

GATHERING TOGETHER SAFELY

CAMPUS REOPENING PLAN



2020-21 ELEMENTARY SCHOOL REOPENING PLAN

The San Ramon Valley Christian Academy (SRVCA) is a private Christian school located in Danville, California, serving students in preschool through 8^{th} grade. In our elementary grades (TK – 6^{th}) we have 290 students enrolled. Organizationally, our school is part of Community Presbyterian Church, whose campus we share. As an independent private school, the leadership board of our church together with our school board provide oversight and accountability for our program and operations. Our elementary school is dually accredited by the Western Association of Schools and Colleges and the Association of Christian Schools International.

Because we are a small school, blessed with the support, resources, and campus of a large church, we have many benefits that enable our school to respond to the present circumstances of this pandemic in ways that other schools could not. We have adjusted our program to enable us to bring our students back onto our campus safely and in accordance with the guidance put forth by our state and county authorities. We are especially fortunate that we are able to expand our use of the larger church campus and make use of rooms not normally considered part of the school. This has provided the space needed to maintain safe distances between students and staff.

This document will present the approach and strategies we have employed to develop and implement a plan to safely gather our students on campus for in-person learning. While we have been proud of the quality of our distance learning program, we know that even the best remote model can never be as effective or supportive for our students as the in-person teaching offered by our staff. For that reason, we have been fully invested in doing everything necessary to bring our students together in the safest way possible.

CONSULTATION AND APPROVAL

This plan has been developed in consultation with our board, staff members, parents, church leadership, administrators from others local faith-based schools, and community leaders. Our school board has voted unanimously to apply for a waiver to reopen our school according to this plan. We have surveyed our staff in person and electronically to listen to potential concerns, and they have expressed a high level of support for reopening our campus. From our survey of parents, about 80% are requesting us to reopen our school, and particular areas of concern identified by parents are addressed in this reopening plan, unless beyond our control. Our church leadership is fully supportive of this plan. We have been further guided by ongoing conversations with leaders of other faith-based schools in our area, and our local police chief has expressed his support of our plan to reopen our campus.

This reopening plan can be accessed on our school website: **<u>www.srvca.org</u>**



CLEANING AND DISINFECTING

We have implemented an ongoing daily and weekly schedule of cleaning and disinfecting our campus detailed below. Disinfecting products have been chosen with ingredients from the EPA's approved "List N" to reduce potential risks for students with asthma. We are avoiding products containing peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium which may contribute to asthma. We are also using high powered UV-C disinfecting lights, like those used in hospitals, to disinfect entire rooms. Additionally, we are employing disinfecting mist sprayers to cover large areas uniformly and efficiently.

CLASSROOMS

- Classrooms are cleaned and high contact surfaces (door handles, counters, sinks, light switches) are disinfected multiple times throughout the day
- Desks and chairs are sanitized daily
- Classrooms are sanitized with high powered UV-C light weekly
- Classrooms are disinfected with mist sprayers nightly
- We have serviced all of our air conditioning units to maximize air circulation and the flow of fresh air into all of our classrooms

RESTROOMS & HAND WASHING STATIONS

- Restrooms are cleaned and sanitized multiple times throughout the day.
- Restroom doors, door handles, counters, sinks, faucets, stall doors, toilets, and urinals are sanitized after recesses and lunch times.
- Our additional outdoor hand washing stations are sanitized and serviced after recesses and lunch times.

DRINKING FOUNTAINS

- All drinking fountains have been replaced with touchless water bottle filling stations.
- Filling stations that also have drinking fountains attached as required by ADA have had their spouts temporarily covered and controls disabled to eliminate physical contact with those surfaces.

FRONT OFFICE AND STAFF ROOMS

- The school office and teacher work rooms are cleaned and sanitized multiple times throughout the day.
- The teacher's lounge and kitchen are cleaned daily.
- The reception desk area of the front office is being sanitized after interactions with guests.

INCIDENTS OF SYMPTOMATIC STUDENTS OR SUSPECTED INFECTIONS

 If a student is sent home due to symptoms their class cohort will be sent outdoors for at least 30 minutes of activity while our facilities support team disinfects that student's classroom.

LOVE. LEARN. LEAD.

 If a classroom is closed due to a confirmed case of COVID-19 that room will be locked and then thoroughly disinfected after school hours while that cohort is in distance learning.

COHORTING

All of our elementary students are grouped into class cohorts. These cohorts remain separated from other cohorts throughout the day and they remain stable throughout the entire year.

CLASSROOMS

Each classroom has been set up to maximize space between students (five to six feet between desks) and between the teacher and students (at least six feet). Classrooms are not shared with any students or adults outside their cohort. Cohort sizes have been adjusted based on the square footage of the classroom spaces.

Class conort sizes are as follows.		
Level	Class A	Class B
Transitional Kindergarten	12	
Kindergarten	18	18
1 st Grade	18	22
2 nd Grade	18	22
3 rd Grade	22	22
4 th Grade	18	26
5 th Grade	18	26
6 th Grade	24	24

Class cohort sizes are as follows:

ENRICHMENT INSTRUCTION

In order to provide enrichment learning opportunities, instruction in music (without singing), art, Spanish, computers, library, and science will be offered to class cohorts separately, without any mixing with students from other cohorts.

PULL OUT INSTRUCTION

Students needing focused support and individualized instruction will be pulled out of their classroom into a designated room, but they will not mix with students from other classes.

P.E., LUNCH & RECESSES

- For P.E. classes, physical spaces used for instruction will be divided by physical barriers to keep class cohorts separated if more than one is using the gym or an outdoor space at the same time.
- Class cohorts will remain together and separated from others when sitting outdoors for lunch.
- Physical spaces used for recess will be divided by physical barriers (portable fencing) to keep class cohorts separated. Classes will be on a rotating schedule to use these different spaces throughout the week.
- In the event of rain, students will either remain in their classrooms or sit in designated locations with their class cohorts.



ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- Parents will be instructed to drop off their students at the front of our campus without accompanying their students out of the car.
- Parents will be required to show a staff member the digital clearance obtained by completing their child's online health screening that morning before the student is allowed onto campus.
- During a 25 minute drop-off period each morning, students will exit their car and walk directly to their classrooms. Because these cars will be dropping off students one family at a time, this will minimize contact between students.
- No adult visitors or volunteers will be allowed on campus during the school day.
- Staff members will ensure that masks are being worn as students exit their cars.
- Signs in hallways visually guide students to walk one-way on opposite sides of the hallways, which are more than 6 feet wide, and to maintain 6 foot spacing from others when walking or lining up.
- When class cohorts are walking from one location to another, teachers will ensure that students remain physically distanced from each other and from any other students outside their cohort.
- At the end of the day, parents will signal their approach toward our campus with an app on their phones that will notify teachers when to release each student for pick-up to minimize congregating in the pick-up area.
- Staff aides will monitor and ensure that students keep at least six feet apart while they supervise the safety of the pick-up process in general.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

STUDENTS

- We are implementing the guidance for wearing face masks as outlined by California's Department of Public Health (For reference see page 8 of <u>CDPH Industry Guidance for Schools</u> and <u>School-Based Programs</u>)
- We will be requiring face coverings for all elementary and middle school students.
- Each class has been provided a supply of extra face masks and face shields for anyone that needs them at any time.
- Students will be required by their teachers to wear face masks throughout the day, except when eating or drinking. This expectation has been communicated to parents and failure to comply is addressed in our disciplinary process.
- Any students with medical conditions for whom face coverings would impair breathing are exempted if verified by a doctor.

STAFF

- Teachers and staff members have been provided face masks and any additional PPE that they need or request.
- All teachers and support staff will wear face masks throughout the day unless they are wearing a clear face covering as required to visually support communication with young students learning to read.
- In addition to face masks, members of our facilities support team have been provided the necessary PPE for them to clean and disinfect our campus safely.



HEALTH SCREENINGS FOR STUDENTS AND STAFF

STUDENTS

- Each morning parents are required to complete an online health screening for their students, including taking their temperatures.
- Only after the screening has been submitted and deemed healthy, will parents be sent the personalized clearance for their students to allow them to come onto campus that day.
- Any student or staff member displaying suspected symptoms of illness (e.g., fever, cough, loss of taste or smell, difficulty breathing) will immediately be removed from class and taken to the school office for isolation and assessment and then sent home.
- Students sent home due to symptoms associated with COVID-19 will be required to verify a negative test result before returning to campus. If test is negative, students may return to school 3 days after symptoms resolve.
- Any student who has had close contact (<6 feet from an infected person for >15 minutes) with someone confirmed to have COVID-19 will be required to stay home for 14 days and asked to be tested.
- If a family member of a student is waiting for test results due to symptoms, we will also ask that student to remain home until the results come back negative and the family member has been symptom free for 72 hours.

STAFF

- Staff have been instructed and encouraged to pay close attention to their own health and to stay home with any symptoms that indicated possible illness.
- Staff members are also required to complete the online health screening each morning before coming to campus.



HEALTHY HYGIENE PRACTICES

- Parents are instructed to keep their children away from school whenever symptoms such as fever, coughing, loss of taste or smell, or difficulty breathing, indicated the possibility of illness.
- Parents are required to submit a daily health screening of their children before receiving clearance to bring them to school each morning.
- Parents are instructed on the importance of minimizing their children's risk of exposure to any other sources of infection outside the school day.
- All of our teachers are required to instruct, model, and reinforce healthy hygiene practices among our students, including staying home when ill, washing hands thoroughly and repeatedly throughout the day, sanitizing hands frequently, covering coughs and sneezes, wearing face masks, and maintaining physical distance at all times.
- Touchless hand sanitizers have been installed in all classrooms, restrooms, and in high traffic areas outdoors. Our facilities support staff will refill these as needed each day. We are using a fragrance-free ethyl alcohol-based sanitizing solution.
- In addition to sinks in classrooms and restrooms, additional hand washing stations with touchless faucets, soap dispensers, and towel dispensers have been set up outdoors for students to use after recess and before lunch.
- Students will be required to wear face covering at all times, except when eating or in cases prohibited due to medical conditions.
- Students will be instructed and reminded not to share any items with one another in the classroom, on the playground, or at lunch.
- Independent play at recess will be facilitated by extra play equipment purchased for student recreation and staff aides that are hired to engage students in individual recreational activities.
- New hands-on crafts and creative activities are also being offered at recess with a staff aide hired to engage and lead students in these independent activities.
- All students have been provided with individual iPads or Chromebooks so that they
 will not need to share these high contact tools with other students. We have rebuilt
 our Wi-Fi campus network to accommodate these additional devices.

SRVCA CAMPUS SAFETY PLAN FOR 2020-21



IDENTIFICATION AND TRACING OF CONTACTS

- When we have a confirmed case of COVID-19 among our students or staff, we will
 notify all of our parents and staff members, identifying the class cohort to which the
 infected individual belongs, but being careful to keep confidential the identity of the
 individual.
- Parents of students in the affected cohort will be notified that their class will be switching to distance learning for 14 calendar days and encouraged to have their child in that cohort tested.
- We will ask all parents to notify us of their children's results as quickly as possible.
- We have identified our office manager as the designated staff person to support contact tracing to work with our local health department, and make available lists of exposed students and staff members. Our office manager will be our point of contact for our local health department.
- We maintain detailed attendance records and contact information for all students and families present on campus. These will be made available as needed for contact tracing.





PHYSICAL DISTANCING

- Our school has been granted access to greater use of the campus we share with Community Presbyterian Church, allowing us to use larger rooms for classes to achieve the recommended physical distancing between student desks.
- At the start of the day, students will arrive for curbside drop-off and go directly to their classrooms, minimizing potential contact between students of different cohorts.
- Signage throughout our campus reminds students and staff to maintain six feet of distance from others.
- All of our classrooms have been set up to maintain as much spacing between desks as
 possible. In accordance with county guidance to maintain four to six feet distance
 between students where practicable, our classrooms have been arranged to keep
 student desks five to six feet apart. (Please refer to page 8 of Contra Costa County Office of
 Education's <u>"2020-2021 School Reopening: A Guide to Address the Challenges of COVID-19"</u>)
- All classroom arrangements allow teachers to remain six feet away from students.
- While moving from one location to another, class cohorts will follow carpet decals to walk one-way on opposite sides of hallways, keeping at least six feet from one another.
- Restrooms have been modified to prevent the use of any sinks or urinals that are less than six feet from others.
- Clear barriers have been installed in the reception area of our school office to prevent contact between staff members and students or visitors.
- We are prohibiting any unnecessary adult volunteers or non-staff visitors from coming onto our school campus when students are present.
- During recess students will be prohibited from any group recreation that involves physical contact or the sharing of playground equipment. We have purchased additional equipment for individual play.
- We have hired additional staff aides to encourage and engage students in individual activities for fun and recreation and to provide additional supervision during lunch to ensure physical distancing.
- We are offering new hands-on crafts and creative activities kids can engage in individually during recesses.
- At the end of the day, parents will signal their approach toward our campus with an app on their phones that will notify teachers when to release each student for pick-up to minimize congregating in the pick-up area.
- Staff aides will monitor and ensure that students keep at least six feet apart while they supervise the safety of the pick-up process in general.



STAFF TRAINING AND FAMILY EDUCATION

STAFF TRAINING

All staff members are being asked to familiarize themselves with this reopening plan. An inperson training with our staff will specifically cover these topics:

- How to guard their own health through use of PPE, good hygiene practices, and physical distancing from students and other staff members
- How to instruct, model, and reinforce healthy hygiene practices among our students (including staying home when ill, washing hands thoroughly and repeatedly throughout the day, sanitizing hands frequently, covering coughs and sneezes, wearing face masks, and maintaining physical distance at all times)
- Proper and required use of face coverings for students
- All of our new safety protocols that will keep our class cohorts separated and students physically distanced from one another
- Ways they can assist with ongoing cleaning and disinfecting of high contact surfaces in their classrooms
- Instructions on how to respond to a student showing symptoms of illness

FAMILY EDUCATION

This reopening plan is being shared with all of our parents through direct email and made available on our website. Additionally, parents are receiving an instruction video that will walk them through all of our new safety protocols, expectations for them and their students, and specific instructions for how they can support the health of our entire campus community. This video covers the following topics:

- Daily health screening using our online tool to submit data and receive their students clearance to come onto campus
- Symptoms of COVID-19 and the importance of keeping students home even when symptoms seem mild
- Drop-off procedures at the front of our campus that will minimize student contact with others
- Requirements for students to use cloth masks or face shields throughout the day
- The practice of frequent and thorough hand washing that parents can reinforce at home
- Instructing kids on the importance of covering coughs and sneezes and use of hand sanitizer
- Supporting what we will be asking students to do to remain physically distanced from others, to avoid contact with other cohorts, and not to share any items with other students (New procedures for recess, lunch, and walking around campus)
- Pick-up procedures that will use a phone app to notify teachers as parents approach campus so that students can be released in the order that their parents arrive
- The importance of minimizing their student's contact with others outside of the school day to reduce the risk of exposure to COVID-19 that their student might bring onto our campus.



TESTING OF STUDENTS AND STAFF

- We have secured a working agreement with PMH Laboratory, Inc., who will come to our campus to provide testing for our staff and students on site. Their lab runs results within 72 hours and their reporting to the health department is deemed "Cal ready."
- We will schedule these testing events on our campus twice a month.
- We are requiring all staff members on our campus to be tested at least once a month through this service.
- Students are also invited to participate in this testing on a voluntary basis.
- Students identified as symptomatic will be required to be tested and not allowed to return to campus without confirmation of a negative test result.
- Students identified as having been in close contact with a confirmed case of COVID-19 will be asked to be tested during their 14 day quarantine to help us assess any possible further exposure of students.
- If a family member of a student is waiting for test results due to symptoms, we will also ask that student to remain home until the results come back negative and the family member has been symptom free for 72 hours.
- While waiting for test results we will instruct parents of students who have been in close contact with a known case or are suspected of infection to keep their students home and quarantined.
- If a family member of a student is waiting for test results due to symptoms, we will also ask that student to remain home until the results come back negative and the family member has been symptom free for 72 hours.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

- If a student or staff member tests positive for COVID-19, that individual's class cohort will switch to distance learning for 14 days. When this is communicated to families, we will encourage all members of that cohort to be tested during that time.
- An incident of a student having been in close contact with a confirmed COVID-19 case outside of school will require that student to remain home and quarantined for 14 days but will not automatically switch their class cohort to distance learning. We will ask that student to be tested, but they will be required to remain quarantined for the 14 days regardless of a negative test result.
- We will close the entire campus and switch to distance learning for the whole school if we have positive cases of COVID-19 in three or more class cohorts that are from different families at any time, or if at any time the total number of cases within 14 calendar days (even within one cohort) reaches 5 percent of the school population.
- Decisions to close the entire campus will be made in consultation with our county's local health officer.
- Once closed, the school will continue with remote instruction for a minimum of 14 calendar days and until we have completed the cleaning and disinfection of the campus, a public health investigation, and a consultation with our local public health department.



COMMUNICATION PLANS

TRUST & OPEN COMMUNICATION

We are asking all of our parents to partner with us in a mutual commitment of trust and open communication in order for our administration to be able to ensure the wellbeing of our campus community. We are committed to guarding the privacy of our families. Therefore, we are receiving their daily health screening data directly with an online tool developed just for our school, without the use of any third party apps. Additionally, we will not identify any student by name as we share with our families any incidents that may pose a health concern for particular class cohorts or our entire campus, in accordance with FERPA and HIPAA. In return we are asking parents to inform us quickly if their child develops symptoms that may indicate illness or if their child has been in close contact with a confirmed case of COVID-19.

INFORMING STUDENT, STAFF, AND PARENTS OF CASES OR EXPOSURES

- Symptomatic Student: If a student is kept home or sent home due to suspected symptoms, we will engage the parents of that student in ongoing communication to monitor the wellbeing of the student, to encourage testing, and to learn of test results as quickly as possible. We will instruct the parents to keep that student home for 3 days beyond the resolution of any symptoms.
- **Exposed Student:** When we learn that a student has been in close contact with a confirmed case of COVID-19 outside of school, we will engage the parents of that student to instruct them on quarantine procedures, request their child to be tested, and to learn of test results as quickly as possible. If we learn that a family member of a student is waiting for test results due to symptoms, we will also ask that student to remain home until the results come back negative and the family member has been symptom free for 72 hours.
- Infected Student: If a student tests positive for COVID-19, we will notify our staff and our school community, identifying the class cohort that will be switching to distance learning for 14 day, but not identifying the student by name in any public communication. Parents of students in that class cohort will be given specific instruction about keeping their students away from campus for 14 days and they will be encouraged to have their children tested. We will inform the county health department immediately and work with our local health officer to support the necessary contact tracing.