Elementary Detailed Reopening Plan
2020-2021

1. Introduction
At Big Valley Christian School, we have plans in place to begin our school year (Wednesday, August 12, 2020) through Distance Learning. We believe it is critical to have students on campus for in-person instruction as soon as we are allowed. To be prepared for in-person/on-campus instruction, we have put into place guidelines and plans to minimize the spread of COVID-19 while providing a safe and nurturing environment for elementary students (TK-6th grade) to learn. We will also provide Distance Learning for all students in case they are not yet able to return or in the event of illness.

Considerations made in considering reopening for on-campus/in-person school:
- Big Valley Christian School (BVCS) has 342 students enrolled in elementary.
- BVCS can utilize staff to group students into small groups (cohorts) as small and consistent as practicable.
- BVCS has over 60 acres and several building and room options to allow elementary school classroom cohorts to spread out and socially distance.
- BVCS has surveyed families and found 80% of enrolled families want their child on campus for in-person instruction as soon as possible.
- BVCS also surveyed all elementary staff and found that 98% staff are willing to return to campus. Adjustments and accommodations have been made for staff who cannot yet safely return to campus.
- Big Valley Christian School will also provide Distance Learning for all students in case they are not yet able to return or in the event of COVID-19 exposure or illness.
- The additional cost of Distance Learning is not funded by outside sources, which is causing an exorbitant financial burden on our school.

The following guidelines and considerations are based on the best available public health data at this time, and as new data and practices emerge, the guidance will be updated. We will maintain communication with you to keep you updated on any changes through weekly emails, texting and notices home.

2. BVCS Reopening
- Cleaning and Disinfection:
- BVCS will regularly clean and disinfect high-touch surfaces (designated staff to do so throughout the day)
- Shared items will be minimized: students will have individual supplies and BVCS will lend a Chromebook to each student needing one.
- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces e.g., doorknobs, light switches, classroom sink handles, countertops.
  - Our staff and facilities team will clean with the cleaners approved for use against COVID-19 on the EPA approved list.
  - Our staff and facilities team will use all cleaning products according to the directions on the label.
- Disposable wipes or an equivalent will be provided to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
- BVCS will ensure adequate supplies to support cleaning and disinfection practices.
- **Cohorting:** BVCS elementary students will be kept in small, stable, groups with fixed membership that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the cohort.
  - Each classroom will be split into two cohorts of children as small and consistent as practicable.
  - A teacher’s classroom will be split into two cohorts (one class). The classroom teacher and aide will move between the two cohorts. The children will be fixed in a cohort that stays together for all activities and minimize/avoid contact with other groups or individuals who are not part of the cohort.
- **Entrance, Egress, and Movement within the School:** BVCS has plans in place for the movement of students, staff, and parents to avoid close contact and/or mixing of cohorts.
  - BVCS will avoid mixing students in common areas. For example, students will eat lunch outside or in their classrooms as a cohort, rather than mixing in the cafeteria.
  - BVCS will restrict hallway use through staggered release of classes.
  - Many BVCS classrooms are equipped with outer doors that will be utilized to minimize mixing.
  - BVCS will avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
  - BVCS will stagger playground use and disinfect equipment between classes.
- **Face Coverings and Other Essential Protective Gear:** BVCS will follow the California Department of Public Health face covering requirements.
  - BVCS is providing face coverings for all staff and students.
  - For children, masks/face coverings are required 3rd - 6th grade, and are recommended for students under 3rd grade, unless exempt (with a note from an MD or DO).
  - For adults, masks/face coverings are required, unless exempt (with a note from an MD or DO).
- Face Coverings and Other Essential Protective Gear:
- BVCS will engage and encourage everyone in the school to practice preventive behaviors, communicating that these are the most important actions that will support BVCS’s safe reopening and will help us stay open.

- **Health Screening for Students and Staff:** Students and staff will be screened for symptoms of COVID-19 upon arrival and monitored throughout the day. Ill students or staff will be separated from others and sent home immediately.
  - A series of questions and a temperature check each staff and student before entering/upon arrival. Staff and students will be asked if they or anyone they live with have any of the following symptoms:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - BVCS will have a designated room strictly for ill students.
  - Staff will be trained and informed of all sick leave policies.

- **Healthy Hygiene Practices:** BVCS has availability of handwashing stations and hand sanitizer.
  - We will enforce strict handwashing guidelines for all staff and children. They will be taught to wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
  - Teachers will review hygiene guidelines each day with students (age appropriate).
  - Students will wash their hands or use hand sanitizer upon arrival, before and after eating, after using the bathroom, after outdoor time, and any time the student coughs or sneezes.
  - Drinking fountains are only available to fill a reusable bottle. Families will send a labeled water bottle for students.
  - Snacks and lunch will not be provided by BVCS but will be sent by families for their students.

- **Identification and Tracing of Contact:** BVCS will take the following actions when there is a confirmed case of COVID-19. BVCS has a designated person for the local health department to contact about COVID-19 (Marsha Holbrook at marshah@bvg.org).
  - If any school staff has a known exposure to COVID-19, they will follow the staff plan:
    - If an employee calls in sick due to symptoms, or is at work displaying symptoms associated with COVID, let HR know. Once that is done, the supervisor should not be the answer person. All employee questions should be directed to HR.
    - A brief interview will take place by HR to determine a timeline of the onset of the symptoms and conclude if their possible exposure was on-campus or off-campus.
○ If it is determined it might be from an on-campus exposure, we would direct the employee to go to Kaiser On The Job (KOTJ), fourth floor in the Main hospital on Dale Road, for immediate attention.
○ We would confer with our Facilities Manager and determine the best course of action to disinfect the areas the employee was working.
○ If it is determined it was definitely from an off-campus exposure, the employee would be asked to stay home, contact their healthcare provider, stay home for 14 days, and let them know they would need to be released by their healthcare provider.
○ BVG Facilities Manager will be consulted to determine the best course of action to disinfect the areas the employee was working.
○ We would ask for the names of all the people the employee had close contact with, working, or standing within six feet.
○ HR will contact those employees and inform them of their possible exposure and give options as to how to proceed.
○ If an employee tests positive for COVID, they are asked to follow their physician's orders or KOTJ's orders, if they were asked to go there and to obtain a release form before returning to work.
○ We would also consult with the SLT, or the Executive Pastor, if the SLT were not available, to determine if we needed to close any buildings while the disinfecting process took place.
○ In the last few days, the CDC has stopped requiring negative tests or release from health care provider forms for an employee to return to work, mainly due to the time it might take.
○ We will continue to require a release from a health care provider or KOTJ before allowing an employee to return to work. HR will monitor any changes in direction from the CDC and state and county health officials to determine if these procedures need to be adjusted.

● If any student or immediate family member contracts COVID-19, we will contact our health department for their advice and recommendations regarding closing.
● We will keep sick students and staff, particularly those with symptoms of respiratory illness, separate from well students and staff until they can leave. We have designated areas where these individuals can be isolated from well students and staff until they can leave the school.
● We will share resources with the school community to help families understand when to keep children home.
● BVCS will make decisions that take into account the level of community transmission.

● **Physical Distancing:** BVCS has taken into consideration how space and routines will be arranged to allow for physical distancing of students and staff.
  ● We have cancelled field trips, assemblies, and other large gatherings and opted for virtual options.
- We have cancelled activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights and opted for virtual options.
- BVCS has increased the space between desks and rearrange student desks to maximize the space between students. Desks are turned to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- BVCS has staggered arrival and/or dismissal locations, limiting the amount of close contact between students in high-traffic situations and times.
- To reduce congestion in the health office, BVCS has a satellite location for first aid or medication distribution.
- BVCS has restricted nonessential visitors.
- BVCS will teach staff, students, and their families to maintain distance from each other in the school through messaging, educating staff, students, and their families at the same time and explain why this is important.

**Staff Training and Family Education:** BVCS staff will be trained and families will be educated on the application and enforcement of the plan.
- BVCS staff, students and families will have a preliminary virtual orientation in August as well ongoing training.

**Testing of Students and Staff:** BVCS will ensure that staff who have symptoms of COVID-19 will be rapidly tested as well as given instructions they will be given while waiting for test results. Students will be recommended for testing.
- For employees: See information under Identification and Tracing of Contact.
- If any student or immediate family member contracts COVID-19, we will contact our health department for their advice and recommendations regarding closing.

**CDPH Guidelines:**
- Students or staff with COVID-19 symptoms:
  - Send home, recommend testing, school/cohort remains open. No communication action needed.
- Student or staff with COVID-19 contact with confirmed COVID-19 case:
  - Send home, quarantine for 14 days from last exposure, recommend testing (but will not shorten 14 day quarantine, school/classroom remains open, communication considered to school community.
- Student or staff confirmed with COVID-19 case infection:
  - Notify local public health department
  - Isolate case and exclude from school for 10 days from symptom onset or test date
  - Identify contacts, quarantine and exclude exposed contacts for 14 days after the last date the case was present at school while infectious
  - Recommended testing of contacts, prioritize symptomatic contacts
  - Disinfection and cleaning of classroom and primary spaces where case spent significant time
  - School remains open
  - School community notification of known case
- We will keep sick students and staff, particularly those with symptoms of respiratory illness, separate from well students and staff until they can leave. We have designated areas where these individuals can be isolated from well students and staff until they can leave the school.
- We will share resources with the school community to help families understand when to keep children home.
- BVCS will make decisions that take into account the level of community transmission.

**Triggers for Switching to Distance Learning:** BVCS will use governmental criteria to determine when to physically close the school and prohibit in-person instruction.

- BVCS will have Distance Learning available all year for all elementary students in case of the need to close, individual or cohort illness or other determination.

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

- BVCS has developed ongoing channels of communication with state and local health departments to stay updated on COVID-19 transmission and response in our local area. Marsha Holbrook is our school liaison.
- Each BVCS communication goes to: the School Board, Leadership Team, All Staff, All Families.
- BVCS will communicate the steps staff, students, and families can take to stay healthy and guidance that they should stay home if sick through the weekly school email.
- BVCS maintains regular communication through our learning management system to keep staff and families updated on any changes through weekly emails, texting and notices home.

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