regular, transparent, two-way communication in our school community is always a priority, but especially so in these uncertain and stressful times. Clear, timely communication is necessary to help ensure that staff, families, and the greater community are kept informed and provided an avenue through which to share questions and/or concerns. WSCS is committed to providing on-going communication.

Methods of Communication	
Parent Notification System (ParentSquare)	Provides communication via the preferred method, i.e., text, or email.

School Website	http://www.woodlandstarschool.org . The Woodland Star website is continuously updated and includes announcements, calendar events, staff, technical support, and instructional programs. Families are encouraged to email the Executive Director and/or call the school site if they have questions or concerns.
Student Technical Support	<p>Students, parents, and staff can email support@woodlandstarschool.org for technical support.</p> <p>Please include:</p> <ul style="list-style-type: none"> • Your name • A brief description of the problem • Best time to reach you and your contact information
Social Media Facebook	They are used to disseminate key messages. Social media has the benefit of two-way communication with families. WSCS has their own social media account with Facebook that is shared with families.

COVID-19 Specific Communications

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.

Actions, Communication, and Notifications

	Student or Staff with:	Action	Communication
1.	COVID-19 symptoms	Send home if at school and recommend testing ASAP	Staff: Communicate absence with Administrator and/or supervisor.

			<p>Students: Communicate absence with the front office.</p> <p>Notifications: None</p>
2.	Negative PCR* result after symptoms of COVID-19	<p>May return to school when:</p> <p>Fever free for 24 hours without the use of reducers.</p> <p>No vomiting or diarrhea for 24 hours</p> <p>Other symptoms have improved</p> <p>*If staff or student are symptomatic and an antigen test was performed, PCR results are required before returning.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notifications: None</p>
	Symptomatic individual declines to get tested	<p>Must provide proof of an alternate diagnosis from their healthcare provider AND meet the symptom criteria above</p> <p>OR</p> <p>Complete 10 days of isolation AND has been fever free for 24 hours without the use of reducers AND symptoms have improved.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notifications: None</p>
3.	Confirmed COVID-19 infection	<p>Exclude from school for 10 days from the day after symptom onset AND has been fever free for 24 hours without the use of reducers AND symptoms have improved.</p> <p>WSCS identify school contacts, inform the County Health Department of the positive case and contacts.</p> <p>Disinfection and cleaning of classroom and primary spaces used by the infected person if on campus in the previous 24 hours.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notification: Schoolwide community notification of a known case.</p> <p>Direct notification to known close contacts with testing, isolation, and return to school protocols.</p> <p>Notification to County Public Health</p>

Upholding COVID-19 Safety Measures

As guidelines and regulations change, WSCS makes continuous updates to our Covid-19 Safety Plan and posts it 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.

For Faculty and Staff:

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

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 Executive Director, including but not limited to suspension, reassignment, or termination.

Students that do not follow the safety plan:

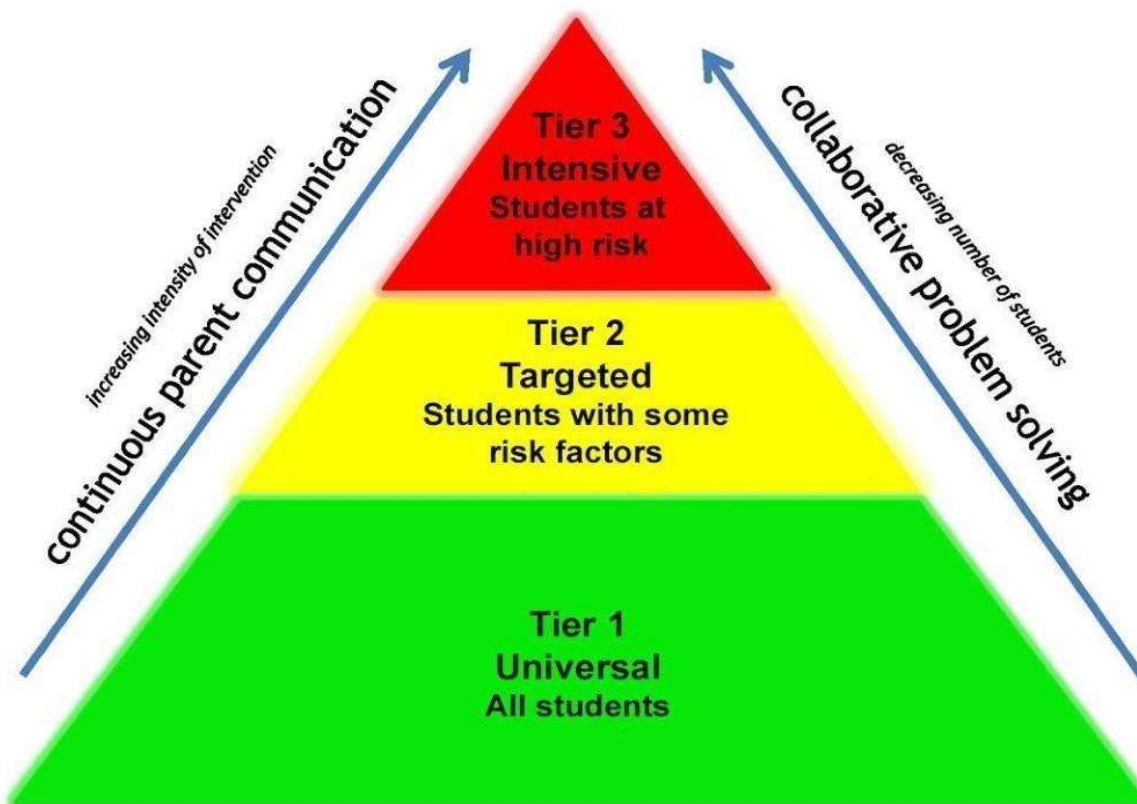
Depending on the severity of the issue enforcement will take the form of:

- Verbal warning from the teacher or staff
- 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.

Students, Families, and Staff Safety Concerns

Staying safe is a team effort and we need everyone's assistance with adhering to safety guidelines. Any student, family or staff member with concerns about safety protocols and/or violations should email covidsafety@woodlandstarschool.org. This account will be constantly monitored and issues routed to the appropriate supervisor to be addressed. Students, families, and staff who report issues may do so without the fear of reprisal. To the best of our ability, these concerns will be kept confidential.

SOCIAL-EMOTIONAL WELLNESS



We realize that our entire community has experienced significant disruption. Between the Public Safety Power Shutoff (PSPS), poor air quality, fires, and pandemic, our school community spent more than 75 days outside of a normal school setting from October 2017 to June 2020. With support, we can respond to these challenging times, and together we can develop resiliency based on all that we have successfully overcome.

Woodland Star believes that physical, emotional, and social wellness are inseparable and are necessary for students to engage in formal learning. In addition, our General Education Counseling Program provides individual support as needed.

Social-Emotional Wellness is the ability to identify and manage emotions, express empathy, form healthy relationships, make responsible decisions and cope with stress. Social-Emotional Wellness primes students for learning. This can translate to improved academic outcomes and better health later in life.

LEARNING CONTINUITY

Woodland Star is committed to continuing to work towards the elimination of the barriers to student success that existed before the COVID-19 pandemic.

2021-2022 Learning Models

For the 2021-2022 school year, regular in-person instruction is the default mode of instruction. WSCS will return to its normal, M-F schedule. Woodland Star will not be offering AB 130 Independent Study as an alternative mode of instruction.

Daily Bell Schedule

TK and Kindergarten day is 8:30-12:30 daily
1st and 2nd is 8:20-2:30 M,Tu,W, F and 8:20-1:10 Th
3rd-8th is 8:20-3:10 M, Tu, W, F and 8:20-1:10 Th

Drop off/Pick Ups

If desired, parents of students in grades K-2 may escort their students to their classrooms beginning at 8:10 am daily. Ample parking is available in the neighborhood behind WSCS, do not park in the drop off zone. Please enter through the front gate, proceed to your student's classroom and follow the directional arrows to maintain a one-way flow of traffic. Parents may not congregate or wait with their students on campus and masking is mandatory for everyone.

Students in grades 3-8 may be escorted to the front gate or dropped off in the loading area. Ample parking is available in the neighborhood behind WSCS, do not park in the drop off zone. Parents who opt to walk their students to the gate may not congregate and masking is mandatory for everyone. Staff will be on hand to assist students while exiting vehicles.

Unless in Morning Care, students may not arrive on campus prior to 8:10.

Students may bike to school but will need to wear a mask upon arrival.

All kindergarten students may be picked up in front of their classrooms at 12:30. Please arrive masked and do not congregate prior to 12:30 and exit promptly after your student is dismissed. Ample parking is available in the neighborhood behind WSCS, do not park in the drop off area.

Students in 1st and 2nd grade may be picked up in front of their classrooms at 2:30. Please arrive masked and do not congregate prior to 2:30 and exit promptly after your student is dismissed. Ample parking is available in the neighborhood behind WSCS, do not park in the drop off area. Parents who also have students in grades 3-8 must wait off campus for the 3:10 dismissal.

Students in grades 3-4 will be dismissed to wait in the drop off area. Parents may drive up into the loading zone after 3:10 or park in the neighborhood behind WSCS and walk up to meet students. Please arrive masked if walking up.

Grades 5-8 will be granted free dismissal. Parents may drive up into the loading zone after 3:10 or park in the neighborhood behind WSCS and walk up to meet students. Please arrive masked if walking up. Students in grades 5-8 may walk home with parental permission.

Tutoring

One-on-one or small group tutoring services will continue to be available, free of charge, to students in grades 3-8 from 3:15-5:15 daily except for Thursdays when it will be offered 1:15-3:15. Students may be referred to tutoring services by their class teacher, through Intervention or IEP processes or by parent request. Contact intervention@woodandstarschool.org to request tutoring.

Early and Aftercare

Limited before and after school care will be provided on a fee-based, scheduled basis. Students will need to pre-register and maintain a regular schedule. Drop-in care will not be available. Unlike in the past, students who are not scheduled to attend care and are not picked up within 15 minutes of the end of their scheduled school day, will not be checked in for care. Instead parents and/or emergency contacts will be notified for immediate pick up.

Morning care begins at 7:00 a.m. and runs until 8:10. Students who are not scheduled for morning care should not arrive on campus prior to 8:10. Aftercare begins immediately after dismissal and closes at 5:30.

Students in early/after care will be offered healthy breakfast and snack options at no additional cost. To the greatest extent possible, all care activities will be outdoors.

Parents may walk their students to/from the aftercare room before and after school but are requested to stay outside the building.

Emergency Closures

To accommodate school closures where students and staff cannot be onsite, traditional independent study will be offered to all students. During school closure, the school's schedule will be announced as part of the closure communication. This schedule will inform students and parents of the expected times they need to check-in, be online in class with teachers, or complete assignments.

EXTRA-CURRICULAR ACTIVITIES

WSCS recognizes that extra-curricular activities and electives are vital elements to students' educational experience and well-being, and will make every effort to maintain these opportunities as conditions permit.

Athletics

- Schools will conform to all CDE and California Interscholastic Federation (CIF) sports restrictions and game/team safety and hygiene protocols.
- Schools will need to follow consistent and stringent cleaning protocols of athletic equipment and personal body contact gear.
- Contact sports are restricted and are considered high risk under CDC guidelines.
- Indoor intense physical exercise is discouraged, especially if the activity causes warm moist air for the virus to transmit.
- Physical education classes should be conducted outside whenever possible, restrict the use of locker rooms/showers, maintain six-foot distancing, and avoid any contact sport activities.

Gatherings, Visitors, Clubs, and Field Trips

- Gatherings, or meetings, should be conducted via a virtual platform whenever possible. Promote social distancing of at least six feet between people if events are held. Limit group size to the extent possible.
- Events (beyond normal classroom activities) are restricted to no more than 10 people while maintaining the six-foot social distancing standards.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
 - Local walking field trips are allowable as long as masking, distancing, and other safety protocols are followed. Walking field trips must follow the established field trip protocols.

- Based on current social distancing standards from the California Department of Public Health, a separation of three feet between students is allowable within the classroom setting only. At all other times, 6 feet distancing is required.

Graduation Ceremony and Reception (2020 guidelines, will be updated when available)

Ceremony Capacity Guidelines by Tier:

Purple: Attendance up to 100 people, irrespective of size of venue, to the extent that the 6 feet physical distancing requirement can be met.

Red: Attendance is limited to 20% of capacity (52)

Orange: Attendance is limited to 33% of capacity (85)

Yellow: Attendance is limited to 67% of capacity (174)

Safety Guidelines

Across all Tiers: All commencement ceremonies must adhere to the following requirements and modifications:

- All attendees, including school staff, performers, students and families are counted toward any occupancy capacity limit.
- If multiple ceremonies are planned for a single day, schools must allow for at least two hours between ceremonies to prevent mixing across attendees.
- Limit attendee groups to a household unit. People from the same household do not need to be six feet apart.
- All attendees must wear masks as per [CDPH Face Coverings Guidance](#) and maintain distance of at least 6 feet from other attendees at all times, other than with household members such as when they are in their own vehicles.
 - o Speakers may remove masks during their remarks as long as they are at least 6 feet away from other attendees. Speakers should keep the time for comments brief to limit the time they are unmasked.
- Attendance must be limited to school staff, graduates, household members, and family members and attendees must abide by travel limitations as indicated within the current [CDPH Travel Advisory](#).
 - o Attendees must sign up in advance of the graduation, and only those who have pre-registered may attend.

- o Staff or attendants must monitor the number of attendees entering the graduation event and confirm that they had pre-registered.
- Persons who are particularly vulnerable to COVID-19 (e.g., due to age or underlying conditions) should be discouraged from attending.
- Individuals who are sick or in isolation or quarantine must remain at home.
- All attendees will be pre-screened for fever and COVID-19 symptoms before leaving home for the event.
 - o Schools must communicate in writing to all graduates, their household members, school personnel, and others who may attend that if they are feeling ill, have symptoms of COVID-19, or have potentially been exposed to someone with confirmed or suspected COVID-19, they should not attend the graduation event.
- Consider the timing of when ceremonies take place. Consider weather conditions, such as sun exposure, heat, and rain. Take appropriate precautions related to weather protection.
- Ensure facilities are accessible to persons with disabilities and provide all necessary accommodations for students with special needs.
- Set expectations, policies, and guidelines in advance, and reiterate them before the event day and at the start of the event to ensure overall health and safety.
- Consult with local public health departments, law enforcement, and legal counsel in planning any drive-in, drive-through, or recorded in-person events.
- Encourage the orderly arrival and exiting of attendees in a manner that encourages social distancing.
 - o Graduates must enter and exit 6 feet apart from one another in a single line.
- Social distancing measures include:
 - o Signage or pavement/ground markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting from the graduation service to ensure social distancing.
 - o If a line forms outside of the graduation, staff should direct those waiting to maintain social distancing.
 - o Tape, chalk, or other markings should be laid on the ground outside of the venue in order to maintain social distancing of at least 6 feet.
 - o Staff should direct people to help maintain social distancing.

- o Staff should direct successive, row-by-row exiting.
- Staff should enforce face covering compliance throughout the event.
- The venue must be cleaned and disinfected prior to and after the event, particularly high touch surfaces (e.g., bathrooms). Consider cleaning high-touch surfaces (e.g., podium) between each speaker. Clean and disinfect shared equipment (e.g., microphones) between different users; consult equipment manufacturers regarding the appropriate method.
- Receptions before or after the graduation must comply with the restrictions within the [CDPH Guidance for Gatherings](#) appropriate to the county Blueprint tier in effect at the time.
- Food or drink concessions are only allowed per the tier limits outlined in the CDPH Outdoor Live Events and Performances Guidance. Students and families should be advised in advance regarding the availability of refreshments.
- There must be permanent or added barriers to create at least 12' between space occupied by event attendees and the focal point (e.g., stage/podium). All attendees, including graduates, school administrators, guests or family members, must remain at least 6 feet apart at all times.
 - o Attendees who are not part of the same household must be seated at least 6 feet apart. Members of the same household are permitted to sit together and less than 6 feet apart.
 - o If there is permanent seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.
 - o Graduates must be seated 6 feet apart.
- Mark 6-foot sections to help attendees understand what 6 feet looks like. This can be done with small flags, tape, balloons, etc. Indicate that people should stand on or by the markers and remain 6 feet from each other.
- To comply with the 6-foot spacing, handshaking and hugs should not occur.
- Consider limiting the sharing or exchanging of materials (such as throwing graduation caps, "sign-in" practices, programs, gifts, flowers).
- Districts and schools should, if possible, send students diplomas and caps and gowns in advance through the mail or delivery so they can arrive dressed and with their diplomas in hand.
- Graduates may be invited to walk across the stage individually and turn their tassel in lieu of receiving the diploma. Alternatively, diplomas and awards could be distributed if bestowing the awards and diplomas is done in a manner that reduces contact (e.g., placing each diploma and award on a table as the graduate walks by to retrieve it). Or, hand hygiene should be performed before and after touching objects and should be available in the appropriate locations.

Reception guidelines

If buffet style dining or bar service is provided, food and drink must be served to guests (no self-service) and all guests must maintain physical distancing and face coverings. Event attendees and workers are only permitted to eat and drink at designated areas.

Reception attendance caps include staff and volunteers

Purple: Attendance limited to a maximum of 25 people

Red: Attendance must be limited to a maximum of 50 people

Orange: Attendance must be limited to a maximum of 100 people

Yellow: Attendance must be limited to a maximum of 200 people

CONCLUSION

This *COVID Safety Plan* provides detailed information on WSCS's response to teaching and learning during a pandemic. By detailing the additional health and safety measures that will be implemented to mitigate the threat of the virus, it outlines WSCS's commitment to and readiness for the 2020-21 academic year.

As WSCS monitors health and safety guidance related to COVID-19, it is essential that we are flexible and adaptable as change occurs. WSCS will evaluate emerging academic and mental health programs and services in order to serve our most vulnerable students, providing continued and consistent support.

We continue to rely on the ongoing support and commitment of families to ensure our school remains healthy and strong.

ADDITIONAL RESOURCES

[Testing Sites for local COVID-19 Testing](http://www.socoemergency.org) – Information from <http://www.socoemergency.org>

[When to Quarantine?](#) – Information from Center for Disease Control

[Affordable Internet Offers](#) – for Low Income Households

[Coronavirus Information for Schools and Families](#) – Information from Sonoma County Office of Education

[Safe Schools for All Hub](#)- California State School COVID-19 resource base

Woodland Star Cal/OSHA Prevention Program (updated regularly)