

# SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

## SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/9/2020

School name: Valley Christian Elementary School

School reopening date (mm/dd/yy): 09/28/2020

Indicate school setting: Elementary (TK-6th

Middle (6th-8th grades)

High (9th-12th grades)

grade) School/Program address:  
1450 N Leigh Ave.

District Office/Main Administration address (if applicable):  
100 Skyway Drive

City: San Jose

City: San Jose

Zip code: 95125

Zip code: 95111

COVID-19 Designee Name: Beverly Quinby

Name of person completing form: Beverly Quinby

Direct phone for person completing form: 408-482-3492

Direct email for form completer: bquinby@vcs.net

## CAMPUS PHYSICAL SPACE

Students: 195

Staff: 51

1. Provide the current anticipated number of students/staff on campus daily:

2. Which grades are/will be open? TK  K  1  2  3  4  5  6  7  8  9  10  11  12

3. How many individuals are expected to be on campus at any point in the coming month? 246

4. Provide the planned minimum distance between student desks: 6 feet

## VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Staff are prohibited from eating in break room. Staff Break Rooms will be closed for eating until further notice.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

Pull out classes such as PE will be held outdoors only, with physical distancing measures in place. All other pull-out classes will be held outdoors, via Zoom with, or rotating with physical distancing measures in place between teachers and students. Parent conferences or meetings will take place outdoors or in a special room. Extracurricular activities may be conducted outdoors or virtually.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates. Increase ventilation on buses by opening windows, to the greatest extent possible. VCS has replaced all central air filtration for HVAC systems with MERV 13 filters.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

At VCS expense, the school is contracted with Carbon Health, a professional health service organization, to conduct on-campus COVID-19 testing for all employees. Beginning, September, 2020, all VCS employees will be baseline tested by Carbon Health. All VCS employees or other contracted individuals that may have frequent contact with students or other staff will be tested every 60 days.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

All campuses (Elementary, Junior High and High School) have resumed in-person instructional learning.

10. Provide link to complete school opening plan:

[https://resources.finalsite.net/images/v1600720390/vcsanjose/kwzffjbl1c3y1siamkyz/VCS\\_Re-Opening\\_Plan.pdf](https://resources.finalsite.net/images/v1600720390/vcsanjose/kwzffjbl1c3y1siamkyz/VCS_Re-Opening_Plan.pdf)

# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

All adults must wear a cloth face covering at all times while on campus, except while eating or drinking. All students (Grades K-5) are required to wear cloth face coverings while outside of the classroom, this includes:

- while arriving and departing from school campus.
- In any area outside of the classroom (except when eating, drinking, or engaging in strenuous physical activity)
- while waiting for or riding on a school bus

VCES will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

### PHYSICAL DISTANCING - We will support physical distancing by:

while in VCES schools and administrative offices, staff and students are required to maintain 6 feet apart while on campus. This will be administered in classrooms, in lunch areas, on playgrounds and in offices. Where 6' distancing is not attainable, barriers will be used for extra protection. Designated routes for entry and exit to decrease crowding at entry and exit points. Specific markings are placed around campus where students/staff are expected to cluster or form lines to promote physical distancing. Assigned seating, facing forward, in classrooms with 6' distance from the teacher and from each other.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

Cleaning and disinfecting products used by VCS will adhere to state and local guidelines. Nightly disinfecting of all classrooms, offices, restrooms and common areas. Every 5 days all classrooms, offices, restrooms and common areas are disinfected with an electrostatic fogging machine. All classrooms will be equipped with disinfectant and paper towels. Teachers and custodians will be responsible for cleaning common contact surfaces, such as desks and tables/counters, door handles, light switches, playground equipment at regular intervals throughout the day. All common use items will be disinfected between uses. After an illness, limit access to areas used by sick person until cleaned and disinfected.

#### HYGIENE - We will support routine and frequent handwashing by:

Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. Signage to be posted in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures. VCES to ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans. Model, practice, and monitor handwashing, particularly for grades K-2. Develop routines to ensure students wash their hands or use hand sanitizer (under adult supervision) upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing. Have students and staff wash hands at staggered intervals to minimize congregation.

#### ROUTINE TESTING - We will encourage and support staff testing by:

At VCS expense, the school is contracted with Carbon Health, a professional health service organization, to conduct on-campus COVID-19 testing for all employees. Beginning, September, 2020, all VCS employees will be baseline tested by Carbon Health. All VCS employees or other contracted individuals that may have frequent contact with students or other staff will be tested every 60 days.

- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<https://resources.finalsite.net/images/v1600720390/vcsanjose/k>

- **For more details, see our complete school opening plan here:** [wzffjbj11c3y1siamkyz/VCES\\_Re-Opening\\_Plan.pdf](https://resources.finalsite.net/images/v1600720390/vcsanjose/k/wzffjbj11c3y1siamkyz/VCES_Re-Opening_Plan.pdf)