Elementary Detailed Reopening Plan

2020-2021

Submitted to Dept. of Public Health for waiver application on August 14, 2020

Introduction

Central Valley Christian Academy will begin our school year on Tuesday, August 18 through Distance Learning. However, we believe it is critical to have students on campus for In-Person Instruction as soon as possible under the state and local waiver guidelines. To prepare for In-Person/On-Campus Instruction, we have created guidelines and plans based from the CPHD COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs to minimize the spread of COVID-19 while providing a safe and nurturing environment in which Elementary students (TK-6th grade) may thrive academically as well as socially. We will also provide Distance Learning for all students in the event they are unable to return in-person/on-campus or in the occurrence of illness.

Considerations made in reopening an in-person/on-campus school:

- Central Valley Christian Academy (CVCA) has 77 students enrolled in Elementary.
- CVCA is able to utilize staff to arrange students into cohorts as small and consistent as practical (anticipate 15 or less). This will ensure containment in the case of exposure or infection.
- CVCA has over 25 acres, 9 classrooms, two large auditoriums and several buildings and other rooms that give options to allow Elementary school classroom cohorts to spread out, allowing social distance.
- CVCA has also surveyed all Elementary Staff and discovered that 100% of the staff are willing to return to campus for In-Person Instruction.
- Central Valley Christian Academy will also provide Distance Learning for all students in the event they are unable to return, due to COVID-19 exposure or illness. This will be in the form of Zoom and/or Google Classroom.
- The additional cost of Distance Learning is not funded by outside sources, causing an exorbitant financial burden on our school. In addition we are providing tuition and subsidy discounts for our families and supporting churches to assist their financial stress.

The following guidelines and considerations are based on the best available public health data at this time. As new data and practices emerge, these guidelines will be updated. We will maintain communication with the County Public Health Department with updates on any changes and monitor the California Public Department of Health.
1. **Cleaning and Disinfection:**
   - Routine cleaning and disinfecting of surfaces and objects that are frequently touched. This may include but not limited to cleaning/disinfecting objects/surfaces e.g., doorknobs, light switches, classroom sink handles, countertops, computer lab keyboards and desks.
     - Our staff and facilities team will use those cleaners on the EPA approved list for use against COVID-19.
     - Our staff and facilities team will use all cleaning products according to the directions on the label.
   - Shared items will be minimized: Students will have individual supplies and CVCA will lend Chromebooks or iPads to each student as needed.
   - Teachers and Staff will be provided disposable wipes or an equivalent in order to wipe down commonly used surfaces (e.g., keyboards, desks, remote controls) before use.
   - CVCA will ensure adequate supplies to support cleaning and disinfection practices.

2. **Cohorting:**
   - CVCA Elementary students will be kept in small, stable, groups with fixed membership.
   - These cohorts will remain together for all activities, minimizing/avoiding contact with other groups or individuals who are not a part of their cohort.
   - Each teacher’s classroom will be a cohort.
     - Classrooms consist of 1000 sq. ft.
     - All cohorts will 15 or less

3. **Entrance, Egress, and Movement within the School:**
   CVCA has plans in place for the minimal movement of students, staff, and parents to avoid close contact and/or mixing of cohorts.
   - CVCA will avoid the mixing of students in common areas. For example, students will eat lunch outside or in their classrooms as a cohort.
   - CVCA will restrict hallway use through staggered release of classes.
CVCA classrooms are equipped with outer doors that will be utilized to minimize contact and/or mixing.  
CVCA will avoid taking multiple classes to the restrooms at one time (e.g., avoid having all classes use the restroom right after lunch or recess). 
During class only one student will be allowed in the restroom at a time.  
CVCA will divide playgrounds into zones according to the classroom cohorts.  
Playground equipment will be disinfected between classes.

4. **Face Coverings and Other Essential Protective Gear:**

CVCA will follow the California Department of Public Health face covering requirements.

- CVCA will provide face coverings for all staff and students who do not bring their own.  
- For children, masks/face coverings are required for grades 3 through 6, and are recommended for students under 3rd grade, unless exempt. A note from a physician is required for an exemption.  
- Face coverings will be worn at all times while on campus unless eating or drinking.  
- For adults, masks/face coverings are required, unless exempt. A note a physician is required for an exemption.

5. **Health Screening of Students and Staff:**

- Students and staff members will be actively screened for symptoms of COVID-19 upon arrival and monitored throughout the day.  
- Ill students or staff members will be separated from others and sent home immediately.  
- A series of questions and a temperature check of each staff member and student upon arrival/before entering campus.  
- Staff and students will be asked if they or anyone they live with have any of the following symptoms:  
  - Fever greater than or equal to 100.4° F  
  - Cough, with or without sputum production  
  - Shortness of breath or difficulty breathing  
  - Fatigue  
  - Chills  
  - Muscle or body aches  
  - Headache  
  - New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Significant loss of appetite
- Diagnosis of COVID-19
- Close contact with a confirmed COVID-19 case

- CVCA will have a room designated strictly for ill students.
- Staff will be reviewed regarding all sick leave policies.

6. Healthy Hygiene Practices:
- CVCA has availability of handwashing stations and hand sanitizers.
- Teachers will review age appropriate hygiene guidelines each day with students.
- Students will wash their hands for 20 seconds with soap, rubbing thoroughly after application, or use hand sanitizer upon arrival, before and after eating, after using the restroom, 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 CVCA but will be provided by the family of the student(s).

7. Identification and Tracing of Contact:
- CVCA has a designated person for the local health department to contact about COVID-19 (Nate Marin, Principal of CVCA: marinn@cvcaonline.net)
- If any school employee has a confirmed case or known exposure to COVID-19, they will follow this plan:
  - A brief interview will take place by Administration to determine a timeline of the symptoms’ onset and assess if the staff member’s possible exposure was on-campus or off-campus.
  - We will confer with our custodial team and determine the best course of action to disinfect the areas in which the employee was working.
  - The employee will be asked to stay home, contact their healthcare provider, and remain home for 14 days. The employee will be informed that they need to be released by their healthcare provider.
  - We will ask the employee for the names of all the people they have had close contact with, working, and/or standing within six feet.
  - We will also consult with the School Board Chair, to determine a need to close any buildings during the disinfection process.
• If a student or teacher (or their immediate family member) contracts COVID-19 we will have that cohort quarantine at home for 14 days with remote learning and contact the Health Department.
• If more than one cohort has an infection or multiple staff members become infected, we will follow guidelines and directions from our Public Health Department on potential school closure for 14 days.
• We will keep sick students and staff members, particularly those with symptoms of respiratory illness, separated from well students and staff until they are able to leave campus. We have designated areas where these individuals are able to be isolated until they can leave campus.
• We will share COVID-19 related resources with the school community to help families understand when to keep their student(s) home.
• CVCA will make decisions that take into account the level of community transmission.

8. Physical Distancing:
• CVCA has taken into consideration how space and routines will be arranged to allow for the physical distancing of students and staff members.
• 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 have chosen virtual options.
• CVCA has increased the space between desks, rearranging student desks to maximize the space between students. Desks have been 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).
• CVCA has staggered arrival and/or dismissal locations, limiting the amount of close contact between students in high-traffic situations and times.
• CVCA has restricted nonessential visitors.
• CVCA will teach staff members, students, and their families the importance of maintaining social distancing while at school through the means of text messaging, educating staff members, students, and their families at the same time and explain why this is important.

9. Staff Training and Family Education:
• CVCA staff members will be trained by reviewing this plan in detail prior to any in-person instruction. Families will be educated on the application and enforcement of this Elementary Detailed Reopening Plan by both a web link on our home page, an email attachment and a town hall Zoom meeting for questions and answers.
• CVCA staff members, students and families will have a preliminary virtual orientation when plans have been made to reopen as and continued ongoing monthly reviews throughout the school year.

10. **Testing of Students and Staff**:
• CVCA will ensure that staff members who exhibit symptoms of COVID-19 will consult their healthcare provider and follow the provider’s instructions for testing. (see below for CDPH guidelines)
• For employees: We will follow our local Public Health Department regarding how frequent employees should be tested.
• If any student or immediate family member contracts COVID-19, we will contact the 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 and quarantine for 14 days from last exposure. Recommend testing (this will not shorten the 14 day quarantine) and school/classroom will remain open. (possibly communicate the event to the CVCA community)
  • Student or staff confirmed with COVID-19 case infection:
    • Notify the 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 a student or staff member with a confirmed case spent significant time.
  • School remains open.
  • School community notification of known case.

• We will keep sick students and staff members, particularly those with symptoms of respiratory illness, separate from well students and staff until they are able to leave campus. We have designated areas where these individuals can be isolated until they can leave the school campus.
● We will share COVID-19 related resources with the school community to help families understand when to keep their student(s) home.
● CVCA will make decisions that take into account the level of community transmission.

11. **Triggers for Switching to Distance Learning:**
   - CVCA will use governmental criteria to determine when to physically close the school and prohibit In-Person Instruction.
   - If more than one cohort has an infection or multiple staff members become infected, we will follow guidelines and directions from our Public Health Department on potential school closure for 14 days.
   - CVCA will have Distance Learning available throughout the year for all Elementary students in case the need to close arises, individual or cohort illness or other determination.

12. **Communication Plans:**
   - CVCA will communicate with students, staff members, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
   - Send families a safety brochure outlining our school guidelines (see attached) and it will be linked on our website. It includes protocols to follow if the student or staff member is sick.
   - CVCA is in direct communication with our regional Conference and Superintendent who monitors the state’s ongoing guidelines and regulations. CVCA also has direct communication with our local Public Health Officer through her spokesperson.
   - Each formal CVCA communication goes to: The Administration Council, the School Board, and then to all staff members and all families.
   - CVCA maintains regular communication through our learning management system to keep staff members and families updated on any changes through emails, texting and notices home.

Revised 8/14/20