



SAN RAMON VALLEY
CHRISTIAN ACADEMY

A large, faint, dark red eagle head graphic serves as a background for the lower half of the page. It is centered and takes up most of the width and height of the lower section.

COVID-19 SAFETY PLAN

February 1, 2021

COVID-19 Prevention Program (CPP) for San Ramon Valley Christian Academy

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: February 1, 2021

Authority and Responsibility

Geoff LaTendresse, Executive Director at Community Presbyterian Church, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We are implementing the following in our workplace:

- Conducting workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluating employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reviewing applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluating existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conducting periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by sharing any issues or concerns they have with their supervisors.

Employee screening

We screen our employees by requiring everyone coming onto our campus to complete and submit a self-assessment form each day, indicating they have not had any symptoms of COVID-19 or been exposed to anyone with COVID-19.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows: Our Executive Director will evaluate any hazards and ensure that they are addressed in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Having all non-essential work being done remotely, off campus.
- Not allowing visitors onto campus, unless specially authorized for necessary work.
- Asking staff not to use share spaces in close proximity to one another.
- Placing visual cues such as signs and floor markings to indicate how staff and students should remain spaced and indicating separated paths of travel in hallways.
- Staggered arrival times for older and younger students.
- Physical arrangement of classrooms to maximize physical distancing.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. School staff have been provided extra masks and additional supply is readily available in the front office as needed. Staff are instructed to enforce mask wearing for students and to provide students with a masks whenever needed.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: We have installed plastic partitions in our front office to provide protection to our office staff interacting with parents, students, or other necessary visitors.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems:

- We have serviced all of our air conditioning units to maximize their filtration and to maximize the amount of outside air being brought indoors.
- Open windows are encouraged during the school day in classrooms where that is possible.

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 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 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.
- 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.
- 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.
- 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.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses: Students and staff all have and are instructed to use disinfecting wipes on desks, tables, chairs, and any shared items.

Hand sanitizing

- 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.
- Signage reminds students and staff to wash hands thoroughly for at least 20 seconds

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Instructed on the requirement to quarantine if their exposure conforms to that outlined by the CDC and local guidelines
- Offered assistance getting tested for COVID-19 and paying for the cost during their working hours.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Our school staff have been trained to report any COVID-19 symptoms and possible hazards to our principal or other administrator by email or in person.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Our free, on-campus bi-monthly COVID testing available to them and their family members
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. We have procured testing services should they be needed.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- A procedural flow chart that addresses steps and decisions in response to any suspected exposure or illness.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- This training has been completed for our school staff before students returned to campus and is continually reinforced in regular staff meetings

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by our normal human resource policies, including sick leave benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access


It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.


Bill Haslim, Pastor for Students Feb 1, 2021
Date


Geoff LaTendress, Exec. Director Feb 1, 2021
Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

[illegible]

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

**Results of the
evaluation of the
COVID-19 case and all
locations at the
workplace that may
have been visited by
the COVID-19 case
during the high-risk
exposure period, and
who may have been
exposed (attach
additional
information):**

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

[illegible]

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

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

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

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

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

N/A: Our safety plan was developed in consultation with our Local Health Officer for Contra Costa County. However, our school opened while in the RED Tier.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



SAN RAMON VALLEY
CHRISTIAN ACADEMY

GATHERING
TOGETHER
SAFELY

CAMPUS REOPENING PLAN

2020-21 SCHOOL REOPENING PLAN

The San Ramon Valley Christian Academy (SRVCA) is a private Christian school located in Danville, California, serving students in preschool through 8th grade. In our elementary grades (TK – 6th) 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 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% were 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: www.srvca.org



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.
- 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 cohort 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

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 [CDPH Industry Guidance for Schools and School-Based Programs](#))
- 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.



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 ["2020-2021 School Reopening: A Guide to Address the Challenges of COVID-19"](#))
- 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 in-person 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.



SAN RAMON VALLEY CHRISTIAN ACADEMY

DECISION PROCESS FOR STUDENTS WITH COVID-19 SYMPTOMS OR EXPOSURE

Symptoms associated with COVID-19: Fever above 100 °F, unusual fatigue, chills, unexplained muscle aches, atypical headache, new or worsening cough, difficulty breathing, new loss of taste or smell, unexpected sore throat, congestion or runny nose

